

Saint Andrew the Apostle Parish School



PARENT HANDBOOK 2009 – 2010

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Celebrating 50 Years of Catholic Education

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PREFATORY REMARKS

This book is a compilation of philosophies, practices, and policies of Saint Andrew the Apostle School.

The education of our students is a cooperative effort and a collective responsibility of everyone involved.

Please read the handbook carefully and keep it for reference during the school year.

Its sole intention is to strengthen the bond between home and school.

The principal reserves the right to amend any policy as necessary.

MISSION OF ST. ANDREW THE APOSTLE SCHOOL

The Mission of St. Andrew the Apostle School is to build a Catholic environment that promotes excellence in learning and the development of the whole person through the Gospel message. Working with parents, staff, and our parish community, we seek to form leaders by guiding our students to their highest levels of spiritual and academic potential. We offer an environment which encompasses a quality academic curriculum, mutual respect, intellectual curiosity, and service to others.

PHILOSOPHY OF ST. ANDREW THE APOSTLE

St. Andrew the Apostle School is committed to the goals of Catholic education, to proclaim the Gospel message, to build community among all those involved with the school, to be involved in Catholic worship, and to serve others. We believe Jesus is the ever-present teacher in our classrooms and is the inspirational model for our parents/guardians, students, faculty, and staff.

St. Andrew the Apostle is committed to offering its students the opportunity to develop their individual talents and abilities. We provide a peaceful and safe environment that respects religious and cultural diversity.

We recognize parents as the primary educators of their children, especially in moral and emotional development. We acknowledge and support parents/guardians as our partners in Catholic education. We are called to be a Catholic school which instills in its students the love of God, neighbor, and self. We promote the love of learning, and the realization that learning is a life-long process.

AFFILIATION

Saint Andrew the Apostle belongs to the Diocese of Joliet and follows the policies of the Catholic Schools Office and the Illinois Department of Education.

This Handbook consists of guidelines which provide a framework for the day-to-day practices of the school. The administration reserves the discretion to vary these policies so that specific situations are treated on an individual basis. The policies are subject to amendment and/or discontinuation, as the needs of the school are met. The school will attempt to keep parents and students informed of any changes made to meet unforeseen circumstances.

PROTECTING GOD'S CHILDREN

The Diocese of Joliet requires all volunteers and paid staff at St. Andrew the Apostle Church and School to participate in a Protecting God's Children training session. The three-hour training session is designed to protect children from sexual abuse and help the staff and volunteers to recognize signs of such abuse. Beginning in the fall of 2004 – 2005 school year **ONLY** volunteers who have completed Protecting God's Children training will be permitted to work with children in any capacity. This includes but is not limited to, chaperoning on school trips, room parents, coaching, working on class projects, and lunch helpers.

CODE OF CONDUCT

St. Andrew the Apostle School strives to guide its students in becoming responsible Christian citizens. Guided by Christian principles, we strive to encourage growth in Christian virtues and attitudes, self-discipline, and individual responsibility. Students are held accountable at all times and on all levels for their actions.

A Code of Conduct helps students acquire proper Christian behavior and attitudes by exhibiting courtesy and respect:

ST. ANDREW THE APOSTLE CODE OF CONDUCT

- 1. Follow all directions immediately and silently.***
- 2. Do nothing harmful to yourself, others, or school property.***
- 3. Be respectful to all people at all times.***

CODE OF CONDUCT FOR PARENTS

Parents do not have unfettered access to the school. All parents must register at the front office before going into the school. Parents are asked to refrain from the using the side or Church doors to enter the building because doing so is forbidden because it creates a safety violation.

CODE OF CHRISTIAN CONDUCT

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e. g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come onto the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

COMMUNICATION GUIDELINES AT ST. ANDREW SCHOOL

How to make sure all concerns are addressed by the right people in the right order
The School Board, the Administration, and the Faculty, urge families to follow these guidelines in dealing with concerns.

Issues Regarding Academics, Behavior, Lunchroom, & Classroom Life:

1. Make an appointment with the teacher "in charge" to discuss the concern
2. Make appropriate use of documentation sheet (keep homeroom teacher up-to-date)
3. If the concern is not resolved, request a meeting with the principal, and bring your documentation sheet. Principal may request for the teacher/staff member to be present.

Issues Regarding School Sports Teams:

1. Discuss the issue with the coach of the particular sports team.
2. If the issue is not resolved, request a meeting with the Athletic Director.
3. If the issue is still not resolved, request a meeting with the coach, the Athletic Director and the Board member who oversees Athletics. The Principal is the last resort.

Issues Regarding Extracurricular Activities not including Sports:

1. Make an appointment with the faculty advisor of the extracurricular activity.
2. If the issue is not resolved, request a meeting with a member of the Board, or the homeroom teacher. The Principal is the last resort.

Role of the School Board:

The School Board welcomes and encourages school parents to attend the monthly School Board meetings. The Board is grateful for the questions and opinions expressed during Public Comment. Parents are notified that the Board will not reply to remarks spoken during Public Comment because the Board does not handle grievances.

Diocesan policy dictates that parental concerns are best addressed when brought up immediately to the responsible person closest to the situation.

SOCIALIZATION AND SETTLING DISPUTES

One of the most important tasks for children is forming peer relationships. Through careful intervention between children and conflict situations we facilitate the socialization process so that children learn the importance of our Gospel values: sharing, compassion, honesty, while they learn to recognize their feelings and verbalize them appropriately. Our staff is creative in finding solutions to problems. Please talk to your child's teacher if you have questions regarding socialization or discipline.

Parent Involvement & Responsibilities

- parent participants
- being involved if you can't be a participant
- fundraising
- clean-ups
- parent meetings
- communication

Being Involved If You Can't Be a Participant

There are many ways for SAS parents to be involved and help in their children's care and learning at school outside of classroom participation. You could help supervise the lunchroom, or other field trips, take a small group of children on a short walking trip, spend 15 to 20 minutes reading to a small group of children, help with clean-up at the end of the day, collect items for dress-up clothes or re-sale of uniforms, make capes or costumes, make new pieces for wooden puzzles, save items such as wood scraps, wrapping paper, containers, beads, yarn and fabric scraps, etc. We are happy and honored to have your involvement in any capacity.

SCHOOL OFFICE HOURS

The school office is open on all school days from **7:30 AM – 3:00 PM**.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

GRIEVANCE PROCEDURES

Should a *parent* have a grievance about or with a *Teacher*, the following procedure must be followed:

- If a Parent has any grievance with or about a Teacher the Parent must first discuss the complaint with the Teacher involved. This discussion shall take place with all parties present and never over the telephone.
- Should the matter not be resolved to the satisfaction of the Parent(s) or Teacher, a "written notice" of complaint shall be forwarded within a reasonable length of time by the Parent(s) or Teacher to the Principal with a copy to all parties involved. This written notice should state that the Parent(s) met with the designated Teacher and should also state the specific date and time of set meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the Principal, the Principal and Teacher shall review and discuss the complaint at hand. A meeting shall then be scheduled between the Parent(s), the Principal and the Teacher to discuss the grievance.
- If there is a need to confer with the Pastor on any unresolved issue, the Principal shall notify the Pastor and a meeting shall be scheduled between the parent(s), the Teacher, the Principal and the Pastor.
- If a Parent does not follow the procedure stated above, the administration will not hear the complaint. The Parent will be advised to follow the established procedure. Should a *parent* have a grievance about or with *Principal*, the following procedure must be followed:
- If a Parent has any grievance with or about the Principal the Parent must first discuss the complaint with the Principal. This discussion shall take place with all parties present and never over the telephone.

