

St. Cletus School

FAITH FAMILY *FUTURE*

Parent-Student Handbook 2011-2012



**700 W. 55th St. LaGrange, IL 60525
708-352-4820
Fax 708-352-0788
www.stcletusparish.com/school**

This handbook consists of guidelines, which provide a framework for the school's day-to-day practices. The policies are subject to amendment or discontinuation, as the needs of the school require. The school will attempt to keep parents and students informed of all changes as soon as practical. However, some changes must be made immediately to meet unforeseen circumstances.

MISSION STATEMENT

ST. CLETUS CATHOLIC SCHOOL

St. Cletus Catholic School in LaGrange, Illinois is a vital ministry of the parish family, and the teaching ministry of the Archdiocese of Chicago. The school is a community of believers: faculty, staff, parents and students, responding to the call to proclaim the Gospel of Jesus. We welcome students of diverse ethnic, racial, and religious backgrounds into an environment that fosters loving and just relationships.

We continue to strengthen and deepen the Catholic formation of our students in an environment of academic excellence, which respects individuality and nurtures self-worth.

We offer an integrated curriculum, which motivates students to understand the connection between classroom lessons and their personal call to faith and service as stated in Archdiocesan and State guidelines.

We encourage students, faculty and staff to develop qualities of service and leadership within our global society in the twenty-first century. Our goal and commitment is to educate children in mind, body, and spirit to be positive leaders in our world.

We recognize the partnership between home, church, and school as essential to the unique growth of each child's total development. We foster an atmosphere that promotes Catholic values, and worship together as a faith-based community.

PHILOSOPHY

We, at St. Cletus School, as an academic faith community reaching for excellence, commit ourselves to develop within our students a strong sense of faith based on Catholic doctrine and Christian values. As part of our faith community, parents are encouraged to participate in the spiritual, intellectual, and social development of their children realizing that each child is a unique person with special gifts and talents, and special needs. In partnership with our school families, we collaborate to provide opportunities for each child to deepen their respect for themselves, for each other, and for the world in which they live. We create a climate within the school and parish that enables children to build on their life experiences and to become problem solvers who live their faith. We motivate students to use their gifts to make socially just, responsible, and creative decisions, and promote activities that foster Catholic leadership and service. Educationally, we strive to develop excellence in curriculum, provide each student with opportunities to attain knowledge and to develop skills necessary to fulfill their potential.

Topics are listed alphabetically.

ADMISSIONS

A student entering Kindergarten must be 5 years of age on or before September 1st of that year. A student entering First Grade must be 6 years of age on or before September 1st of that year. Certificates of birth and baptism are required at the time of registration.

St. Cletus School provides a well-rounded education to all students. St. Cletus School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

The office should be notified approximately two weeks in advance of the withdrawal of a student from school. All financial matters and transfer information must be completed before a transfer is issued. A transfer form is obtained from the school office and should be presented to the school which the child is entering. All records will then be forwarded to the new school upon request by the principal.

AFTER CARE / BEFORE CARE PROGRAM

After Care

The school offers an After Care Program for students enrolled in St. Cletus School on their attendance days as applicable. This program offers a safe, structured program for our students after school from 3:00pm – 5:45pm. Student behavior expectations in the After Care Program are the same as for the regular school program. Safety for all is of prime importance. Any student not picked-up by 3:10 will be sent to After Care and billed accordingly. Electronics are not allowed in After Care.

Before Care

The school offers a Before Care Program for students enrolled in St. Cletus School. This program offers a safe and comfortable environment for our students before school from 7:00am-7:50am. Students arriving for Before Care enter at door #2 entrance (red door). Student behavior expectations in the Before Care Program are the same as for the regular school program. Safety for all is of prime importance. Electronics are not allowed in Before Care.

ARRIVAL/DISMISSAL PROCEDURES

The following schedule will be observed throughout the school year unless otherwise noted on the school calendar.

*7:50-8:00am Students arrive and go right into the school building.

8:00am Students arriving after the bell will be marked tardy.

3:00pm Dismissal.

Children walking home must stay within the crosswalks at corners and stay on sidewalks. * **Please note: any student arriving before 7:50am will be sent to our Before Care Program and billed accordingly.**

Parents are expected to assist in maintaining a safe environment in our parking lot and around the school building. **According to state law parents must NOT be on cell phones when dropping off or picking up students or supervising on the playground or on field trips.**

Arrival PreK-4th Grades (Older siblings if you choose)

- Enter second drive from Stone Avenue (Stone Ave. is one way going North)
- Follow along drive through parking lot going east
- Turn left at the end of parking area and proceed along sidewalk in front of the school building
- Students exit the car passenger side ONLY at the sidewalk. 8th grade safety patrol will be on duty to escort students in building if needed
- Pull forward to exit as traffic allows
- Do Not pull around others-just follow the car in front of you
- Exit to Stone Avenue-Turn right ONLY (north)
- Anyone wishing to park must use the east end of the parking lot. Do NOT park in the Handicapped areas. An adult must escort the student to the school sidewalk..

Arrival 5th-8th Grades

- Drop off on 54th Street (54th is one way going east)
- Pull up along the parking area as far as possible to the stop sign
- **Do NOT** pull into the parking spaces
- Drop off your student along the parking area between Stone and Waiola
- Proceed east on 54th St. to Spring Ave.
- **Do NOT** turn on Waiola

Arrival PM half day

- Park at the far east end of the parking lot by the rectory and the church. Do NOT park in the Handicapped spaces.
- Parking is also available on 54th Street
- Escort your student to the east preschool / kindergarten entrance

Dismissal AM half day

- Park at the far east end of the parking lot by the rectory and the church. Do NOT park in the Handicapped spaces.
- Parking is also available on 54th Street
- Pick-up your student at the east preschool entrance

