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# FAMILY HANDBOOK

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2020-2021



AUGUST 1, 2020

ST. CATHERINE OF SIENA – ST. LUCY SCHOOL  
27 Washington, Oak Park, Illinois

## **St. Catherine-St. Lucy School**

School Office: 27 W Washington  
Oak Park, IL 60302  
Phone: 708-386-5286  
Fax: 708-386-7328

School Hours: 8:05am – 2:45pm

Office Hours: 7:30am – 4:00pm

Rectory: 38 N Austin  
Oak Park, IL 60302  
Phone: 708-386-8077

### **St. Catherine - St. Lucy School Root Beliefs**

- We believe we are all children of God.
- We believe there is more to learning than just books.
  - We believe education is a civil right.
- We believe students are active participants in their learning process.
- We believe in educating the whole student in a balanced program, physically, spiritually, and academically.
  - We believe people can grow and change.

### **St. Catherine - St. Lucy School Mission Statement**

The mission of St. Catherine - St. Lucy School is to provide quality Christian Education within a Catholic context for parish students and students from the surrounding area. It is our task, as a community of faculty, students, parents and guardians (who are the primary caretakers and educators of their children) and parish staff to work together in building a strong educational and Christian environment.

Our school bases its educational program on the central message of Jesus in the Gospel: love of God, self and each other. In doing this, we provide our students with the necessary understanding to live in a multicultural world where peace, justice and equality are hopes for the future.

Our educational program reflects our commitment to the spiritual, intellectual, social and psychological needs of the students. We strive to provide a strong education in basic skills and to teach values that students will need in coping with the future. Because students are faced with a future of constant change, we must ensure that our educational program keeps pace with life as it exists, and provide the resources for our students to grow and prosper in an environment where the world community is struggling to find the true meaning of Christianity.

Success in these endeavors will be measured by the care and concern our students show others and by their ability to meet the challenge of the future.

### **Vision of Catholic Schools In the Archdiocese of Chicago**

The Catholic educated graduate, a disciple of Christ, is a leader and community builder in church and society. As a life-long learner, he/she acts with faith, integrity, and competency in the pursuit of truth to contribute to a better world. He/she lives and works as a responsible global citizen seeking justice to create unity of all persons with God, each other, and all creation.

Catholic school principals and teachers as leaders, give witness to Gospel living, spiritual and intellectual development, justice for all persons, and a quest for educational excellence. Educators provide a curriculum that supports, challenges, and prepares students for their future. Catholic school educators continuously deepen their faith-life, improve their practice, and strengthen their leadership to build a faith-learning community with a visible Catholic identity.

All Catholic school communities evangelize and educate students and families with the support, guidance, and spiritual leadership of bishops and pastors. In the spirit of inclusiveness, Catholic schools involve parents and other persons as partners to advance the mission of Catholic Schools. These partners collaborate and make decisions that actively strengthen the long-term viability of Catholic schools in Lake and Cook counties.

### **Mission of Catholic Schools In the Archdiocese of Chicago**

Catholic schools exist primarily to evangelize about the Good News of Jesus Christ and educate Catholic students for the Church's mission. All are welcomed who identify with and seek to live by values in harmony with the Gospel and its preferential option for the poor. Catholic schools provide students an opportunity for educational excellence in the Catholic Christian tradition. Catholic faith-learning communities commit to help each student develop his/her potential for conscious, responsible living, healthy relationships and leadership. The Catholic school communities act as good stewards to make schools, vital, affordable and accessible across the Archdiocese.

St. Catherine-St. Lucy School strives to make the above stated vision and mission a reality for all students. We recognize the parents as the first and primary educators of their children. It is our hope that parents, students, and teachers work together to achieve a genuine Christian Education. With that idea in mind, this Handbook of school policies and regulations has been designed to help our school community work together.

## **School Policies**

St. Catherine-St. Lucy School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese and Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the St. Catherine-St. Lucy School parent/family/student and faculty handbooks are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic Schools directives.

The following set forth policies govern the general operation of the school. Statements in this handbook are subject to amendment with or without notice. The school will make every attempt to keep you informed of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

### **Abused and Neglected Child Reporting Act (P.A. 81-1077)**

School personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child *must* report their suspicion to the Illinois Department of Children and Family Services (800-252-2873). All school personnel are required to abide by this law.

### **Admissions Policy**

St. Catherine-St. Lucy School is a Catholic elementary school serving students from Preschool through Grade 8. We are a welcoming community for students within these age groups and invite *all* children to be part of our family.

Our school admits students of any race, color, national, or ethnic origin. We do not discriminate on the basis of gender, race, color or ethnic origin in administration of school policies or programs. Students, however, must be in compliance with the State of Illinois age requirements.

Students who are not Catholic are welcome in our school. We practice and teach Catholic doctrine and attend weekly Mass. All students participate.

Students with special needs are welcome in our school. Final admission decisions will be made based upon consultation with the family and the resources available for the child's success. Once admitted, a plan will be put in place to monitor and review the student's progress.

To be considered for admission to St. Catherine-St. Lucy, parents/guardians are asked to complete the application form, available in the school office or as a download on the school website: [catherinelucy.org](http://catherinelucy.org).

The application should be turned into the school office along with these items:

- Report cards from previous school (if applicable)
- IEP (Individual Education Plan, if applicable)
- \$100 registration fee

Once the application packet is complete, families will be asked to meet with a member of the school's administration team. Notification of acceptance to the school will be given within two days of this meeting.