- Should the matter not be resolved to the satisfaction of the Parent(s) or Teacher, a “written notice” of complaint shall be forwarded within a reasonable length of time by the Parent(s) or Principal to the Pastor with a copy to all parties involved. This written notice should state that the Parent(s) met with the designated Principal and should also state the specific date and time of set meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the Pastor, the Pastor and Principal shall review and discuss the complaint at hand. A meeting may then be scheduled between the Parent(s), the Principal and the Pastor to discuss the grievance.
- If there is a need to confer with the Superintendent on any unresolved issue, the Pastor and or Principal shall notify the Superintendent for any possible intervention.

All parents agree to these terms when registering their child(ren) and when signing off on the Handbook consent

ADMISSIONS AND RECORDS

Non – Discrimination Policy

Schools that operate under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all rights, privileges, and programs, and activities generally available to the students of the school. The Diocese of Joliet School Board of Education and St. Andrew the Apostle School Board are committed to supporting equal educational opportunities for all children, and to providing a Christian environment in which Roman Catholic truths and values are integrated with every aspect of human life. With this in mind, all students are required to participate fully in all Catholic faith related activities, including but not limited to prayer and mass.

Enrollment Requirements

- Registration forms & Family Contract must be completed by the parents for each child. These forms are available through the school office.
- The parents/guardians agree to the financial policy of the school.
- Preschool enrollment requires the child to be three years of age on or before September 1st of the year of enrollment.
- Kindergarten enrollment requires the child to be five years of age on or before September 1st of the year of enrollment.
- First grade enrollment requires the child be six years of age on or before September 1st of the year of enrollment.
- A non – refundable Book fee per child.
- An appropriate educational program and/or the availability of space can be factors in considering admission

If the parent or guardian is Catholic they must contact the rectory to register in the parish.

Registration

Registration forms must be completed before testing of new students occurs. In order to reserve a place in the class, the registration fee for returning students is due at the time of re-registration. In the event that a class is filled, non-registered students or students whose registration fee is unpaid will not be guaranteed placement. Registration fees are not refundable. Registration is not complete until the fee is paid.

Each new student at St. Andrew the Apostle School must provide the following:

- Original copy of birth certificate.
- Original copy of Baptismal certificate (where applicable)
- Completed registration, enrollment, and text forms.
- Dental and physical examination and immunizations as required by Illinois State Law.
- Appropriate transfer forms (where applicable)
- Court papers stating custodial rights of each parent (where applicable)
- Original academic records must be on file in the school office within 30 days after admission. Students may be dismissed if this requirement is not met.

TUITION POLICY

Upon acceptance of a student by St. Andrew the Apostle Catholic School and execution of a tuition contract, the full year's tuition shall be considered payable and non-refundable. All tuition refunds are contingent upon St. Andrew Catholic School receiving ten (10) days notice in writing prior to the student's actual departure date.

Tuition accounts must be current and active at all times. Failure to make payments when due will result in the denial of student admittance to class, exams, extra-curricular activities, and other events and activities as determined by the Principal.

TUITION REFUND POLICY

Upon acceptance of a student by St. Andrew the Apostle Catholic School, as recognized and acknowledged by the Principal, and execution of a tuition contract, the full year's tuition shall be considered payable and non-refundable. All tuition refunds are contingent upon St. Andrew Catholic School receiving ten (10) days notice in writing prior to the student's actual departure date.

If a student should leave St. Andrew Catholic School for any reason during the school year, the Principal, in consultation with the Pastor, may at their discretion, refund tuition based upon the following schedule:

PAID IN FULL (One time or semi-annually payment)

<u>Academic Year</u>	<u>% of Tuition Refund</u>
Prior to Beginning of School Year	100% (Less Non Refundable Deposit)
1-30 Calendar Days	75%
31-60 Calendar Days	50% (45 day check-in for new students)
61-90 Calendar Days	25%
After 90 Days	0%

MONTHLY PLAN (monthly payments)

<u>Academic Year</u>	<u>% of Tuition Refund</u>
1 st through 10 th of the month	Full refund of the monthly payment
11 th or after	0%

STUDENT TRANSFERS

All students entering St. Andrew the Apostle School (preschool through eighth) will be placed on probation for 45 days. St. Andrew the Apostle School reserves the right to extend this probationary status when deemed necessary.

Per Diocesan policy, students clearly unable to profit from the school by reason of ability, serious emotional instability, or conspicuously uncooperative or destructive attitude of parents/guardians, will be asked to transfer when:

- The school has explored the means to meet the needs of the student
- There has been sufficient discussion with the parents/guardians concerning student behavior
- The parents or guardians of the student lack good will, good faith, and cooperation

The final decision is made by the Principal, who may consult with the Pastor.

Records are *never* released to parents for transfer. No records will be sent to transferring schools of students whose financial commitment is in arrears.

EXIT INTERVIEWS

When a family decides that St. Andrew the Apostle School cannot meet the needs of their child(ren) they may request an interview with only the principal and/or the pastor. In lieu of an interview, parents are encouraged to complete the appropriate "exit interview" form and return it in a timely manner to the school office. Exit interviews are of no concern to either the school board or the PTO. Since it is a sorrowful time for the school when a family decides to leave the community, the administration should have first-hand information from the exiting family so the school can seek ways to improve the educational opportunities available to all.

RIGHTS OF CUSTODIAL PARENT/GUARDIAN

St. Andrew the Apostle School complies with the prevailing laws of the State of Illinois concerning the rights of custodial parents and non-custodial parents, and/or legal guardian(s). At the time of initial enrollment, or at the time this matter proves to be relevant to any child enrolled, the parent or adult who has been awarded custodial or legal guardianship by the court must present written proof of custody to the school administrator.

Non – Custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.

ADMISSION REQUIREMENTS

Successful completion of an entrance exam and an interview with the principal are prerequisites for admission. New students are on academic and behavior probation for 45 (forty five) days, per Diocesan policy.

1. The ability to provide appropriate education, behavioral programs, and/or availability of space can be a factor in considering admission.
2. No student shall be denied admission solely on the basis of race, color, nationality, or ethnic origin.
3. Provided all fees and deadlines are met the following priorities are in effect
 - A. Children currently enrolled in St. Andrew the Apostle School will be given first priority.
 - B. Families with children currently enrolled in St. Andrew the Apostle School will receive second priority.
 - C. Third priority will be given to families who are registered members of St. Andrew the Apostle Parish.
 - D. The principal and pastor will review readmission of former students (previously having transferred from St. Andrew the Apostle School) on an individual basis.
 - E. The principal and pastor may make any discretionary exceptions to the above policies when, in their judgment, it is in the best interest of St. Andrew the Apostle School.