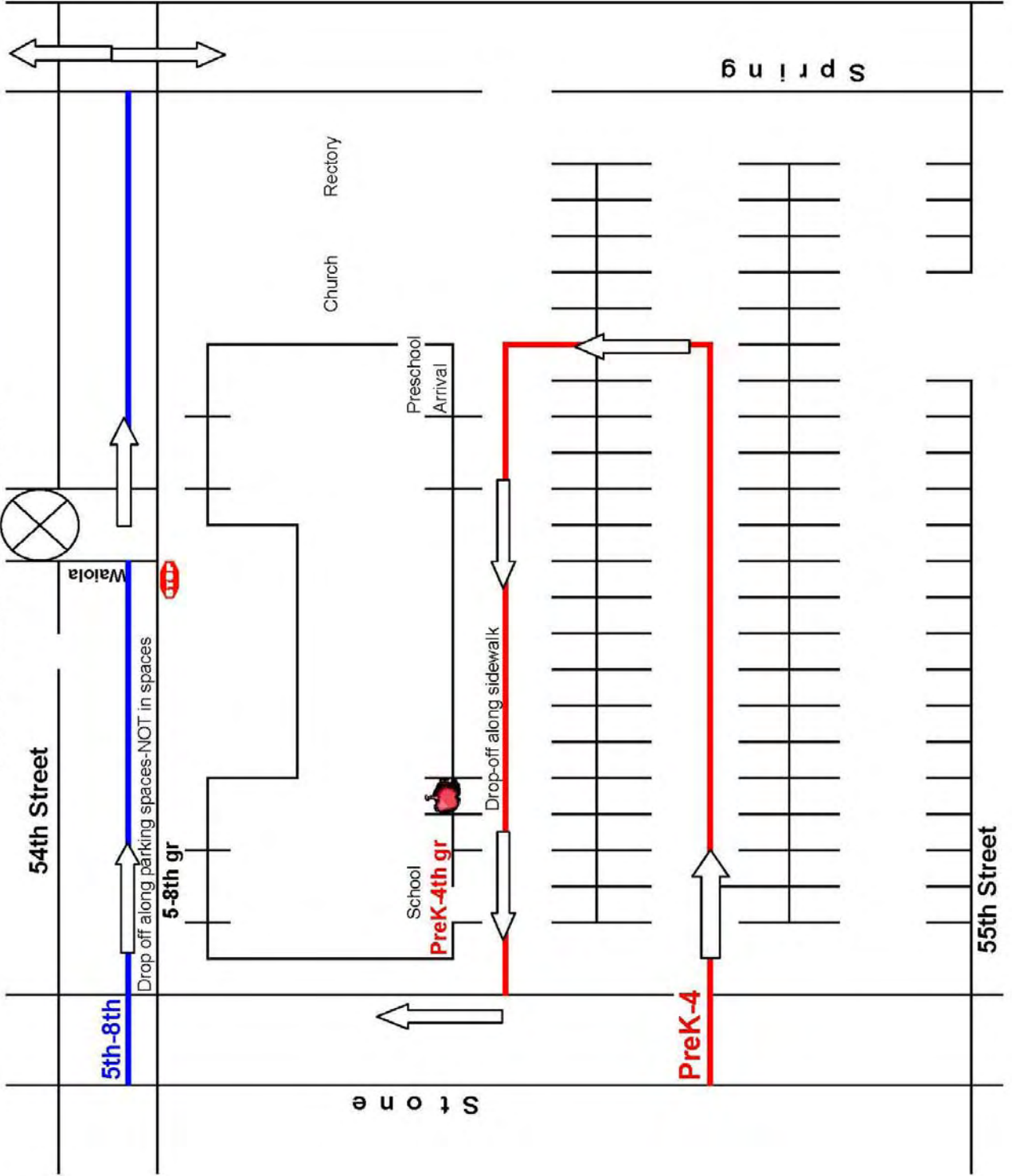
Dismissal PreK-4th

- Enter parking lot through 55th Street entrance
- Make a left (west) down the parking lane closest to 55th St.
- Turn to go down 2nd parking lane (east)
- Turn again to go down parking lane closest to school building (west)
- Pull up as far as you can
- Pick up your child
- Exit pulling forward as traffic allows
- **Do Not** pull around others – just follow the car in front of you
- Exit to Stone Avenue-turn right ONLY (north)
- Anyone wishing to park must use the east end of the parking lot- walk to the school sidewalk to pick up your child. Do NOT park in Handicapped spaces.