When a student's admission is confirmed, the following documents are also required:

- Birth certificate
- Medical and dental records, including allergy plans
- Baptismal certificate (if applicable)

We are proud of our school and are committed to the growth and success of all our students. In turn, it is expected that all students who become part of the St. Catherine-St. Lucy follow the standards, guidelines, and policies in our handbook.

#### *New Students*

- Within 30 days of enrolling at our school, parents/guardians must present a certified copy of the child's birth certificate or other reliable proof of the child's identity, as determined by the Illinois State Police. The school will retain a copy for our records and return the original to the parents.
- If a birth certificate (or other acceptable proof) is not turned in, the school is required to notify the Illinois Department of State Police. A written note will be sent home alerting parents that they have an additional ten days to comply.
- Parents must also produce records of compliance with state and local health (including dental) requirements and exams. If students are not in compliance or without records, parents will be notified and the children removed from school.
- If a child has attended another school before, some form of credential from that school must be presented. The office will request official transcripts.
- A baptismal record, if applicable, is also requested.

#### *Transfer Students*

We welcome students to our family at any time during the school year. The following guidelines apply to children coming in after October 1.

- Recent records from the prior school, such as a report card or progress report, must be brought in at the time of enrollment. IEP/ISP documents should be brought in as well. Official transcripts will be requested from the other school by the office.
- The student and parent will meet with the teacher and principal to discuss school guidelines and expectations. After this meeting, the family will be notified within 48 hours if the student is accepted.
- Once accepted, the student may start as soon as all necessary forms are in.
- Until a uniform is available, students in Grades 2-8 should wear dress pants and a white collared shirt. Grades ECC-1 may wear the gym uniform, which can be purchased in the school office. Hair and shoes must conform to the school dress code.
- Hot lunch will begin two weeks after the start date. Until then, the student should bring a lunch from home.
- Students are expected to follow the standards of St. Catherine-St. Lucy School. Progress, both behavioral and academic, will be assessed after 30 school days. Significant problems and/or issues may result in permanent exclusion.

### **Attendance/Absences/Tardiness**

#### *Attendance*

- Daily school attendance is compulsory in the State of Illinois for children ages 6-16.
- The responsibility for compliance with the law belongs to the parent(s)/guardian(s).
- The school must keep an accurate record of each student's daily attendance.
- The attendance record is placed in the student's permanent file each school year.

#### *Absences*

Parents/Guardians are expected to notify the school before 9am (708-386-5286) to report an absence. In addition, a written note must be presented to the teacher upon the student's return. Without a call or note, the student will not be allowed back in the classroom. In addition, the absence will be noted as "unexcused" in his/her records.

#### *Early Dismissal*

If a student must leave school early, a note must be presented to the child's teacher. Parents/guardians must come to the school office to pick up the child. Children will be called to the office; they are not to be picked up from the classroom. No child will be allowed to leave school alone during school hours.

#### *Tardiness*

Tardiness interferes with the child's learning and disrupts the activities of the rest of the class. Students are admitted into the building, through the front door, at 7:55am. School begins at 8:05am. The front entrance will remain open until 8:15; after that time, students must enter through the back door. Any children who are late should check in at the school office.

## **Blended/Personalized Learning**

St. Catherine-St. Lucy School is committed to being a fully personalized learning school. This philosophy is based on meeting children at their individual levels, teaching them to develop a growth mindset, and helping them grow academically at their own pace. Classrooms will be structured in flexible arrangements, allowing students to work in small groups with the teacher or collaboratively with peers. Technology is a big piece of the blended learning model, helping adapt content to each student's unique needs.

The following items are the cornerstones of our personalized learning philosophy:

- Growth Mindset
- Student Conferencing
  - Goal-Setting
  - Accountability Sheets
- Data Binders
- Student Choice
  - Learner Menus
  - Stations
  - Assessments
  - Flexible Seating
- Ed-Tech Tools

## **Cell Phones/Electronic Equipment Use**

We do not allow the use of cell phones or other personal electronic equipment while at school, in extended day settings, or on the playgrounds. We do recognize that some students may need a cell phone for after-school situations and have established the following policy:

- A separate letter outlining the cell phone policy must be signed by the parent and the student and returned before the phone can be brought to school.
- Cell phones for students in Grades 5-8 are turned in to the teacher at the start of the school day. Students in Grades 4 and below turn their phones in to the office.
- The phones are returned to the students at dismissal. For those children going to extended day, the phones are given to the daycare staff and passed out when the child leaves.
- If a child is caught with a phone or electronic device during the school day, including in extended care, the device will be confiscated by the teacher or staff member and will only be returned to a parent/guardian. For a second offense, the phone will be turned into the principal's office and a parent conference required. This includes devices found in the student's backpack, purse, pencil case, pocket, etc.
- The school is not responsible for personal devices brought onto the grounds.