STUDENT RECORD INSPECTION

St. Andrew the Apostle School keeps a cumulative file for each student currently attending the school. The Buckley Pell Act, PL 93-358, provides parental access to individual student records that are maintained by any education institution.

All requests for student records must be in writing. Parents must state the specific records requested. Within fifteen days of the receipt of the request, an appointment will be made with one of the authorized school personnel and the principal to interpret the record with the parent.

HEALTH AND SAFETY

Student Accident Insurance

It is the responsibility of the parents/guardians to obtain adequate student insurance for their children. All students who engage in athletics must be adequately covered by insurance. Student accident insurance is made available to parents of St. Andrew the Apostle School students. Call Catholic Mutual Insurance for more information at 815-838-2142.

Medication

If a student is ill, he/she should remain at home. If your child requires medication during the school day, a parent or guardian must administer this medication. The school office may not administer medication. We advise parents/guardians to schedule medicine dosages at times when the child is at home.

Children requiring daily medication must have a medical form completed by the physician on file in the office. Daily medications are to be brought to the school in the pharmaceutical container clearly marked with the student's name and instructions.

Students MAY NOT keep any medication, including aspirin, Tylenol, lip balm, or cough drops in their possession. Absolutely no medications that look like products such as lollipops or gum are allowed. Inhalers are the exception, with the appropriate form on file.

Dental Hygiene

Students who have been fitted for braces must present a doctor's note if/when there is a need to brush their teeth during school hours. Students will not be allowed to brush their teeth during school time without a note from their doctor.

School Accidents and Illnesses

Occasionally a student is injured during supervised Physical Education classes, classroom activities, recess, etc. The supervising adult files an accident report and the child is sent to the office immediately. The office staff will apply ice or a bandage. If found appropriate, the parent or guardian will be notified by phone and the parent or guardian will decide if further medical attention is needed. A student who becomes ill during class will be dismissed after the parent or guardian has been notified and has made arrangements for the child to be taken home. If the school office is unable to reach the parents, guardian, or those listed on the emergency card, the Romeoville paramedics will be notified. It is the parent's responsibility to make arrangements to remove the ill child so as to not place the school population at risk. St. Andrew the Apostle School does not have a school nurse or nursing facilities available onsite.

Illness/Health

St. Andrew School agrees to notify the parent(s)/guardian(s) whenever the child becomes ill. The parent(s)/guardian(s) agree to pick up the child within 30 minutes of receiving the call that your child is ill.

1. A temperature of over 101 degree, recurrent vomiting/diarrhea or a communicable disease would require exclusion from SAS school and all classroom activities.)
2. The parent/guardian authorizes SAS to obtain immediate medical care if any emergency occurs when she/he cannot be located immediately. If you object to this agreement, please provide statement as to why.
3. The parent(s)/guardian(s) agree to inform the SAS within 24 hours or the next business day if their child or any other immediate household member had developed a reportable communicable disease, as defined by the ISBE or the State Board of Health, except for life threatening diseases which must be reported within 24 hours.
4. If the disease is contagious or communicable, parents must obtain a note of clearance from the doctor or physician. This note is mandatory to re-admit a student, regardless of the amount of time away from school.
5. It is against school policy for my child to bring medication of any kind to school without written permission from a physician and parent. This includes cough drops, Tylenol, aspirin, cough syrup or prescriptions of any kind.

SCHOOL NURSE/EMERGENCY CARDS

The services of the Will County Health Nurse are available to the school. A nurse will visit any family upon request.

Each student receives an emergency card at the beginning of the year. This card requests phone numbers where the parents or guardians can be reached during the day, and the phone numbers of two other designated adults who have the parents or guardians permission to care for the child if the parent cannot be reached immediately. In order to provide the utmost safety for each child, we require that all emergency cards be **UPDATED IMMEDIATELY** when changes occur.

Physical Examination

Illinois State Law requires a complete examination by a physician for a student before entering Pre-kindergarten, kindergarten, first grade, sixth grade and all out of state transfer students. Students not in compliance will be excluded from school beginning Oct 15 until the completed form is on file in the school office. Students must also have the hepatitis B vaccine beginning September 1998. Beginning July 2002, all students entering Pre-kindergarten must have a varicella (chicken pox) vaccine on or after the first birthday or a physician's documentation of the disease.

Eye Examination

The law requires that all children entering kindergarten or enrolling for the first time in public, private or parochial schools in the state undergo a complete eye exam by a licensed optometrist and show proof of that exam before the first day of the school year.

Dental Examination

Effective July 1, 2005 Illinois State Law requires that children in kindergarten, second and sixth grade have an oral health examination. This law applies to public, private and parochial schools. The examination must be performed by a licensed dentist and he/she shall sign the proof of examination form.

Personal hygiene is expected to be maintained! All students must be conscious of their personal appearance every day. A daily shower, brushed teeth, clean clothes and neat hair are expected.

Screening Program

The Will County Health Department sponsors a Vision and Hearing screening on a yearly basis in our school. The Health Department decides the grade level tested each year.

Communicable Disease/Conditions

Parents are required to report any contagious disease your child has to the office immediately so other parents can be notified to watch for symptoms. Some diseases and conditions which should be reported are: chicken pox, measles, German measles, mumps, strep infections, Hand/Foot & Mouth Disease, infestations by lice, mono, fifth disease, pink eye or any disease the doctor indicates might be contagious. After the disease or condition has been treated, the school must be notified of this in writing by a physician before the students may be re-admitted to school. In accordance with policy, some contagious illnesses are reported to the Public Department of Health.

Maintaining Healthy School

Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefit and for the health of all the other students and staff members. A child does not need a temperature to be ill. Effective with the start of the 2009 – 2010 academic year, the administration will not issue perfect attendance awards. There is no academic benefit or value to having perfect attendance. Parents are notified to keep their children at home when they are sick. Please do not bring students to school when they exhibit illness or other unhealthy symptoms.

Extended Christian Daycare

The extended Christian daycare program is available to all students. The A.M. session is from 7:00 A.M. to 7:45 A.M. Students arriving on the grounds before 7:45 A.M. will be sent to the program and charged for the full session. The P.M. session is from 2:40 P.M. to 6:00 P.M. The P.M. session closes promptly at 6:00 P.M. Any child that is picked up after 6:00 P.M. will be charged \$1.00 a minute in addition to the regular charge for the session. Students will not be permitted to attend the program if accounts are past due. Checks must be made payable to St. Andrew the Apostle School.