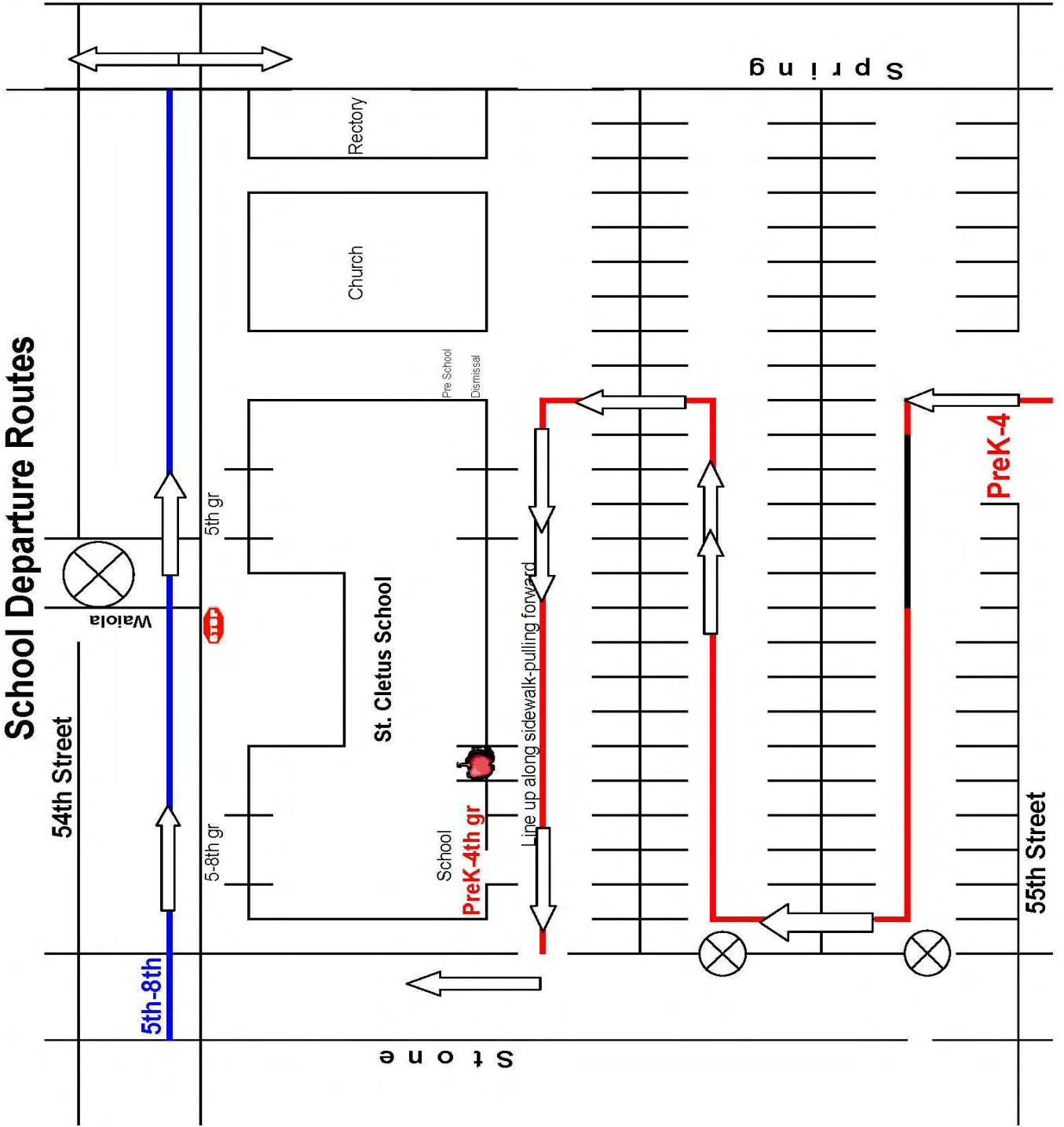
Dismissal 5th-8th grade

- Park in the diagonal parking along 54th Street
- 54th is one way going east
- Parallel park along the field
- Park in the diagonal parking along Stone Ave.
- Stone Ave is one way going north

School Arrival Routes



School Departure Routes



ASBESTOS

St. Cletus School has completed the required asbestos inspection and management plan in accordance with AHERA guidelines. The management report is available in the school office for your perusal during regular school hours.

ATTENDANCE

To ensure the safety of the children, we require that if your child is to be absent, you call school with that information between 7:45am and 8:30am or email school at attendance@stcletusparish.com. Please give your child's name, homeroom number, the reason for the absence, and request for homework pick-up arrangements. If absentees are not called in, the parents will be contacted.

All students should develop the good habit of punctuality. A student who arrives tardy to school misses valuable class time and interrupts classroom work in progress.

A student returning to class following an absence **must present a written excuse stating the reason for the absence to the homeroom teacher on the day he/she returns to school. The note must be dated and signed by a parent or guardian.**

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 the other students and staff members. **Children may not return to school until they are FEVER FREE for 24 hours.** If a child is absent from school on a given day, he/she may not participate in any extra-curricular activities on that day or evening.

We strongly recommend that all doctor and dentist appointments be made outside of school hours. However, when unusual circumstances make this necessary, the parent or guardian must send a note stating the time the student is to be excused and the reason. If someone other than the parent or guardian will be picking up the child, that information must be indicated. Children are to be picked up in the school office and signed out.

Parents wishing to take children out of school for several days because of family vacation plans **must notify the teachers and principal in writing.** They should discuss with the teacher(s) the effect this extended absence might have on academic progress. It is up to each individual teacher's discretion to give assignments in advance of vacation. Tests missed while on vacation will be made

up when the student returns to school. The final decision regarding vacations is the responsibility of the parent/guardians.

BAND

The Band Program is offered to interested students in grades 4 – 8. A separate fee is charged for the school band program. The band participates in the Archdiocesan Solo Contest and Band Contest each year and also services church and community affairs.

BEFORE CARE /AFTER CARE PROGRAMS

Before Care

The school offers a Before Care Program for students enrolled in St. Cletus School. This program offers a safe and comfortable environment for our students before school from 7:00am-7:50am. Students arriving for Before Care enter at door #2 entrance. Student behavior expectations in the Before Care Program are the same as for the regular school program. Safety for all is of prime importance. No Electronics are allowed in Before Care.

After Care

The school offers an After Care Program for students enrolled in St. Cletus School on their attendance days as applicable. This program offers a safe, structured program for our students after school from 3:00pm – 5:45pm. Student behavior expectations in the After Care Program are the same as for the regular school program. Safety for all is of prime importance. Any student not picked-up by 3:10 will be sent to After Care and billed accordingly. No electronics are allowed in After Care.

BEHAVIOR POLICY

As educators, it is our task to provide an atmosphere that will ensure the maximum development of every student. Unless there is discipline in the school and certain definite regulations are observed, we cannot expect the type of behavior conducive to a learning environment. Students must learn to respect not only the rules and regulations of a school but the authority that enforces them as well.

Discipline is based on three basic rules: Respect Self, Respect Others, and Respect Property.

The school will provide an environment whereby the children learn to live with each other in a group situation guided by Christian principles and values.

Participation in any extracurricular program is a privilege, not a right. A student may be put on probation and/or removed from participation in any school-related activities by the principal for academic or behavioral problems. Expectation for student behavior applies to extracurricular activities as well as the day-to-day programs of the school.

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

BEHAVIOR POLICY-Grades 6-8

Deficiencies

A deficiency notice is issued when a student demonstrates behavior which is less than what is expected of the student. Deficiencies include missing signatures, uniform violations, or coming to class without required books or supplies. **Six** deficiencies in a quarter result in a detention. Deficiencies will be sent home by e-mail via TeacherEase and will be noted as such.

Behavior Notices

A behavior notice is issued when a student violates the code of student conduct. These violations are issued for behavior which is considered dangerous or disrespectful or after a student has received multiple warnings regarding a behavior. **Two** Behavior Notices in a quarter result in a detention. A detention in a quarter results in the student being removed from the Honor Roll.

Grades 6-8

Detentions will be served twice a month for an hour before or after school for students in grades 6th-8th. Parents will receive a form indicating the time and date. Failure to serve detention on the assigned day will result in serving the missed detention plus another one.

Some behaviors are considered a serious disruption to the school day and may be given automatic detentions. These behaviors include but are not limited to fighting, disrespect or disobedience toward persons in authority, dishonesty, including cheating, plagiarism, vandalism, stealing, inappropriate language, bullying and leaving school grounds without permission.