## Communication

Good communication between the school and our families is critical. Please make sure that you notify the school if any contact information (phone, email, etc.) has changed. For general school information, several methods have been established:

- Every Wednesday, a Family Folder will be sent home through the student. For families with multiple children, the folder is sent to the youngest sibling. Inside is a weekly newsletter, along with other flyers or bulletins that require parents' attention. The envelope should be emptied, signed, and returned to school the next day. Notes to the school can be sent via this Folder.
- The school website, [www.catherinelucy.org](http://www.catherinelucy.org), will contain up-to-date information on news and events around the school. Each teacher has an individual page to post homework assignments, resources, and class information.
- The school maintains both a Facebook page and a Twitter account.
- Information is also sent out via email blast, using the email addresses supplied at registration. If information has changed, please notify the school office.
- Similar to an email blast, School Messenger will be used to communicate information via phone messages.
- You are welcome to call and leave a message at the school office. The main phone number is 708-386-5286. In case of emergency, the school voicemail will be updated.
- Teachers will also communicate with families, via monthly newsletters, Class Dojo, or individual notes home. To see a teacher privately, please schedule a meeting in advance, before or after school hours. *Teachers are not available to meet during the school day.*

## Curriculum

The goal of St. Catherine-St. Lucy School is to provide quality education which will meet the needs of individual students and will help them grow and excel. Our curriculum is based on the Archdiocese of Chicago learning standards, which in turn are tied to Common Core requirements.

The school year is divided into three trimester terms, each approximately 12 weeks in length. Two Parent-Teacher Conferences are scheduled during the year, after the first and second trimesters. Report cards are given to parents/guardians at these conferences. Student progress reports are sent home mid-trimester.

### *Early Learning Program (for 3- and 4-year-old students)*

The objectives of the Early Learning Program are designed to provide a school experience that contributes to a child's total development. The curriculum is based on a learn-through-play model. Through play, children develop cognitive and physical skills, along with strengthening their imagination, self-confidence, and social skills. Our program prepares a child for future education, as well as providing a positive school experience.

### *English/Language Arts*

The English/Language Arts curriculum encompasses reading skills and comprehension, writing, listening, and speaking. Phonics and handwriting are incorporated into our younger grades. Students learn through on-line tools, projects, literature and informational text. Skills are strengthened through all subject areas, including math, science and social studies.

### *Mathematics*

Mathematical concepts are introduced in our preschool grades, then reinforced and built upon each year. We emphasize problem-solving and critical thinking in every grade. Students learn through on-line programs, manipulatives, projects, games, along with traditional textbooks.

### *Religion*

St. Catherine-St. Lucy prides itself on our Christian values, which underlie every facet of our school life. As a Catholic school, we teach Catholic doctrine in all grades. All students also participate in age-appropriate programs on being safe in today's world.

Both Catholic and non-Catholic students take part in religion classes. Students in grades K-8 attend Mass once a week. Special liturgies take place throughout the school year. All families are welcome to attend.

Families are encouraged to worship every Sunday, either at St. Catherine or whatever church you are enrolled in as members. It is your example much more than your words that tell children about the importance of a relationship with God. Masses at St. Catherine-St. Lucy Church are at the following times on Sundays: 8:30am and 10:30am. On Saturdays, Mass is at 5:00 pm. Special family masses are offered throughout the year.

### *Sacramental Programs*

Sacramental preparation for Reconciliation, First Communion, and Confirmation are available to our Catholic students. Programs are also available for students and their families wishing to become members of the Catholic faith. Please reach out to the pastor, principal, or teacher.

### *Science*

Our Science curriculum teaches through text, projects, and hands-on inquiry, where students learn to analyze information, test theories, and draw conclusions.

### *Social Studies*

Within the Social Studies curriculum, lessons are presented on early civilization through modern history. Students are taught critical thinking skills – making inferences, analyzing information, sequencing events, drawing conclusions. In 8<sup>th</sup> grade, students take a test United States Constitution. Passing the test is a requirement for graduation.

### *College Persistence*

This course is held weekly for students in grades 7-8. Students look at high school options, scholarship opportunities, career choices, and skills and behaviors that will shape their futures. Significant planning time is allotted for families when selecting high schools.

### *Computers/Technology*

Technology is an important resource for learning at St. Catherine-St. Lucy. Interactive white boards (Promethean Boards) are installed in every classroom. In addition, as part of our personalized learning curriculum, each classroom has a set of Chromebooks for student use.

Students in preschool through grade 5 have a separate hour of computer lab time once a week. Junior high utilizes the lab for projects and research. All students go through an internet safety program, appropriate for their age level.

Students will have access to the internet for educational purposes. They will be supervised during this time but are expected to behave responsibly and to follow the user guidelines set by the school.

Technology is a powerful tool and is closely monitored at the school. Inappropriate use of this tool may result in a loss of internet privileges. Students may also be responsible for damage caused to school devices.

### *Fine Arts*

Fine Arts education is woven into the curriculum throughout the school year, via projects, activities, presentations, and/or field trips. Music is a focus of our weekly liturgies, and instruction is provided to all grades once a week.

### *Library*

Along with individual classroom libraries, St. Catherine-St. Lucy has two separate libraries. Room 4, on the first floor, is designed for the primary students. The third floor library services Grades 3-8. All students have library time during the week, which includes the opportunity to sign out books.

Books signed out of the library become the responsibility of that student. We ask that children take special care of these items. All books must be returned by the end of the school year. Students will be asked to pay for any damaged or lost items.

Families are also encouraged to support their local libraries.

### *Peacemakers*

All students participate in our “Peacemakers” program. Topics such as friendship, tolerance, conflict resolution, and dealing with anger are taught through literature and discussion, based on our core values and Catholic faith.

### *Power School*

Power School is a cloud-based app that allows parents to view their children’s progress throughout the school year. We ask that parents utilize this tool frequently, particularly beginning with 3<sup>rd</sup> grade. There is a unique sign-in for each child; this sign-in stays constant through every year the child is at St. Catherine-St. Lucy School.

New parents will be given a sign-in at the beginning of the year. If current parents need a copy of the Power School information, please send a request through your child’s teacher.