The School provides a healthy snack to students who attend Extended Christian Care. The cost of the program will be:

A.M. Session:	\$5.00	first child	P.M. Session:	\$10.00	first child
	\$3.00	second child		\$ 5.00	second child
	\$2.00	third child		\$ 4.00	third child

Personal Property

Articles of clothing, boots, tennis shoes, lunch boxes, etc. should be marked with the student’s name and grade. Since all classrooms are used throughout the week by other Parish groups, no valuable items should be left in the student’s desk or lockers. We cannot be responsible for stolen, lost, or destroyed items. No toys of any kind, trading cards (including Yu-Gi-Oh cards or baseball cards) and/or any item the staff feels will create a distraction may be brought to school. Students who use or display cell phones or other electronic equipment will lose this privilege. No warning given and parents will be called for pick up. Cell phones must be turned off and kept in the student’s bag throughout the school day!

Electronic Equipment

No toys, cameras, electronic devices of any kind may be brought to school. This includes, but is not limited to, electronic games, tape recorders, pagers, radios, walkmans, lasers, MP3s, & CD players. Items that are taken from students will be held in the office for parent or legal guardian pick-up. Tape recorders and any type of media device that records voices is expressly prohibited, and may violate the law. Children are never allowed to tape class.

SCHOOL DAY PROCEDURE

Daily Schedule

Students enter the building	7:45
Prayer Bell	8:00
Pre-School dismissal	11:00
Early Dismissal (½ days)	11:30
Lunch	11:20 – 12:00
Afternoon classes begin	12:00
Dismissal	2:35
Day Care	2:30 – 6:00 P.M.

Arrival

We are not insensitive to working parents; however, it is not permissible for parents to drop their children any earlier than 7:45 unless they are attending the Extended Christian Daycare program. Any student arriving on the school grounds before 7:45 will be placed in the program and parents will be billed accordingly.

Students may begin entering the building at the 7:45 a.m. Exceptions include:

- Students who have made prior arrangements with a teacher for tutoring, extra help.
- Students attending the Extended Christian Daycare Program.
- Principal discretion.

Dismissal

Dismissal time will be earlier on selected days. These dates are noted on the monthly school calendar & weekly newsletter. There will be no P.M. extended care on early dismissal days (11:30 a.m.). Students are expected to take everything they need with them as they are dismissed each day. No student will be allowed to re-enter the building for forgotten lunches, books, homework, etc. Exceptions may be allowed for forgotten glasses, house keys, and/or medication.

Early Dismissal

In order to be dismissed early, students should present a note signed by parent/guardian to the office that states the date, time, and reason for early dismissal as well as the name of the adult that is authorized to pick up the child. Under no circumstances will a child be released to anyone other than a parent, guardian, or authorized adult. This adult must report directly to the school office to pick up the student. For the safety of the student, all adults are required to sign the student out. Parents are encouraged to make doctor and dentist appointments outside of school hours.

Supervision

Students admitted to the building will be supervised at all times by a teacher or another responsible adult. Any student staying after school for any reason must have written permission from the parent or guardian and necessary transportation in advance. Parents/Guardians will be notified by the teacher in advance if a student is to be kept after school.

ABSENCE POLICY

In order to ensure the safety of all children and prevent truancy, we require a parent to call the school office when a child will be absent. Phone calls are to be made between 7:00 and 10:00 A.M. Please give the office the name of the child, grade, and the reason for the absence.

Excused Absences

Classified as an illness, a medical appointment, a required court appearance, or the death of an immediate family member.

Unexcused Absences

Classified as those taken with the permission of the parent, but not of the school. For example, family vacations, recreational events, and staying home to do homework.

It is the responsibility of the student to make up all work within a reasonable amount of time. The deadlines for “missing” or “late” work are determined by the student’s teacher.

At no time is a student allowed to leave the school grounds while school is in session without the approval of the administration. Students may not leave the school grounds at the end of school when they have continuing extra-curricular activities (e.g., athletic events).

The school accepts no liability in cases of student absence or when students leave the school grounds in violation of this policy.

According to the School Law of Illinois, it is the parent’s responsibility to see that their child is in regular school attendance. According to the State Board of Education, excessive absenteeism is defined as those students who have missed 10% out of the last 180 school days. The law is specific that the parent has the obligation to see that the child is in school. The Will County Truancy Officer will be notified in the case of excessive absenteeism.

TARDINESS POLICY

Excused Tardiness

Defined as an illness, family emergency, unavoidable traffic delays, medical appointments, and an excuse note from office staff or another faculty member.

Unexcused Tardiness

Defined to include oversleeping, no parent note, not hearing the bell, not being in class although on campus when the 8:00 A.M. bell rings.

It is important that students be regular and punctual in attendance. When a student has five (5) unexcused tardies, a parent-teacher conference will be mandatory. A detention may be assigned upon the 2nd (and sequential) unexcused tardy.

Consistent tardiness is detrimental to the goals of Catholic education. If problems persist, the principal will contact the parents or legal guardians to correct the problem. Possible consequences of repeated tardiness include, but are not limited to, retention in current grade, grade-reduction, and transfer to another school.

TAKE YOUR CHILD TO WORK DAY

Students must present a written notice prior to the day they plan to go to work with a parent. This will be considered an excused absence.

VACATIONS

Vacations are discouraged during the school year. Teachers cannot provide lesson plans or assignments ahead of time and are not required to do so. The final decisions regarding vacations are the responsibility of the parent/guardian.

EMERGENCY SCHOOL CLOSING

On rare occasions a situation may arise requiring early dismissal of school. Parents are encouraged to instruct students as to where they should go if no parent is at home. This information should be on file in the office and updated whenever necessary. The name and phone number of the adult at the emergency address is required. Should severe weather or a local emergency necessitate the closing of school, public announcements will be made over the local radio and television stations and websites:

CBS2 NBC5 ABC7 WGN9 FOX32 CLTV
WGN (720) WBBM (780)
Emergencyclosings.com

A parent telephone tree is implemented and organized by a parent, not the school, at the beginning of the year to help with notification of school closings. If you do not return the telephone tree form, you **will not** be notified personally about an emergency closing. **We ask you to not call the school or parish office for school closing information.**

SCHOOL SAFETY

Disaster Drills

Fire and tornado drills are conducted throughout the school year. In the event a fire is discovered by a student, they are instructed to inform the nearest teacher and not to pull the fire alarm.

Bicycle Riders

Bicycles are to be walked on school property (blacktopped area and the sidewalk in front of the school on Kingston). Bicycles are to be placed in bicycle rack and locked. Skateboards, rollerblades, skates, scooters, and any other form of self transportation are NOT permitted. For safety, we request that bicycles not be ridden by children below grade three.

Walkers

The city of Romeoville provides a crossing guard at Kingston and Kenyon. Students and parents are expected to obey the crossing guard at all times. No one is permitted to cross between buses.

Car Riders

Parents/Guardians are expected to follow the traffic plan sent at the beginning of the year. One-way traffic keeps traffic flowing. Please drop students off in the designated drop-off areas for their protection.

Bus Service

Some students in grades Kindergarten through eighth, living within the Valley View School District 365U, and living one and one half miles away from the school qualify for free busing from District. Valley View School District decides the mileage, eligible riders, and where the bus will pick up the students. Transportation forms must be filled out & returned to Valley View Transportation.