Conduct that constitutes bullying includes, but is not limited to, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, or hazing done either in person or on-line. Students who engage in cyber-bullying are subject to the same disciplinary measures as they would be if they bullied at school. Cyberbullying may be reported to cybertip@stcletusparish.com or by calling (708) 215-5450. Proof of Cyberbullying is important.

All Students

Any child who leaves the school grounds without permission violates school policy and will be subject to disciplinary action.

When appropriate, the Principal may impose other disciplinary measures, such as suspension, probation, and expulsion. These may be imposed separately or progressively, as the situation warrants, in accordance with the locally written discipline procedures.

A student may be suspended or expelled from school for a serious breach of conduct, or unwillingness to conform to the regulations which all students are expected to keep. Because of the grave nature of this punishment, the child may not be permitted to attend class until an interview has been scheduled or conducted with his/her parents and the principal. Suspension from school is considered an administrative matter and is handled directly through the office of the principal.

Parental support is expected.

Students who do not correct inappropriate behavior will be counseled by teacher, administration and parents. If the results of these conferences do not show a change in the behavior of the student, parents will be asked to remove their child from school.

Please note that the school reserves the right to inspect all property. This includes school lockers and backpacks.

BICYCLES – ROLLER BLADES

No bicycle riding is allowed on school grounds. Students entering and leaving school property must be completely off the bicycle and walk it to the bike racks where all bicycles must be parked. Students should wear a bike helmet for safety purposes. All bicycles should have locks. The school is not responsible for damage or theft of bicycles. Bicycle registration with the police is encouraged. We expect our students to be courteous riders and respect the property of homeowners in the area. Rules Of The

Road should be followed. Once winter begins, no bicycle riding is allowed. All bicycle riders must ride single file so traffic may pass.

Skateboarding and rollerblading are not allowed on school property at any time. We ask parents NOT to send their children to school on skateboards or rollerblades for safety reasons.

CONFERENCES

The school will provide formal opportunities for parent-teacher conferences. Scheduled conferences will be held in the fall at the end of the first quarter and midway through the third quarter. In addition, parents may, at any time, request a meeting to discuss educational concerns. Please contact the teacher in writing, by e-mail, or leave a message in the school office if a conference is desired. The classroom teacher will arrange for a mutually agreeable time. Do not ask the teacher to conduct an impromptu meeting. Teachers are available before and after school, **by appointment only**, when they are not supervising students. **Concerns must be handled with the teacher first.** If parents are still concerned, then a meeting can be arranged with administration.

COORDINATION OF SERVICES WITH PUBLIC SCHOOL AND/OR HEALTHCARE PROVIDER

The faculty of St. Cletus School works closely with local Public School District 105, which may provide our students with specific services in their areas of need. Students are usually referred by teachers/resource teachers for services such as educational and/or psychological testing; special services such as speech therapy, or to address a special learning difficulty. Referral is made after meeting with parents to discuss a child's academic or behavioral performance. All staffings with the district personnel include parents, teachers and whenever possible, an administrator.

When it becomes evident to the School that we cannot provide the educational and/or psychological services necessary to meet the needs of the student, the School reserves the right to require that parents seek another educational setting that best meets those needs. The School will work with the parent and the Public School to identify such placement.

All evaluations filled out by St. Cletus staff need to be sent directly to the healthcare/service provider.

CUSTODY

If parents are divorced or separated, the school presumes that both parents have access to the children unless one parent can provide evidence that he or she has the sole right. A court decree stating this must be on file in the child's record. **If the non-custodial parent wishes to receive school information, the office must be contacted to arrange mailing of that information and self-addressed stamped envelopes must be provided. We suggest a supply of 20 envelopes to begin the process.**

DISMISSAL

Students dismiss at 3:00pm with the bell.

On full days of school, children not picked up by 3:10 will be sent to After Care, and the responsible family will be billed accordingly.

Students in grades 7 & 8 will dismiss through the East door #12 on 54th Street. Students in grades 5 & 6 will dismiss through the West door #11 on 54th Street.

Students in grades 1 through 4 will dismiss through the West door #1 facing 55th street.

All full day Preschool and Kindergarten students will dismiss through the East door #3 (Flag Pole door) facing 55th street.

EARLY DISMISSAL

A student will not be dismissed from school during class hours without a written request from his/her parent stating the reason for early dismissal. This request should be sent to the teacher and will be forwarded to the office. Early dismissals should be used for emergencies only.

Parents are to meet the child in the school office and sign them out.

ELECTRONICS

Electronic games, iPods, CD players, cameras, etc. are not allowed. Student use of cell phones is not permitted on school or parish property. **If students carry a cell phone, it must be turned off and kept in their school bag or locker.** If they need to use a phone for emergency purposes while on school/parish grounds, students can use school phones with the permission of a teacher or staff member. Cell phone use during extra curricular activities is permitted at the discretion of the adult supervisor. We are not responsible for lost or missing cell phones. Any electronics used during school or after school without permission will be

confiscated. They will be held in the school office by either the principal or assistant principal until a parent comes to collect them.

EMERGENCY CLOSING

Early in December the school will send a bulletin to parents reminding them of emergency closing procedures.

Announcements will be made over major media outlets in severe weather situations. Refer to WGN Radio AM 720 and WBBM News Radio 78, TV channels 2, 5, 7, 9, Fox and CLTV, or go to www.EmergencyClosings.com. A decision to close the school is made by the school principal. This information will also be posted on the school website <http://stcletusparish.com/school/>, and an e-mail blast will be sent.

When school is closed, all activities for that day are cancelled.

ENTERING THE BUILDING – STUDENTS

Students are to arrive at school no sooner than 7:50am. No supervision is available, so please time your child's arrival accordingly.

If a child arrives before **7:50am** he/she will be sent to Before Care and billed accordingly. Students working with individual teachers should make arrangements with the teacher for entering the building and time of arrival.

We ask your cooperation with our student safety patrol. Please inform your children that these students are there to ensure their safety.

Students will enter accordingly:

Preschool The East door #3 (flag pole entrance) on 55th Street

Kindergarten The East door #3 (flag pole entrance) on 55th Street.

Grades 1 – 4 The West door #1 on 55th Street.

Grades 5 & 6 The West door #12 on 54th Street.

Grades 7 & 8 The East door #11 on 54th Street.