### *Physical Education*

Physical Education classes are required for each child in the school and are held on a weekly basis, in Maguire Hall. Students are to wear the school gym uniform, including shoes. If a child needs to be excused from gym, a doctor’s notice is required.

### *Standardized Testing Program*

The Archdiocese of Chicago uses the ACT/Aspire series of standardized tests. Beginning in Grade 3 through Grade 8, students participate in Aspire testing. In October, January, and March, interim on-line tests in math and reading are conducted. In April, students take the full written set of standardized tests, covering Math, English, Writing, Science, and Reading.

Results are available at the end of the school year and can be accessed through Power School.

## **Discipline/PAWS**

St. Catherine-St. Lucy prides itself as a school where all people and all things are treated with dignity and respect. Our goal is to create a safe, caring environment where all students can learn. The underlying philosophy at our school is:

- Treat others with kindness, care, and respect
- Respect their classrooms and their materials
- Do their best at all times
- Follow the guidelines of the school

To implement this philosophy, the school has created a system that uses consistent behavior expectations and positive reinforcement. Students are taught the behaviors and voice levels needed in all areas of the school, at all times of the day. This system is known as PAWS:

**P – Prepared**  
**A - Accountable**  
**W - Willing**  
**S – Safe**

All children are expected to follow the guidelines as they have been taught and to help others in their practice. If a student chooses not to follow these guidelines on a consistent basis, the school will implement restorative justice practices. Appropriate consequences will also be enforced. These consequences are noted below and apply to behavior in school, extended day, school activities, events, clubs, groups, or teams. Excessive occurrences will be dealt with on a case-by-case basis,

Support and communication between families and the school is critical to the success of the individual student and his/her growth academically, morally, and socially. We appreciate the support of our school families in our discipline policies.

*The school reserves the right to inspect school and/or personal property if cause is warranted.*

Please note: The Oak Park Police Department will be notified immediately if any student is found possessing drugs or firearms. In addition, the State Police will be notified within 48 hours through the School Incident Reporting System.

## Disciplinary Guidelines

BEHAVIOR	LEVEL	ACTION
<ul style="list-style-type: none"> <li>• Breaking classroom rules</li> <li>• Disruptive behavior in classroom, playground, or hallway</li> <li>• Gum/candy in school</li> <li>• Missing/incomplete assignments</li> </ul>	A	<ul style="list-style-type: none"> <li>• Handled by teacher according to classroom rules</li> </ul>
<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Cheating/plagiarism</li> <li>• Disrespectful/disobedient/defiant to teachers/staff</li> <li>• Forging signatures/documents</li> <li>• Profanity</li> <li>• Slander/spreading rumors designed to hurt feelings or reputations</li> <li>• Unsafe behavior (tripping, pushing, shoving, etc.)</li> <li>• Repeat offenders of Level A</li> </ul>	B	<ul style="list-style-type: none"> <li>• Parent-Teacher Conference (can be handled via phone or email)</li> <li>• One hour after-school detention the next day</li> <li>• Sit-out next extra-curricular game/program/meeting</li> </ul>
<ul style="list-style-type: none"> <li>• Fighting. Both students will be punished; however, if it can be determined that one student started the fight and the other tried to avoid it, the defender may receive a lesser penalty.)</li> <li>• Harassing/threatening adults or other students</li> <li>• Improper use of school technology</li> <li>• Theft</li> <li>• Truancy</li> <li>• Use of cell phone/personal electronics during school and/or extended care</li> <li>• Vandalism</li> <li>• Repeat offenders of Level B</li> </ul>	C	<ul style="list-style-type: none"> <li>• Parent-Teacher-Principal Conference (can be handled via phone or email)</li> <li>• Restorative justice and/or 1-day suspension</li> <li>• Sit-out one week of extra-curricular games/programs/meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Possession of tobacco</li> <li>• Repeat offenders of Level C</li> </ul>	D	<ul style="list-style-type: none"> <li>• Parent-Teacher-Principal Conference</li> <li>• Three-day suspension</li> <li>• Sit-out two weeks of extra-curricular games/programs/meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Assault</li> <li>• Possession of drugs, alcohol, weapons</li> <li>• Repeat offenders of Level D</li> </ul>		<ul style="list-style-type: none"> <li>• Notify police</li> <li>• Parent-Teacher-Principal Conference</li> <li>• Ten-day suspension</li> <li>• Removal from club/team</li> <li>• Expulsion hearing</li> </ul>

## **Emergency Closing**

We will make every effort to keep school open. However, if conditions threaten the safety of our students and/or staff, we will be forced to close.

If there is an emergency closing, please check through one of the following sources: Radio: WGN (720AM), WLS (890 AM or 94.7FM), WMAQ (670 AM); TV: WGN (Channel 9) or Fox (Channel 32); the school website ([www.catherinelucy.org](http://www.catherinelucy.org)); the school Facebook page or Twitter feed; the school voicemail; or [www.emergencyschoolclosings.com](http://www.emergencyschoolclosings.com). We will also communicate via email blast and School Messenger.

## **Extended Care Program (before and after school)**

St. Catherine-St. Lucy offers an extended day program for parents who need supervision of their children outside of school hours. The program incorporates an afternoon snack, time for homework, and time in the gym. Extended care is open only to St. Catherine-St. Lucy students.