Students from St. Andrew the Apostle School are expected to conduct themselves in a safe and orderly manner at all times on the bus and at the bus stops. St. Andrew the Apostle School will adhere to the policies and disciplinary actions established by Valley View District. Students not assigned to bus service will not be allowed to ride the bus. Misbehavior on the bus or at the pick up or drop off spots will result in the student/s being removed from the bus transportation for a day or longer. Bus rules are distributed each year by the bus drivers.

If bus riders choose to walk rather than ride the bus, they **MUST** present a note from their parents **EACH** time they walk.

PARENTS AND GUARDIANS MESSAGES/DELIVERIES

Parents and Guardians **MUST** contact the office when they wish to give messages to their children. Under NO circumstances are parents/guardians allowed to enter a classroom without notifying the office first.

Students are given advance notice when assignments are due and are expected to come to school fully prepared. Therefore, they are not allowed to call home for forgotten items such as gym clothes, homework, books, or lunches.

Students who forget their lunches will receive a substitute lunch with water. Lunches brought from home may not be refrigerated or warmed at school.

In the event of an emergency, students will be called to the office for brief messages. Students are not allowed to use the school phone at any time during school hours. Parents wishing to contact a teacher may call the teacher's extension and leave a message. Parents/Guardians wishing to contact the school office, please dial the school secretary at extension 420. If an individual conference is required with the principal, please call the school office to arrange an appointment.

TELEPHONE CALLS

Students and parents are not to use the school phone for personal reasons. The school phone can only be used by school personnel for school business.

SCHOOL VISITORS

St. Andrew the Apostle School is a closed campus. Other than school personnel and authorized visitors, no one is allowed on the school campus at any time without the explicit permission of the principal. All visitors must report to the school office upon arrival, sign the visitor's book, and wear a visitor's badge at all times while on campus. Parents/guardians who are working in the classroom, on the playground, or anywhere else on the school campus are considered visitors to the campus. Please be advised that Chapter 122, section 24 – 25 of the Illinois Revised Statutes makes it a crime for any person to refuse to tell a teacher or any school employee their name and their purpose for being on school property.

ANIMALS ON CAMPUS

Animals are **not** permitted on school/parish grounds. Leave your pets at home when bringing and picking up students.

STUDENT PROGRESS

Report Cards

Report cards are distributed quarterly. They are designed to show growth in the areas pertaining to development, work habits, and readiness. Pre-kindergarten students will receive progress reports after the second quarter. Progress of students in kindergarten through second grade will be recorded as follows:

- E (exceeds expectations)
- M (meets expectations)
- NI (needs improvement)

Letter grades with the following equivalents are used in grades 3 through 8.

A+ 100 B+ 92 – 91 C+ 84 – 83 D+ 76 – 75

A 99 – 96 B 90 – 88 C 82 – 79 D 74 – 72
A- 95 – 93 B- 87 – 85 C- 78 – 77 D- 71 – 70 F 69 – 00 Failing

Academic Guidelines For Extra-Curricular Activities

The Saint Andrew administration and staff has as its highest priority a focus on student academic achievement and learning in a faith-based environment. Academic competency is a prerequisite for participation in any extra-curricular activity, sport, or other related event. Students are expected to maintain a “C” average or better throughout the duration of the extra-curricular activity. A student will be ineligible, and will therefore not participate, if the average in a core class drops below the “C” level.

There is no probationary period. It is the responsibility of the student to maintain grades above a “C” level. The principal may use discretion and authority to permit students to play and participate with a 70% or higher.

For the purpose of this policy, Extracurricular Activities include but are not limited to sports, cheerleading, band, martial arts, Young Rembrandts, and any other after school clubs. It does not include Church Ministries such as Altar Servers, Choir, Bell Choir, etc.

Participation

Participation is herein defined as an active role in, a passive role in or with, or in an official capacity, including but not limited to, practicing as part of a group, playing, officiating, or otherwise involved in an activity which is deemed an Extracurricular Activity. If the student is ineligible, daycare is available, at your expense, while at St. Andrew the Apostle School during normal daycare hours.

In keeping with Catholic tradition to promote the unique, God-given talents of children, Saint Andrew the Apostle School offers the following extra-curricular activities:

Basketball	Volleyball	Cheerleading	Choir
Computer Club	Student Council	Band	Martial Arts

DANCES AND MIXED PARTIES

Dances are offered to students in grades 6, 7 & 8, some dances are open to 5th graders. Parents are enlisted to help decorate and chaperone these dances. Students are expected to follow the school's Code of Conduct and Free Dress Guidelines at the dances. Students who have three (3) detentions in one marking period may be denied admittance to the dance.

Party invitations may not be handed out at school unless they include the whole class. Class parties must be planned in conjunction with the teacher. However, the school may sponsor or allow a well-planned party/dance on the school or parish premises for grades 6 – 8. Parents will help provide proper supervision.

We strongly recommend that parents neither give nor encourage Sixth, Seventh and Eighth Grade children to attend boy/girl parties. Experience has confirmed (repeatedly) with wisdom this recommendation. Among other affects, which could be harmful to the children, this type of party anticipates a social situation that makes no allowances for the different rates of maturity among boys and girls. Failure of parents to accede to this request places an unreasonable burden on the parents.

HONOR ROLL POLICY

Gold Honor Roll – All “A’s” in the seven core subjects, and nothing lower than a “B” in the special classes (Computers, Music, P.E., and Art).

Silver Honor Roll – A combination of “A’s and B’s” in all subjects.

PROMOTION

Students who complete the work of a particular grade in the basic skill areas and who are correspondingly mature shall be promoted to the next grade. The principal reserves the right to make the final decision for student promotion.

Retention is not a negative aspect of education, but rather it provides additional opportunity for student success. Students may be conditionally placed in the next grade; failure to meet the demands of the education for this grade will result in the student being moved back to the grade required.

RETENTION POLICY

A student who fails to meet grade level requirements in two or more quarters in a subject will be recommended for retention. A conference will be held with the parent/guardian, teacher(s), and principal to discuss individual cases. Parents/guardians who refuse to allow a student to be retained will be requested to sign a paper stating their disagreement with the decision and that they no longer hold the teacher, school, parish, or Diocese responsible for their child’s education. Parents may be requested at this point to withdraw their student from St. Andrew the Apostle School. The same procedure will be followed if parents/guardians request that a student be retained in a grade against a teacher recommendation.

GRADUATION

Students must meet all academic, financial, and state requirements in order to participate in eighth grade graduation activities and the liturgy.

PARENT COMMUNICATION/FOLDERS

Newsletters, calendars, lunch menus, volunteer opportunities, and announcements are sent home to parents/guardians from the school office every Tuesday. Family folders are sent home via the oldest child in the family. The folder is to be signed, dated, and returned to school the next day. It is the **students** responsibility to make sure all communication arrives home safely. It is the responsibility of the **parents/guardians** to read the material contained in the folder and respond when necessary.

The principal must approve any communication sent home from the school. The signature or initials of the principal located in the lower right hand corner indicates that the material has been approved.