Students will enter the building quietly.

ENTERING THE BUILDING – PARENTS/VISITORS

Visitors are to enter the building at door #2 (the red door) located at the west end of the building, east of the Morrissey Hall entrance on 55th Street. You will need to ring the doorbell and wait to be buzzed in to the building. Upon entering the building, go directly

to the reception window to sign in and receive a visitor's pass. You will then be able to transact your business with the office. Upon completion of your business, we ask that you sign out before leaving the building and return your visitor's pass.

STUDENTS, TEACHERS AND VOLUNTEERS ARE DIRECTED TO NEVER OPEN DOORS TO SCHOOL VISITORS EVEN IF THEY KNOW THEM. ALL PARENTS AND VISITORS/VOLUNTEERS ARE TO ENTER VIA DOOR #2 (the Red door).

For the safety of our children, please **do not drive or park** cars, vans or trucks in the designated coned-off area.

FIELD TRIPS

Field trips are planned by the teacher for specific educational goals. The school requires the written consent of the parents before a child is permitted to go with his/her class on a trip. A form requesting this permission will be sent home in advance of a trip.

Field trip attire for children will be decided by the school staff.

GANG ACTIVITY

Gang activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps of other forms or clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

GRADING SCALE

The grading scale varies for different grade levels.

For Children in Preschool:

- 3 Evident
- 2 Emerging
- 1 Not evident

For Children in Kindergarten:

- 3 Secure
- 2 Developing
- 1 Beginning

For children in Grades 1-2:

- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Approaching Expectations
- 1 Needs Improvement

For children in Grades 3-8:

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
U	69 and below

Grades will be posted in TeacherEase within one week of an assignment. Writing assignments or research projects may take longer to appear on TeacherEase.

HANDS OFF POLICY

Students need to respect one another. While in school, students will follow a “hands off” policy. Students will keep their hands, feet and bodies to themselves at all times. This policy is in place to keep all students safe and happy. **Repeated offense of this policy will result in disciplinary action.**

HARASSMENT POLICY

Harassment and Violence

It is the policy of St. Cletus School to maintain a proper, Christian learning environment where safety prevails. St. Cletus School intends to ensure that all students, teachers, administrators, school personnel, parents, guardians, and third parties are respected and

not subjected to violence, threats, harassment, intimidation, demeaning verbal abuse, bullying, or otherwise confrontational or inappropriate behavior that disrupts the schools educational atmosphere and Christian environment. **Harassment and violent conduct toward others will not be tolerated.**

Prohibited Conduct

Prohibited conduct by St. Cletus students, teachers, administrators, school personnel, parents, guardians, and third parties includes, but is not limited to the following:

1. Any and all harassment, including, but not limited to racial, religious, and/or sexual harassment
2. Violence and/or threats of violence
3. Intimidation
4. Demeaning verbal abuse
5. Bullying and/or Inappropriate confrontational behavior

Reports

Any person, who believes he or she has been the victim of harassment, violence, threats of violence, intimidation, demeaning verbal abuse, bullying, or inappropriate confrontational behavior, should report the conduct immediately to a teacher or the principal. An investigation will be conducted in a manner that protects the confidentiality of those involved to the greatest extent possible. Those involved in an investigation are expected to refrain from discussing it with others.

Corrective Action

St. Cletus School will take appropriate disciplinary action against anyone found to have violated the policy. Disciplinary action may include but is not limited to warning, suspension, expulsion, or termination. St. Cletus School prohibits retaliation against a person who has opposed what he or she believes to be prohibited conduct and has made a good faith report or complaint.

HEALTH PROGRAM

Your child's progress in school depends upon the state of his/her physical and emotional well being. In recognition of this, all children in the State of Illinois are required by law to submit evidence of a current physical examination, dental examination, eye examination and immunizations against communicable diseases upon entrance to school for Preschool, Kindergarten, and Sixth Grade. Dental examinations are also required upon entrance into Second and Sixth grade. **These reports are due on or before the first day of school.**

The school has the services of a nurse who maintains individual pupil health records in the school.

According to Archdiocesan policy, **school personnel should not dispense medication to students.** The responsibility for administering medication rests upon the parents.

If a child is on antibiotics that must be taken daily, please schedule dosages so that none is required during school hours. If a child is on medication that must be taken daily, complete the school medication authorization form as well as a form to be completed by the physician.

Asthma medication can now be carried in school by the student. We must have a physician's order indicating this is necessary as well as the parent/guardian signature. We ask that you give a spare inhaler to the school office in the event the student loses the medication. No other medicine may be kept in the classroom or in a child's possession.

All instances of contagious diseases must be reported to the school office. The school reserves the right to contact parents and send home any child who appears to be in this condition.

HOMEWORK

Homework gives the parent/guardian a chance to see what the child is learning and the type of work he/she is producing. It is a supplement to regular classroom instruction that provides students with reinforcement of concepts already presented and may also enrich the student with challenges and incentives for research.

Students in grades 3 – 8 are required to have and use an assignment notebook. These will be distributed during the first week of school. Replacements may be purchased through the school office.

Written work is not the only type of homework; study or oral assignments are also given. Whatever type is assigned, the child must realize that homework is his/her personal responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Primary grade children will sometimes need the guidance of their parents to complete assigned projects.

Daily Homework Time Guidelines

Grades 1 & 2 – 20-30 minutes

Grades 3 & 4 – 30-40 minutes

Grades 5 & 6 – 45-60 minutes

Grades 7 & 8 – 60-90 minutes

In Grades 5:

Homework

A homework notice will be issued via E-mail to inform parents of missing homework. The student must return the completed work to the appropriate teacher the next day.

If missing work is not returned the following day, another homework notice will be issued. Three or more homework notices results in a 1 in effort.

Tests

All tests are sent home for student corrections and parent signature as a means of communication between parents and school. Signed tests should be returned to the appropriate teacher within two days.

In the event an emergency prevents completion of a homework assignment, the parents should write a note of explanation. This cannot be a request to omit the assignment, but merely a request for postponement.

In Grades 6-8:

Homework Notices

The goal of St. Cletus School is to “strive to develop educational excellence in curriculum, provide each student with opportunities to attain knowledge and to develop skills necessary to fulfill their potential” (St. Cletus School Philosophy). Students who do not do their homework or decide not to finish their homework prevent the successful fulfillment of this goal.