- Morning daycare opens at 7:00am. All students meet on the second floor of Maguire Hall and are walked to the front of the school at 7:50am.
- Afternoon daycare is open from 2:30-6:00pm. It is set up in different rooms, depending on the age of the child. A fee will be assessed for late pick-up.
- A completed application for the extended day program is required before students can attend. Fees are charged on a monthly basis, due on the 1<sup>st</sup> of each month. Failure to pay may result in your child being excluded from the program.
- Daycare is also available on an as-needed basis. Appropriate daily rates will apply.
- Attendance will be kept at both morning and afternoon day care. Students must be signed out by a parent/guardian.

## **Extra-Curricular/Athletic Activities Programs and Policies**

St. Catherine-St. Lucy School offers many opportunities for students of all ages to participate in activities outside the regular school curriculum. These activities are a privilege; students will be expected to maintain a "C" average and cannot be a disciplinary problem. The school discipline guidelines apply to all extra-curricular groups, events, and/or teams. Permission from parents/guardians will be required prior to participation, as well as full payment of fees.

- At all events, students are expected to represent their school with the highest level of respect and sportsmanship. St. Catherine-St. Lucy parents are expected to do the same.
- We sponsor after school activities for both boys and girls. These activities are dependent upon parent volunteers and volunteer coaches. Programs take place only if we have enough paid student participants and volunteer coaches.
- Separate information regarding our programs is sent out prior to the program beginning. All forms must be completed and fees paid before a student can participate in the activity. Failure to follow guidelines can result in suspension or expulsion from the team.

- Moderators and coaches are responsible for students only during a practice, event, or competition. A parent/guardian is responsible for the student at all other times, including transportation to and from the activity.
- Students are required to have a physical before competing in school athletics.
- The school adheres to the Archdiocese concussion protocols.

## Field Trips

Field trips may be planned by the classroom teachers during the year and are chosen for the purpose of enhancing learning experiences. Field trip permission slips must be signed by the child's parent/guardian and returned to school for the student to attend. Verbal permission will not be accepted. It is a privilege to attend a field trip; that privilege may be revoked due to behavior concerns. In the event that a child does not participate in a field trip, he/she is expected to be at school on that day and will be assigned to another classroom for the duration of the trip.

## Food Service Program

- St. Catherine-St. Lucy School participates in the free/reduced lunch program. Our food service provider is FSP.
- A breakfast box is provided for each student every morning.
- Hot lunch is served each day from 11:30-12:00noon.
- Snacks are available for students attending extended day after school.
- If a student does not wish to receive hot lunch, he/she must bring a bag lunch to school. Any lunches brought to school by the parent/guardian are to be dropped off at the school office and not taken directly to the classroom.
- Food is not allowed in the classroom outside of the breakfast and lunch breaks, although exceptions may be made for holidays, parties, etc. Please check with the teacher before bringing any food items to the classroom.
- We are very mindful of student allergies and keeping our children safe. Many of our classrooms are designated as "nut-free zones." Please make sure we are aware of your child's allergies. Teachers will communicate regarding prohibited items.

## Health Requirements/Records

St. Catherine-St. Lucy School is committed to keeping children safe and healthy. We follow the guidelines of the State of Illinois regarding vaccinations and exams. We ask that parents communicate with us regarding health issues that may affect the child.

- Physical examinations and record of immunizations must be on file in the school office before a child begins school. St. Catherine-St. Lucy follows the rules established by the State of Illinois Board of Education. Specific requirements can be found at: [http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf).

- Health examinations must be performed and documented prior to entering kindergarten or first grade and upon entering sixth grade.
- Before May 15 of the school year, students in kindergarten and second and sixth grades to present proof of being examined by a dentist.
- Students enrolling in kindergarten or for the first time in school must present proof of any eye exam within the previous year.
- Students who are not in compliance with health and immunization requirements will be notified by the school. If proof of compliance is not submitted, students will be excluded from school no later than October 15.
- Student health issues, including allergies, must be on file with the school office. Parents/guardians must make arrangements for any medicine that is to be given during school hours. Teachers are not allowed to dispense medicine to students.
- If a child becomes ill at school, the parent/guardian will be called. If unavailable, the emergency contact will be notified.
- Children should not come to school with a fever or while contagious.
- If a child is hurt in school, parents will be notified. If necessary, the paramedics will be called, and the child will be transported to the nearest hospital.

### *Allergies*

The school is to be notified of any student allergies and corresponding treatment. Documentation of these allergies from a physician must be turned in to the office. In classrooms where there are children with peanut allergies, nut products will not be allowed.

### *Asthma*

Students with asthma must have a documented asthma plan from a physician on file in the office. Any restrictions from physical activity must also be noted.

### *Medications*

Students who need to take medication must have a physician's note on file in the office. The medication will be kept in the office, along with permission to have the medicine dispensed.

## **Homework**

Homework is intended to be meaningful work that strengthens concepts taught in class. The amount of work will vary by grade; older students receive more than younger students. Parental involvement is key in Grades 3 and under. By Grade 4, students should be more independent.

All students should record homework in an assignment notebook. Assignments are also posted on the teachers' pages on our school website. Parents are encouraged to use PowerSchool to follow up on student work.

When homework is assigned, it is expected to be completed by the date given. The consequence for incomplete homework is based on classroom rules and guidelines. We ask your help and support in stressing the importance of completing homework.

## **National Junior Honor Society**

St. Catherine-St. Lucy School is a recognized member of the National Junior Honor Society. Students may apply to be a member in their 7<sup>th</sup> or 8<sup>th</sup> grade. Their admittance is based on the qualities of scholarship, leadership, character, and service. A ceremony is held in the spring to honor those young men and women who have been selected; they are expected to hold true to these standards throughout the rest of their student careers.