PARENT/TEACHER CONFERENCES

Conferences are scheduled twice a year for parents/guardians and the students. Teachers and/or parents/guardians may request a conference as needed. Any question regarding progress, effort, homework, teacher – pupil relations, classroom discipline, etc., should be discussed with the classroom teacher. If further consultation is desired after meeting with the teacher, parents are encouraged to contact the school office to make arrangements to meet with the principal.

DANGERS/ANNOYANCES/SEARCH AND SEIZURE

The possession, sale and/or use of drugs, weapons, contraband, and all unidentified foreign substances are strictly prohibited. The school retains the right to and will search for and seize these items when they are reasonable grounds to believe that they are present on the school premises. Students are not allowed to be in the possession of pepper spray, spray bottles, laser pointers, mace, beepers, cigarettes, cigarette lighters, matches, or smoking paraphernalia, medication, breath fresheners, playing cards, toys, cameras, CD players, or any other inappropriate items. These items will be confiscated and parents/guardians, and/or legal authorities will be notified.

ALCOHOL AND DRUG POLICY

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs (illicit, or over the counter), or alcohol. Students shall not possess paraphernalia i.e.: roach clip, rolling papers, coke spoon, etc.). The possession or inappropriate use of inhalants, aerosols, butane lighters, or other lighter fluids is not permitted. Materials described above will be confiscated and turned over to the police.

Students shall not possess any prescription drug/non-prescription medication. Students taking prescription medicines must do so according to school guidelines for medications.

This policy is in effect on school buses, in school buildings, or on school grounds at all times. This policy extends to all school sponsored and related activities, as well as field trips, athletic, and music trips, whether held before or after school, on weekends, or during the evening.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in the cancellation of that organization's privilege to use school facilities.

St. Andrew the Apostle School is a zero tolerance facility.

ORGANIZATION OF THE SCHOOL

Curriculum

The basic curriculum of St. Andrew the Apostle School emphasizes academic excellence through:

Religious Education	Technology/Computers
Language Arts	Mathematics
Humanities (5 through 8)	Science
Social Studies	Physical Education
Music/Art (K through 8)	

Classes in Religious Education are conducted daily and include weekly attendance at Mass. All students must participate in the Religious instruction and are responsible for the materials covered. All school liturgies give the student the opportunity to pray together and participate in the Eucharistic Sacrifice according to their age levels. Community service is encouraged throughout the program. Opportunities for community service are offered at all grade levels.

Homework

Homework is defined as academically related work and assignments given to students by classroom teachers to be completed beyond regular classroom instruction time. The purpose of homework is to provide students the opportunity for meaningful practice, application, and extension of acquired knowledge. Some of the types of assignments your child might be asked to work on at home include daily review such as, worksheets or studying vocabulary; independent reading of a textbook, article, or novel; completing work started in class, such as a science lab; long or short term projects; and studying for quizzes and tests. Regardless of its form, the administration and staff of Saint Andrew

the Apostle School feel homework is an important part of the instructional program which warrants clear communication between home and school.

SACRAMENTS

The Sacraments are a family celebration. Our parish family of St. Andrew the Apostle, joined with the blessings of our Diocese of Joliet, takes this responsibility deeply to heart. We recognize the truth that all of us, our young children as well as our adults, are on a lifelong journey of growing in faith, hope and love. So our Faith Formation, called *Generations of Faith*, addresses this human need for lifelong, ongoing faith formation. The two year preparation requirements for the Sacraments of First Reconciliation, First Communion, and Confirmation for families who have children attending St. Andrew the Apostle Parish School are:

- Sacramental preparation is delivered by the Catechist known as the classroom teacher in the School. Although sacramental preparation takes place during the day in the School, parents are still the primary educator. Therefore, parents are fully and primarily responsible for fulfilling any and all Parish obligations to receive sacraments.
- In addition to daily faith formation during Religion classes, that includes reflection, understanding and prayers pertaining to the Sacraments of our Catholic Faith, families are to aid in the growth of faith of their child who is preparing to receive a Sacrament.
- Be registered members of St. Andrew the Apostle Parish.
- Complete Faith Formation registration that includes a copy of the child's Baptismal certificate and payment of the Sacrament fee.
- Attend mandatory Sacrament information meeting.
- Attend four (4) sessions of Generations of Faith over the two year preparation period.
- Additionally, in the year of Sacrament, attend two (2) assigned sessions (October and January) of Sacramental Faith Formation for the Sacraments to be received.
- As primary role models for their children, parents are the key to their child's preparation. Parents are not alone, they are supported by the school and the Parish. Parental involvement is integral to the spiritual growth and faith formation of young people.
- Candidates and parents for sacramental preparation (First Holy Communion and Confirmation) will participate in the regally scheduled Generations of Faith program. They will also attend grade level meetings and/or retreats to focus on specific sacramental preparation

Although strictly not required, all parish members, including all school families, are highly encouraged to attend all seven yearly core Generations of Faith sessions as a way to maintain and foster their lifelong relationship with God and His church.

PHYSICAL EDUCATION

Instruction in physical education is offered at each grade level. A doctor's/or parent/guardian note is required for non – participation in P.E. classes. A doctor's note is required after a 2nd day of non-participation. Students must have the correct gym uniform and gym shoes for each gym class. On P.E. assigned days, students in grades kindergarten through fifth grade will wear their gym uniform to school (see dress code).

COMPUTER LAB

Under the direction of the Technology Coordinator, all students use and are provided an opportunity to develop basic familiarity, concepts, and skills relevant to computers. Computer software is available to provide practice in mastering the skills of reading, writing, social studies, keyboarding, and math.

All students using the Internet must have an Internet usage agreement signed by the student and parent(s)/guardian(s) on file. Students must have permission to access the Internet and must have a supervisor present.

RESPONSIBLE BEHAVIOR AND DISCIPLINE

Classroom Rules

Each teacher establishes age-appropriate classroom rules, policies, and procedures. A teacher's classroom management plan is shared with parents at "Back-to-School" Night.

Expectations For Students

The school community of Saint Andrew the Apostle sets high spiritual and academic standards for its students. Discipline in Catholic schools has a long history of providing a safe and considerate environment for the learning of all students by monitoring student behavior.

Students are expected to show respect for all adults on campus. That includes substitute teachers, yard duty volunteers, guests, & instructional aides, etc...

Teaching students to accept responsibility for their behavior is the core of our discipline plan. All students are expected to be tolerant of other viewpoints. Students are not allowed to harass other students based on gender, racial background, physical characteristics, or disabilities.

No public displays of affection are acceptable. (*i.e.* kissing, etc.)