Any student who does not come to school with their homework completed on the day that it is due will be required to stay after school on that same day from 3:00-4:00, or come in early the next day from 7:00-8:00 for a mandatory study hall (to complete the assignment). Parents will be notified by phone, as well as e-mail, after the class when the homework assignment was due.

During the Mandatory Study Hall, the students will be supervised, but will be expected to complete the assignment on their own. If for some reason they need more time to complete the assignment, they will be allowed to finish it at home and turn it in at 8:00am the next morning. If they complete their work prior to 4:00pm, they will be allowed to begin other homework for the next day or read a book. Students will not be dismissed until 4:00 P.M. Promptly at 4:00 P.M. any student who has not been picked up will be escorted to AfterCare, and fees will be charged as per the AfterCare policy.

A detention in a quarter results in the student being removed from the Honor Roll.

HONOR ROLL 7th and 8th Grade Only

The St. Cletus School Catholic Honor Roll will be issued at each quarter for students in grades 7 and 8 only.

The Honor Roll will have two (2) designations:

High Honors	17-18 points
Honors	12-16 points

The following formula will be used to determine student eligibility:

Each quarter letter grade in the following subjects, Religion, Reading, English, Math, Science, and Social Studies, will be assessed a point value:

A	= 3 points
B	= 2 points
C+ or C	= 1 point

A grade of C minus does not earn Honor Roll points. A grade of D or U, or an incomplete in any subject, or a detention makes a student ineligible for the Honor Roll for the quarter in which it was given. A student starts fresh in the next quarter. Honor Roll certificates will be awarded to students at each quarter.

In special classes (art, music, physical education, Spanish, and technology) a grade will be assigned as follows:

In 3rd^h through 8th grades (2nd and 4th quarters)

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
U	69 and below

While grades in specials will not be figured into the formula for Honor Roll, their overall grade in a special may prevent them from getting on the honor roll if they score a C minus or below.

We believe that skills will be mastered in every subject area when students' levels of cooperation, participation, and effort are high, and we believe the St. Cletus Honor Roll reflects our high level of expectation for our children.

Suggested Guidelines for Parental Involvement in Homework

Parents are encouraged to...

- Ask their child about what the child is studying in school.
- Ask their child to show them any homework assignments.
- Assist their child in organizing homework materials.
- Help their child formulate a plan for completing homework.
- Provide an appropriate space for their child to do homework.

Parents may, if they wish...

- Help their child interpret assignment directions.
- Proofread their child's work, pointing out errors.
- Read aloud required reading to their child.
- Give practice quizzes to their child to help prepare for tests.
- Help their child brainstorm ideas for papers or projects.
- Praise their child for completing homework.

Parents should NOT...

- Attempt to teach their child concepts or skills with which the child is unfamiliar.
- Complete assignments for their child
- Allow their child to sacrifice sleep to complete homework.

Vatterott, Cathy. *Rethinking Homework*. ,ASCD, Alexandria Virginia 2009, p.50.

INFORMATION TO PARENTS

During the school year, information and forms will be posted in the Scoop every Wednesday on the St. Cletus website at

www.stcletusparish.com/school/news/schoolscoop.

Please review this site so that you are aware of school events.

Occasionally, hard copies of certain forms will be sent home on Wednesdays.

Parents need to check through student book bags, folders, etc. on a daily basis.

Parents should check e-mail daily for notes, announcements and behavior notices from teachers.

INSURANCE

A low cost accident insurance policy is offered to all students on an optional basis. The envelope, which each family received in

May, must be signed and returned with payment if you wish to take advantage of the insurance plan.

Participation in the extracurricular sports program requires that parents/guardians verify that the child is covered by a health insurance policy.

LIBRARY

Through the use of reference materials, books, magazines, computers, recordings and tapes, students develop skills in independent learning and research. Each student from preschool through the eighth grade uses the library on a scheduled basis. Resource and enrichment materials are also provided for the teachers. Books borrowed from the library need to be returned on a timely basis. Parents will be required to pay for any lost or damaged books.

LIGHTNING/THUNDER

When lightning/thunder is present, all students will return to the building when out of doors. On an outdoor field trip, students will return to the bus. When participating in extra-curricular sports, the event will be postponed/cancelled and children will be sent home/picked up from the game or practice.

LOST AND FOUND

The best assurance against loss and confusion is to **mark clothing and books with the student's name**. The loss of an article of value should be reported to the teacher and/or the school office. The Lost and Found is located in Morrissey Hall. Students who find articles are encouraged to give them to the teacher or the office.

LUNCH / RECESS

Lunch bags or boxes are to be marked with the child's name and room number. If a forgotten lunch is brought to school after school has started, it must be left in the school office. **Do not send or deliver fast food meals to the students for lunch.** This causes a disruption in the classroom.

In the interest of good nutrition, please send a healthy meal which consists of fruit and vegetables as well as a healthy snack for students in grades 1-5.

No soda/pop is allowed for our students.

The Family School Association sponsors scheduled hot lunches. Your participation is appreciated, but optional. During these special hot lunch days no "substitute hot lunches" will be allowed. If your child did not order a hot lunch, then a regular sack lunch

must be provided. “Substitute hot lunches” undermines the effort to support the Family School Association.

Behavior during lunch and recess should be cooperative and respectful; lunch supervisors deserve nothing less. Students who fail to comply with supervisors’ directives may have their recess temporarily revoked and parents will be contacted.

During recess, all students will play in the coned off area on the parking lot.

When weather forces the students to be inside for recess, one grade level per lunch period will be allowed to use the gym on a rotating basis. The other grade levels will remain in their rooms and students may play board games, cards, or socialize. They may not have hand-held electronic games or CD players in the school building. There will be no videos watched during lunch/recess time. Homework is not to be done during lunch/recess time; it is a time to relax and socialize.

During lunch and recess, students are to obey the **“Hands Off” policy**. This policy is in place to help keep all students safe and happy. Therefore, no tackle sports will be permitted. Any activity considered unsafe by the lunch supervisors will be stopped immediately.

MATERIALS

It is the responsibility of each student to have necessary materials each school day. To help teach students responsibility, **children in grades 5 – 8 will not be allowed to call home for forgotten materials**. Nothing should be brought directly to the child’s classroom during school hours. Please drop off items in the school office.