## **Pets/Animals at School**

Please do not bring any pets or animals to the school, out of respect for student/staff safety. This includes in the building, on the playground, or at extended day

## **Photography**

St. Catherine-St. Lucy School and its partners, including Big Shoulders Fund, post pictures of our students in publications and on our website. Personal information is *never* used with any photos. If you do not want your child in any pictures, please contact the school office to opt out.

## **PowerSchool**

PowerSchool is an internet-based system that allows parents/guardians to view their students' grades and assignments. Parents are provided with a unique password for each of their children; the password remains the same throughout their time at St. Catherine-St. Lucy. Parents are asked to contact their children's teachers should they need the password.

## **Remote Learning**

In the event of an emergency or crisis, the school will switch to a remote learning model. This model will combine written work with on-line assignments, balanced according to grade level. Remote learning days will be treated as school days, and students are expected to complete all work from home. The teachers will be accessible via their school email from 9am-3pm for students who have any questions or problems. Special arrangements will be made for students without internet access or devices.

## **Safety**

### *General Procedures*

- The school employs a full-time security person who works during the school day.
- School hours are 8:05am-2:45pm. Students will enter and dismiss from the front entrance on Washington. The front gates will open at 7:50am and remain open until 8:15am. Students arriving during this time period should use the front entrance.
- Parents will not be allowed to go into the building with their children at arrival. Students from the Safety Patrol will be on the playground to assist students getting into the building.
- All visitors, including parents, will be asked to sign in at our back door. Identification may be requested. Visitors should then go directly to the school office. Parents are asked not to go to the classroom unless the visit has first been scheduled with the teacher.
- Students are not allowed to answer the door unless accompanied by an adult.
- Students are not permitted to leave the grounds once they arrive at school; this includes while they are at extended day.
- Teachers may organize “walking field trips” for their classes. These trips will extend no more than two blocks past the school grounds. Students will always be supervised by adults for any of these trips.
- Students remaining after school should be picked up at the back door.

### *Safety Drills*

Throughout the year, the school will conduct a variety of safety drills, including tornado, lock-down, and fire drills. Bus safety is reviewed prior to leaving for field trips. Procedures and evacuation routes are posted in every classroom. The school maintains a crisis/emergency plan that is reviewed with the village of Oak Park.

### *Traffic*

- School hours are 8:05am-2:45pm. Students will enter and dismiss from the front entrance on Washington. The front gates will open at 7:50am and remain open until 8:15am. Students arriving during this time period should use the front entrance.
- Parents may park on Humphrey while waiting for the gates to open. Students enter the playground through any of the gates facing Humphrey. A teacher and members of the safety patrol will be on the playground to help during arrival.
- Students should be dropped off on the east side of Humphrey. Cars turning into the street should go all the way down to the cul-de-sac to turn around.
- There is no parking allowed on Washington. Cars may drop off students on the south side of the street, but parents cannot leave the vehicle.
- Washington is a busy street, and it is preferred that you do not drop students off on the north side. If that is necessary, please use the designated crosswalk, walking with your child.
- If your child is late and needs to use the back entrance, please park your car in a designated space and walk your child to the building. The courtyard is not available for parking.
- During dismissal, parents may park on Humphrey. The safety patrol will assist students in getting to the cars, if needed.
- Students are to cross the street only at the designated crosswalks.
- Barricades will be up at the alley on Humphrey. The alley cannot be used as a through street during arrival and dismissal.

### *Visitors*

All visitors enter at our back door, sign in, and receive a pass. Unfamiliar guests will be asked for additional identification. The school pass should be worn at all times while in the building and returned when leaving. Parents should not go into the classrooms, unless there was an appointment made previously with the teacher. Former students are asked to call the office prior to visiting.

### **School Board/Parent Ambassadors**

St. Catherine-St. Lucy School welcomes and values the input and guidance of our parents. We utilize the talents of our community as both parent ambassadors and members of the school board. Both organizations serve to create community, promote the school, involve parents, and raise funds to meet school needs. Meetings are held throughout the school year.

### **School Office**

The School Office is located in Room 7, on the second floor of the school building. The office serves as the place to serve family and school needs, including: lost and found, school information, medical supplies, fee and tuition payment and is open from 7:30am through 4:00pm. The main number is 708-386-5286 x100. Students who need to phone home will call from the school office.

### **School Hours**

The school day begins at 8:05am; students will be allowed into the building, at 7:50am. Please have your children at school in time to be at their desks and ready to learn at 8:05. Students coming from morning-care will be escorted to the front entrance.

Dismissal is at 2:45pm, and students will exit through the front door. Children in extended care will be escorted to their rooms by the staff. Extended care is open until 6pm.

### **Social Media**

Social media is powerful tool in today's society, communicating through words, pictures, and videos, connecting people from all over the world. St. Catherine-St. Lucy uses Facebook, Twitter, and Instagram to tell the story of our amazing school.

Social media makes up a significant part of a child's social life, particularly in the older grades. Guiding and monitoring children's on-line behavior is as important as guiding their in-person behavior. Parental input is key to helping them make sound decisions and choices.

At school, the use of social media is prohibited. However, there are certain actions that we will *strongly* address if brought to our attention – regardless of where or when the posts occurred. These actions include:

- Continued cyber-bullying - words and pictures meant to continually demean or intimidate another student.
- Pictures or messages meant to shame or embarrass the school or any of its students, staff, or families.
- Taking unauthorized pictures or videos at school.