The reason for St. Andrew the Apostle School is Christ. He is our model and ever present force in the classroom. Therefore, we

- Provide a classroom and campus environment conducive to promoting student achievement
- Educate students to appreciate the importance of the Catholic faith
- Expect students to demonstrate self-control, to mirror Catholic values, and to be responsible
- Surround students as a community of faith to watch them grow

Disciplinary Action

The following guidelines are generalities for staff to monitor student behavior. Each situation that arises during school is impossible to define, and cannot be covered exactly. However, disciplinary action may result for the following infractions:

Lack of Respect To Teachers, Staff, Yard-Duty Supervisors

- Answering back to adults
- Refusing to accept correction
- Showing a negative attitude
- Open and persistent defiance of authority

Disobedience

- Failure to follow instructions promptly and thoroughly
- Chewing gum
- Throwing anything in class
- Willful disregard of classroom or playground rules

Disruption of Class

- Talking out of turn
- Arguing
- Annoying others; or any behavior perceived as disruptive by the teachers

Destroying or Defacing School Property

Writing on or damaging desks, books, walls, or any school property (Any damage to school property, or the property of another student, must be repaired, replaced, or paid for by the parents of the child held responsible for the damage.)

Violation Of Appropriate Social Behavior

- Harassment of a racial, physical characteristic, or gender based nature
- Calling names, bullying, threatening, or harassing another student
- Profanity of any kind (verbally or by gestures)
- Being unkind, verbally or physically
- Failure to keep desk and materials in order
- Failure to cooperate with uniform or free dress regulations
- Inappropriate lunch table behavior (shouting, throwing food, lack of respect towards lunch supervisors, failure to clean eating area before leaving, failure to remain seated for the required time period at the lunch table)
- Any form of racial or gender inappropriate language or innuendo

Playground Safety Violations

- Playing ball or running before morning assembly or after school is prohibited
- Riding bikes on the playground between the hours of 7:40 and 4:00
- Riding a bike without a properly secured bike helmet
- Skateboards or roller blades are never allowed on the playground
- Throwing/kicking a ball with excessive force
- Playing/squirting water in the restrooms
- Going into restricted campus areas
- Spitting

CHEATING OR COPYING

Cheating (e.g., copying) of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

INFRACTIONS & CONSEQUENCES

<u>TYPE OF REPORT</u>	<u>COMMENT</u>
Note from Teacher	This indicates a concern from the child's teacher. Although it is not serious enough to warrant a "referral," parents are required to respond and to cooperate with the recommendation of the teacher.
Note From Teacher	Serves as documentation for breaking school rules.
Referral/Code of Conduct Violation	A detention is given for an infraction of school rules, with no warning needed. All detentions are served during the school day at lunch. The classroom teacher and the administration determines the length of time for the detention. Failure to return a detention with a parent signature the next day, will result in an additional day.
Suspension	Suspensions can occur without prior detentions or referrals. A student suspension and its length is the sole decision of the principal. A parent conference must be held before the student will be readmitted to school. At this time, a clear plan of action on the part of the student will be drawn up and agreed to by all. Some examples of immediate suspension: Truancy, fighting, swearing, defacing property, sexual misconduct, cutting all/part of class, stealing or receiving knowingly stolen items, & possession of dangerous/illegal items.
Expulsion	Results from the following behavior: Another suspension occurring during 45 day probation period. Continued, willful disobedience to school personnel Assault or battery, or any threat of force or violence directed toward school personnel, another student, or their property Use, sale, possession, or distribution of narcotics or alcohol on or off school premises, or at school-sponsored activities. (Zero Tolerance Policy) Habitual truancy Smoking or using tobacco on or off school premises, or at school sponsored activities Theft and deliberately damaging in any way property belonging to the school

BIRTHDAY PARTIES

Your child's birthday is very important. The administration recommends that parents donate a book to the local or classroom library to help celebrate. The school does not allow students to have bouquets of flowers, balloons, or other gifts delivered to school (or for any other occasion). Parents are expected to follow the guidelines of the teacher. Each teacher is authorized by the principal to develop a birthday party plan. Parents are informed that this will vary from class-to-class.

CLASS PARTIES

With permission from the principal, class parties may be held. Class parties are held during the last thirty (30) minutes of the day.

Halloween

Christmas

Saint Valentine's Day

End-of-year

EDUCATIONAL FIELD TRIPS

Parents who chaperone on school related field trips must have attended a three (3) hour Protecting God's Children training session.

Students participate in field trips, which supplement the curriculum. Trips are arranged at the discretion of the teacher, with the permission of the principal. Classroom parents generally chaperone to provide transportation and supervision. Field trips that are outside a 20-mile radius from the school require chartered transportation (e.g., bus, plane, etc...). Each student must have a permission slip signed by a parent or guardian, and must have paid any necessary field trip fees in order to attend a field trip. If students do not accompany the class on the field trip, they remain at school and complete assigned projects.

Participation in all school-sponsored field trips is a privilege, not a right. Participation is contingent on appropriate behavior. The administration or faculty may restrict a student's participation, especially if doing so is in the best interest of other students.

Teachers are entirely responsible for arranging and coordinating study trips and securing chaperones for the trip. Requests for study trips should be submitted to the principal one week in advance of the intended date for the trip. Teachers should avoid planning study trips on Mass days. The school administration and support staff are not involved with the arrangements of study trips.

UNIFORM DRESS CODE

St. Andrew the Apostle School has a specific dress code to support the learning environment.

- All students must arrive and leave the school premises in complete uniform.
- Students are expected to wear the complete uniform daily unless you receive advance notice. We have high expectations for the appearance of our students at all times and at all functions held in the name of the school. This dress code and grooming is in effect from the first day of school until the end of the year.
- Age appropriate clothing is expected for Pre-Kindergarten children.
- Dress pants are acceptable with or without loops; however, belts must be worn when pants have loops.
- Girl's skirts **must be knee** length.
- Boys and or/girls undershirts **must** be white.
- Girl's bras must be white or flesh colored.
- Socks that cover the ankle or higher in uniform colors only must be worn. Footies are NOT allowed.
- In cold weather, girls may wear pants under skirts which must be removed upon arrival.
- Students who fail to arrive and leave the school in complete uniform will receive a detention.
- Flip-flops, and sandals are never permitted, including "out-of-uniform" days.
- Clothing with either school logo is appropriate & acceptable.

Please refer to the Schoolbelles Uniform catalog for all other uniform requirements.

They are located at 7763 S. Harlem Avenue, Bridgeview, IL, 708-598-8008.

Their website is: www.schoolbelles.com

Shoes

Shoes must be tied at all times. They must be completely enclosed. (No openings).

Platform shoes are not permitted.

Heel on the shoe should be no more than 1 ¼ inch high

Sole on shoe should be no more than ¾ inch high.

Dress shoes may not be made of canvas. Dress shoes **must not** have the appearance of gym shoes.

Boots may not be worn in class.

Pre-School children are required to wear gym shoes at all times.

Healies (Roller healed shoes) are not permitted in school.

Guidelines for Dressing Out of Uniform

Students must remember that they are dressing for school, not play. If a student is dressed inappropriately, the parents will be notified via telephone and requested to bring appropriate attire to school. Failure to follow the dress code will result in disciplinary action. The school holds “free dress” days in high regard, and students are expected to recognize the privilege as such by dressing appropriately when not wearing the school uniform.