All student textbooks should be well cared for and should be carried to and from school in a book bag. All hardcover books must have non-permanent covers on them.

Children who lose, deface or destroy books will be asked to make payment to replace books and may face suspension from school. Students who lend or lose their materials are expected to replace them. This is a matter of individual responsibility.

MILK

St. Cletus School offers an optional milk program. The milk fee for the 2010-2011 school year is \$18 per serving. Milk rates for the year are relatively low in cost because of the subsidy provided by the State of Illinois. Chocolate and white milk are available and come in 2% fat or less.

Families in need of financial support should contact the office for reduced fees, if the state requirements are met.

MORRISSEY HALL

No helium balloons are allowed due to the fire alarm sensor.

OFFICE HOURS

The school office opens at 7:00am and closes at 3:30pm. School business is to be transacted during these times.

ORGANIZATIONS: Listed at the end of the handbook

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to, harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

PARKING LOT REGULATIONS

For the safety of all concerned, please do not drive through or park in the barricaded area of the blacktop in front of school at any time during the school day. Barricades will extend the full width of the playground from Stone Avenue to the sidewalk between the church and school and will be in place from 7:30am – 3:30 and between 3:30-5:30pm for AfterCare between the church and the school.

Your cooperation in this matter helps keep our children safe. For the safety of all, your cooperation is required.

PLAGIARISM AND CHEATING POLICY

As a Catholic school, St. Cletus seeks to instill students with the highest moral values. Cheating and plagiarizing is contrary to our faith and to academic integrity. All work turned in by St. Cletus students should be theirs and theirs alone. Further, Parents/guardians are the primary influence in a child's life and must complement the role of teachers in promoting academic honesty to ensure a school policy of academic integrity, an awareness of its value, and a commitment to make decisions that are consistent with that awareness.

Plagiarism is defined as using other people's words or ideas and presenting them as one's own.

Examples:

Cutting and pasting information from the Internet without quotation marks, without citing the true author's name, or without citing the source.

Copying from an encyclopedia or other written source or publication without quotation marks, or without the true author's name.

Cheating is defined as copying other people's work with or without their knowledge and claiming it as one's own. In general, submitting papers, assignments or tests that are not reflective of one's individual work.

Examples:

Copying homework

Giving someone homework to copy.

Looking at someone else's test

Giving someone the answers to a test

While each case of plagiarism will be handled individually, in all cases the principal, parents, teacher and the student will meet to discuss the incident, the assignment must be completed correctly in one's own words, and the principal will determine consequences and may include:

1st offense – An automatic detention

2nd offense – An in-school suspension

3rd offense – A consequence may result in suspension or expulsion

PETS

Pets may not be brought on parish/school grounds when children are present. Animals may not be brought to games, picnics, concerts or any event that involves children of any age. Pets may not be walked on the grounds when there is any activity involving children. This policy also includes school-sponsored events held at other locations – away football games, track and cross country meets, etc.

PICTURES/PUBLICITY

To promote our school and the various activities that occur at or during school, we will publish pictures that include our school children on the school web site, in marketing literature such as the school DVD, local newspapers, etc.

If you have any concerns or prefer not to have your child's or children's picture published or shown on the web site, **please contact the school administration or send a note.**

RECORDS – MEDICAL

According to the Federal HIPA Act, a release must be on file in order for medical records to be released or faxed to any party.

REPORT CARDS

Report cards are issued four times a year for grades first through eighth. They are distributed in November, January, April and June. Because grades are available on TeacherEase, progress reports will not be sent home; however, Teachers will contact parents in grades if grades become a concern. Report cards for Preschool and Kindergarten will be distributed twice a year in January and May. Please continue to check TeacherEase throughout the year to track student progress.

All financial obligations must be current for report card distribution or access to TeacherEase.

SAFE ENIRONMENT REQUIREMENTS FOR VOLUNTEERS

As per the Archdiocese, any person wanting to volunteer in any capacity must complete a Volunteer Application, attend Virtus training, complete a criminal background check (CANTS), Code of Conduct and Child Abuse Neglect Tracking System form from the

Illinois Department of Children and Family Services. Contact the school office for information.

SAFETY PATROL

Parents are responsible for the safety of the child traveling to and from school. The purpose of the safety patrol is to assist in the safe conduct of students to and from school. However, by providing this service, St. Cletus School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a student is not on duty.

SCHOOL RECORDS

St. Cletus School keeps a permanent record of each student's grades, attendance, test results and health records. If a student transfers schools, permanent records are sent to the new school. The Buckley-Pell Act, specifically PL-93-358, was signed into law in December 1974. This act provides access on the part of parents to student records maintained by an institution.

A request must:

1. Be in writing.
2. State the specific record desired.
3. State the reason for the request.

Within fifteen days of the receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent.

SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcome sexual behavior which interferes with a person's life and/or creates an uncomfortable environment. It includes a broad range of behaviors including sexual remarks and jokes, suggestive looks and gestures, touching and other kinds of physical contact.

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee or by one student of another student is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student, who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual, shall be subject to the sanctions for misconduct set forth above.

St. Cletus School seeks to create a Christian environment permeated by Gospel values of love, compassion and justice. All members of the school community are expected to demonstrate respect for themselves and one another. Any form of sexual harassment is in direct opposition to our school's philosophy and values and will not be tolerated. Students who experience any form of sexual harassment are asked to bring the problem to the attention of a teacher or the principal.

SMOKE FREE

St. Cletus School and all parish facilities and grounds are a non-smoking environment.

STANDARDIZED TESTS

St. Cletus has instituted Response to Intervention (RtI) as per federal and Archdiocesan regulations. RtI is the result of NCLB (No Child Left Behind) and IDEIA (Individuals with Disabilities Education Improvement Act). Universal screening in Reading and Math will be implemented three times a year along with frequent assessment to identify and address student weaknesses. While most remediation will take place in the classroom, some small groups may be pulled out by the resource teachers. Parents will be notified regarding any issues.

Terra Nova Tests and Tests of Cognitive Ability are administered to grades 3, 4, 5, 6 and 7. Testing takes place in March.

Catholic High School entrance tests are given in January. It is the responsibility of the parents of 8th grade students to contact their local public high school for information on placement tests.