The name "ST. CATHERINE-ST. LUCY SCHOOL" is protected by the Archdiocesan copyright. It is unlawful to use the school name on social media platforms without the written consent of the school administration.

## **Student Records**

Parents/guardians have the right to inspect their student's records. These records are confidential and maintained in the school office. In case of a transfer, copies of a student's record are sent directly to the new school. A written notification, including the name and address of the new school, should be turned in to the school office as soon as possible. Before records are transferred, all existing financial obligations must be paid.

## **Technology**

Technology is an essential piece of today's classrooms and is used throughout the school to enhance the learning experience of our students, to communicate ideas, and to improve curriculum.

Students will be allowed to access the internet for school work. Necessary firewalls are in place to restrict access to inappropriate websites, and all children participate in an internet safety program.

Every classroom has a supply of Chromebooks intended for student use. Students are to handle the equipment correctly, as instructed by the teacher. The Chromebooks remain at school and are not for home use, unless authorized by the school.

There may be assignments, especially for students in the older grades, that are to be completed on-line. If your child does not have internet access or a device at home, other arrangements will be made by the teacher.

Students are expected to use both the equipment and the internet in a safe, respectful, appropriate manner. They will be asked to sign a digital use agreement at the beginning of the school year. Failure to use school equipment, software, and the internet according to guidelines will result in a loss of privileges. Students may be held responsible for damage to school devices.

## Textbooks

Textbooks and novels used by the students are the property of St. Catherine-St. Lucy School. Certain workbooks are purchased through the school and given to the student as his/her own copy. Students will be asked to repay the school for lost or damaged textbooks, novels and workbooks.

## Tuition and Fees/FACTS/Financial Aid and Scholarships/Fundraising

St. Catherine-St. Lucy welcomes all students who want to be a part of our family. We recognize the hardship that tuition can be; however, as a private school, we rely on tuition and fundraising to cover our costs. We will do our best to make tuition affordable for all families.

### *Tuition and Fees*

Family Size	Tuition	Registration Fee	Fundraising Fee
1 Child	\$ 4650	\$100	\$200
2 Children	\$ 6875	\$100	\$200
3 Children	\$ 9050	\$100	\$200
4+ Children	\$11,950	\$100	\$200

- Tuition is divided into 10 equal payments, due on the 15<sup>th</sup> of each month.
- Our Finance department will be in contact with families who fall behind in their payments to make arrangements to get back on track.
- Children can be excluded from school for non-payment of tuition. If you are having difficulties making payments, please contact the school as soon as possible to discuss arrangements. Reach out to the Finance Manager at [finances@catherinelucy.org](mailto:finances@catherinelucy.org).
- Tuition and other charges are managed primarily through the FACTS system. This includes balance amounts, payments received, and charges added. On-line payments are preferred but can still be made in the office.
- The \$100 registration fee is per family and is assessed in February of the prior school year for current families. New families pay for registration when turning in the application materials. The \$100 is non-refundable.
- No personal checks will be accepted after May 10<sup>th</sup>. Students will be excluded from Graduation, the Kindergarten Achievement Ceremony, or the Honors Assembly if there is an unpaid balance.
- Tuition is pro-rated for families transferring in or out throughout the year.

### *FACTS*

- FACTS is the on-line tuition management system used by schools in the Archdiocese. The website is [factsmgt.com](http://factsmgt.com).
- The system bundles together all fees (tuition, book fees, extended care, athletic, fundraising, etc.) and allows families to pay on-line through a variety of methods. It also offers the ability to change payment methods, view upcoming payments, and print tax statements.
- Any family wishing to receive financial aid or scholarship money must apply thorough FACTS. Once approved, FACTS will post the award to your account.

### *Financial Aid and Scholarships*

- We are committed to making tuition affordable for every family. We are blessed to have a number of partners to help us in our mission.
- Scholarships and financial aid are open to every student. The money comes from a variety of sources and partners, and the amounts of the awards range. There may be obligations for events/outings with some of the scholarship awards.
- All scholarships and financial aid cannot be awarded without an application. This application is on-line, through the FACTS system. To apply, go to the website: <https://factsmgt.com/> Click on the Parent Resources tab; select Financial Aid.
- Once the amount has been approved, this money will be posted to your family account.

### *Fundraising*

- St. Catherine-St. Lucy School uses fundraising to help bridge the gap between tuition and the actual cost to educate our children. Although we do outside fundraising, we also ask each family to help. The obligation per family is \$200 per year. There will be a number of fundraising opportunities throughout the year. Check school communications for details.
- Any uncompleted fundraising obligation will be added to the family's tuition account, due by the end of the year.

## **Uniform Policy**

Our school uniforms tell people who we are as a school. They represent pride, community, and school spirit. They help foster a sense of discipline and respect throughout our hallways. With those thoughts in mind, the school uniform policy will be strictly enforced here. A uniform check will be done every morning.

School uniforms can be purchased through School Belles, either on-line ([www.schollbelles.com](http://www.schollbelles.com)) or in-store at one of their two locations. Shirts and pants may be available at other retailers, such as Target or Walmart. Gym uniforms can be purchased directly from the school.

A student is expected to be in full uniform from the moment he/she sits down in the classroom. For example, students who wear gym shoes or boots to school must change their footwear in the coatroom. Students are also expected to be in uniform until going home; they are not to change for daycare.

If a student is out of uniform, he/she may be asked to remove the inappropriate item (earrings, boots, etc.) or sent to the office to call home for appropriate clothing. Students may return to the classroom once they are in uniform. With hair violations, a student has three days to correct the problem.