Acceptable Clothing and Attire

The school community agrees that the best attire for students on “out-of-uniform” days would be clothing appropriate for Mass. Parents are expected to guide their students to wear neat, clean, and acceptable clothing such as:

Jeans
Slacks (khaki or Capri pants)
Shorts
Collared shirts and blouses
Skirts and dresses (that are not shorter than three inches above the knee)
T-shirts
School shoes
Socks or nylons must be worn

The following are not acceptable:

Tight or revealing clothing
Clothing suggestive of or including inappropriate slogans, pictures, symbols and/or language
Faded or torn jeans, mini skirts, spandex skirts/shorts/pants, short-shorts
Sagging styles, oversized shirts or baggy pants
No sandals of any kind; school uniform shoes must be worn on “free dress days”
No short-shorts, tank tops, spaghetti straps, spandex, crop tops, scarves, hats, or baseball caps
Denim of any color may be worn, as long as it is has no tears or patches

In all instances, the principal reserves the right to regulate unbecoming fads or fashions that reflect negatively on the school or on God’s love for each human being.

Students who do not participate in out of uniform days MUST wear the regular school uniform.

P.E. Uniform

Kindergarten through Grade 8 P.E. attire

- Navy blue knee length gym shorts may be worn only during the months of August, September, May and June. Subject to change due to weather conditions.
- Solid navy blue sweatpants must be worn from October through April.
- No stripes, buckles, snaps (break away), zippers or designs of any kind are permitted on P.E. sweatpants.
- St. Andrew P.E. tee-shirt/SAS sweatshirt
- Gym shoes and school uniform socks.
- Boy’s and girl’s hair styles may not be distracting in any way. Only natural hair color is acceptable. Boy’s hair may be no longer than 2 inches in any direction.
- Boys – No jewelry will be allowed with the exception of small medals and crosses on small chains and watches. No earrings can be worn.
- Boys must be clean shaven.
- Girls - No jewelry will be allowed with the exception of small medals and crosses on small chains, watches and small post earrings if ears are pierced. Girls may wear only one earring in each lobe.
- No make – up or finger nail polish is to be worn at any time.
- Body piercing & tattoos (real or artificial) are not permitted.

- Students are not permitted to carry hair spray, cologne, breath fresheners, etc. These items will be confiscated and returned to parents.
- In an attempt to prevent misunderstandings, all invitations must be distributed to the entire class or to all boys or girls in your child's class.
- To protect the substantial investment made in textbooks each year, all hard covered books must always be covered. Any books that are damaged or lost will be replaced at the expense of the parent.

PUBLIC COMMENTS AT PTO OR BOARD MEETINGS

The administration welcomes public comment. The president of the PTO and the Board are responsible for orderly conduct at all meetings. Parents and members of the community are asked to complete the sign-in sheet before meetings begin.

Time permitting individual comments will be permitted after all other agenda items. Individual comments should be limited to a maximum of five (5) minutes. The principal may also deny such opportunity to a person who has previously addressed either the PTO or the board on the same issue.

The administration, the PTO president, and the Board President will not immediately respond to public comments. To be put on the agenda, contact the President and/or the principal. School Board meets the first Wednesday of every month. PTO meets the second Wednesday of every month.

INTERNET

St. Andrew the Apostle, in keeping with its policy of providing outstanding educational opportunities, is pleased to offer to its students the World Wide Web. The privileges of using this powerful tool comes the responsibility for appropriate behavior. No student will be allowed to access the St. Andrew the Apostle Internet without a signed Acceptable User Agreement. St. Andrew the Apostle respects each family's right to govern their student's access to the Internet.

BLOGS

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

TECHNOLOGY RIGHT TO VIEW

St. Andrew School does not actively monitor student use of technology. While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. St. Andrew School reserves the right to impose consequences for inappropriate behavior that takes place off-campus and outside school hours. Thus, inappropriate use of technology (i.e., on a home computer) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about staff and teachers, offensive communications, and safety threats.

BULLYING AND CYBERBULLYING

St. Andrew School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

ACCEPTABLE USE AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE

The Catholic Schools Office of the Diocese of Joliet and St. Andrew the Apostle School support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, school owned hand-held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies, including hand-held devices shall be for educational purposes only, and will be consistent with the Diocesan and St. Andrew the Apostle School goal of promoting academic excellence as defined in the mission and philosophy statements.

The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary action.

Terms and Conditions

1. Acceptable Use

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

2. Responsibility

School administrators, teachers, and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and St. Andrew the Apostle School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and St. Andrew the Apostle School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what appropriate use is and his/her decision is final.

3. Code of Conduct

Students are expected to act in a responsible, ethical and moral manner, and use the accepted rules of network etiquette and follow federal and state law and the terms of this Agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child and/or children. Administration reserves the right to intercede

when students are adversely affected or when there is serious disruption to the school program. The terms of this Agreement include, but are not limited to the following:

All users are to be polite and use appropriate language.

No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated.

No offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school/parish are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on handheld devices by a student. Cyberbullying is not allowed and may also violate the Human Rights Act, if the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through any electronic device including, but not limited to, computers, cell phones, palms, handheld computers blackberries, flash drives or other handheld devices.

No student will upload, download, copy, forward or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.

No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.

The use of the network shall not disrupt the work of other users and this includes, but not limited to disrupting the system's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

The personal address, phone number, or social security number of any student is not to be used in email or on the Internet.

The network may not be used for the purchase of any type of merchandise services, copying of copyrighted material or to send material communication likely objectionable to recipients.

At school, no user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.

No student will install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT staff,

4. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network user who receives threatening or unwelcome communication shall immediately bring this to the attention of a teacher or administrator.

5. **Electronic Mail**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or e-mail. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator (principal or designee, pastor, superintendent) may remove any material stored by the users, which violate the terms of this Agreement.

6. **Consequences For Inappropriate Use**

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the network, intentional deletion or damage to files and/or data belonging to others, copyright violations or theft of services, will be reported to the appropriate authority and will result in the loss of privileges.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this agreement. Loss of access and other disciplinary actions shall be consequences for inappropriate use. If a user mistakenly accesses inappropriate information, the teacher or adult supervisor should be told immediately.

7. **Publishing Web Pages**

The school publishes a Web Page for the purpose of providing school and parish information, teacher, and class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents, and the community. Classrooms may participate in the development of web pages as on-going educational projects.

The principal or the technology coordinator must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student or school Web Pages, they must be reviewed and approved by the principal or the technology coordinator. The posting of any material that may violate copyright law is prohibited.

Disclosure of student information on the school web site will be limited to first name and last initial and no pictures of identifiable students.

8. **Hand-held Devices (Visors, Palm Pilots, etc.)**

The use of hand held devices for educational purposes is limited to those devices approved by or distributed by the school. All rules of conduct shall apply. The beaming of information that is considered threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

9. **Indemnification**

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach, of or the enforcement of this Agreement.

10. **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this Agreement.

11. **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the computer system and network will be error free or without any defect. The School Parish/Diocese has no responsibility, for the accuracy or quality of information obtained through the use of the network or for any damages users suffer.