For emergency situations, the student must bring a note of explanation to school.

**School Dress Code**

	<b>Grade Levels</b>	<b>Boys</b>	<b>Girls</b>
<b>Hair</b>	All	<ul style="list-style-type: none"> <li>• Not higher than 1"</li> <li>• No twists, lines, designs</li> </ul>	<ul style="list-style-type: none"> <li>• No dyed hair</li> </ul>
<b>Jewelry</b>	All	<ul style="list-style-type: none"> <li>• No earrings</li> </ul>	<ul style="list-style-type: none"> <li>• Small earrings</li> </ul>
<b>Socks/Shoes</b>	ECC-1	Gym Shoes (Velcro closures preferred)	Gym Shoes (Velcro closures preferred)
	2-8	<ul style="list-style-type: none"> <li>• Black or brown solid shoe</li> <li>• Black sole</li> </ul>	<ul style="list-style-type: none"> <li>• Black or brown solid shoe</li> <li>• Dark sole</li> <li>• Solid socks or tights; no leggings</li> </ul>
<b>School Uniform</b>	ECC- Preschool	<ul style="list-style-type: none"> <li>• Gym Uniform or</li> <li>• Solid blue t-shirt and solid blue sweat pants</li> </ul>	<ul style="list-style-type: none"> <li>• Gym Uniform or</li> <li>• Solid blue t-shirt and solid blue sweat pants</li> </ul>
	K-4	<ul style="list-style-type: none"> <li>• Beige short or long sleeve polo shirt, tucked-in</li> <li>• School sweatshirt</li> <li>• Navy blue school pants</li> <li>• Navy blue school shorts, knee-length, are acceptable in warm weather</li> </ul>	<ul style="list-style-type: none"> <li>• Beige short or long sleeve polo shirt, tucked-in</li> <li>• Plaid school jumper</li> <li>• Navy blue school pants</li> <li>• Navy blue school shorts, knee-length, are acceptable in warm weather</li> <li>• School or solid navy blue sweater</li> <li>• School sweatshirt</li> </ul>
	5-8	<ul style="list-style-type: none"> <li>• Beige short or long sleeve polo shirt tucked-in (no long sleeve shirt visible under school shirt)</li> <li>• School sweatshirt or beige school sweater</li> <li>• Navy blue dress pants</li> <li>• Belt</li> <li>• Navy blue school shorts, knee-length, are acceptable in warm weather</li> </ul>	<ul style="list-style-type: none"> <li>• Beige short or long sleeve polo shirt tucked-in (no long sleeve shirt visible under school shirt)</li> <li>• School sweatshirt or beige school sweater</li> <li>• Plaid school skirt, knee-length</li> <li>• Navy blue school pants (no leggings)</li> <li>• Navy blue school shorts, knee-length, are acceptable in warm weather</li> </ul>
<b>Gym Uniform</b>	Preschool- 8	<ul style="list-style-type: none"> <li>• Navy blue t-shirt or sweatshirt (school or solid color)</li> <li>• Navy blue sweat pants or shorts (school or solid color)</li> <li>• Gym shoes</li> <li>• No logos on gym clothes</li> <li>• No leggings under gym shorts</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue t-shirt or sweatshirt (school or solid color)</li> <li>• Navy blue sweat pants or shorts (school or solid color)</li> <li>• Gym shoes</li> <li>• No logos on gym clothes</li> <li>• No leggings under gym shorts</li> </ul>

- On out-of-uniform days:
  - Students should dress appropriately for the school environment.
  - Hair and jewelry guidelines for uniform days should be followed.
  - Short shorts, ripped jeans, halter tops, low-cut tops, saggy jeans, t-shirts with offensive or inappropriate sayings are unacceptable.

## **VOLUNTEERS**

We welcome volunteers in our school. As members of our school community, they will be treated with kindness and respect by our students and our staff. Volunteers with the school must follow the requirements of the Archdiocese of Chicago before beginning.

## **WEBSITE**

The school website is [www.catherinelucy.org](http://www.catherinelucy.org). Information on the website is approved by the school. Please look to the website for current information on dates, activities, forms, and homework assignments. Questions about the website can be directed to the school office.

## SCHOOL CALENDAR 2020-2021

This is the school calendar for the 2019-2020 school year. There may be changes made throughout the year; please refer to the Wednesday Weekly and school website for the most up-to date information.

<b>Month</b>	<b>Date</b>	<b>Event</b>
August	11	Teachers report to work
	19	School opens/Daycare opens
September	7	No school-Labor Day
	25	No school-Teacher in-service
October	12	No school-Columbus Day
November	13	No school-Teacher In-service
	24	Parent-Teacher conferences
	25-27	No school-Thanksgiving Holiday
December	18	Last day of school; School concert at 10:30am/dismissal at 11:30am
	20	Christmas break begins
January	4	Return to school
	18	No school-Martin Luther King, Jr. Day
February	12	No school-teacher in-service
	15	No school-Presidents' Day
March	11	Parent-Teacher conferences
	12	No school
April	2	No school-Good Friday
	5-9	Easter Break
	30	No school-Teacher in-service
May	31	No school-Memorial Day
June	2	Last day for 8 <sup>th</sup> Grade
	3	8 <sup>th</sup> Grade Graduation
	4	Kindergarten Achievement Ceremony
		Last day for ECC, Preschool and Kindergarten
	8	Last day of school
		Honors Assembly at 1pm in church