STUDENT EMERGENCY FORMS

The emergency form is a means of reaching parents in case of an emergency involving their child. Information must be kept current. If your address, phone, place of employment, etc. changes during the school year please contact the office to complete a new form. **A completed, signed Emergency Form is required before the 1st day of school.**

SUBSTANCE ABUSE

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents,

prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach of substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

SUSPICIONS / ALLEGATIONS OF CHILD ABUSE AND NEGLECT

According to State Law, all educators are mandated to report allegations or suspicions of child abuse or neglect to the State of Illinois Department of Children and Family Services. In the event such allegations or suspicions are made concerning a St. Cletus student, they will be reported to DCFS. The Archdiocesan policy is listed on their website.

TECHNOLOGY AND INTERNET USAGE

Student Appropriate Use of Technology and Internet Policy Statement

St. Cletus views computers and the World Wide Web as tools to enhance and facilitate education. The computer laboratory and computers in classrooms are for the purpose of supporting the core curriculum. It is essential to establish an Appropriate Use Policy Statement.

This statement recognizes that the use of computers is a privilege, not a right, and seeks to protect legitimate users by imposing sanctions on those who abuse the privilege. St. Cletus computing and networking resources are valuable. Therefore, all users have the responsibility to use the resources in an effective, efficient, safe, legal and Catholic manner.

Violation of this policy may result in suspension of computer privileges and/or disciplinary review. Computer users, when requested, are expected to cooperate with the administration in any investigations of technology abuse.

St. Cletus reserves the right to amend this statement at any time with or without notice.

Software Piracy

Software Piracy is stealing and will not be tolerated in any form at St. Cletus. Protected software is not to be copied into, from, or by any St. Cletus facility or system, except by license. Any acts of software piracy will be reviewed for disciplinary action. The definition of software piracy is the use of licensed software that has not been paid for.

St. Cletus will adhere to all licensing arrangements under which software is purchased.

- You may not bring in any licensed software from home or elsewhere.
- You may not copy licensed software from one computer to another within St. Cletus.

Internet Access

The St. Cletus network connects to the Internet, which allows access to millions of computers and computer users throughout the world. Therefore, acceptable network behavior is imperative. Any communications that would be improper or illegal will result in loss of individual access to the network.

Logging onto on-line chat groups or news groups is not allowed through the St. Cletus network, except to those set up by St. Cletus administrators.

- You may not use the network for any activity that is inappropriate in a school environment.
- You may not e-mail or post news anonymously.

Use only network software provided by St. Cletus. Users may not use any other networking software on the network.

Computer E-Mail Accounts

St. Cletus provides e-mail accounts only to teachers, staff and administration. The accounts may be used by the individual to whom the account is assigned. Users may not authorize anyone, including family members, to use their account(s) for any reason. Users are responsible for all usage on their accounts.

Property Rights

St. Cletus computers will not be used to violate copyright and other property rights.

Shared Resources

Resources on the St. Cletus network are shared between users. These include shared file servers and other computers on which users work is stored. Any attempt to gain unauthorized access to another user's files by any means will result in immediate suspension of all computer privileges and further disciplinary actions. Any attempt to deliberately degrade or disrupt system performance or interfere with the work of others is a breach of St. Cletus' policy.

St. Cletus School reserves the right to suspend usage of school technology and discipline any student or staff member who engages in the following activities. This will include, but not be limited to the following:

Visiting Internet sites that contain obscene, hateful or otherwise objectionable materials; sending or receiving any material that is obscene, defamatory, or that is intended to annoy, harass, intimidate or violate the civil rights of another person; using the Internet or computers for gambling or illegal activities; uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright; downloading any software or electronic files without permission of school administration; revealing or publicizing confidential or proprietary information; and other inappropriate use of Internet/Intranet or network resources that may be identified by school administration or the network administrator from time to time.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school.

However, the inappropriate use of technology outside of school may subject the student to disciplinary action.

Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Signing the Parent-Student Handbook agreement form includes the understanding that all guidelines for use of technology, as outlined, are acceptable and understood.

TELEPHONE CALLS HOME

Students in grades 5 – 8 will not have access to the office phones for calls home requesting forgotten band instruments, homework, gym shoes, etc. It is our obligation to teach students to be responsible. Good study habits include good organizational skills. Have students organize their school materials the night before a school day. Forgotten medication is, of course, a different circumstance.

TUITION SCHEDULE 2011-2012

The tuition rates listed are for families who are members of St. Cletus Parish.

The installment tuition plan provides a 10-payment schedule **July through April**.

St. Cletus School 2011-2012 School Year		2011-2012	
		Tuition & Fees Total Parishioner Only**	Installment Payment 10 months 07/01/11-04/01/12
Preschool			
2 1/2 days - AM		\$1,740	\$174.00
3 1/2 days - AM		\$2,030	\$203.00
5 days-PM		\$2,760	\$276.00
5 Full Days		\$4,640	\$464.00

Kgn - Grade 8			
1 student 1/2 Kdg		\$3,350	\$335.00
2 students 1/2 Kdg		\$5,770	\$577.00
1 student K-8		\$4,820	\$482.00
2 students 1/2 Kdg-8		\$7,440	\$744.00
2 students K-8		\$8,550	\$855.00
3 students 1/2 Kdg-8		\$10,530	\$1,053.00
3 students K-8		\$11,340	\$1,134.00
4 students 1/2 Kdg-8		\$12,190	\$1,219.00
4 students K-8		\$12,410	\$1,241.00
5 students 1/2 Kdg-8		\$13,040	\$1,304.00
5 students K-8		\$13,440	\$1,344.00

PRESCHOOL RATES ARE THE SAME FOR BOTH PARISHIONERS AND NON-PARISHIONERS

** Non-Parishioners:

Add \$600 per year for 1/2 day students in Kindergarten

Add \$1000 per year for each full day student in Kindergarten-Grade 8

4/10 Q Tuition & Fees

If installments are elected, the first payment is due on July 1st. Remaining payments are due on the first of each month, August through April.

Payments not received by the fifth of the month will be assessed a penalty fee of \$30 per month. St. Cletus policy states that report cards, TeacherEase Access, or transfer records may not be processed until all financial obligations have been met.

If a family experiences difficulty in making these payments, **the principal must be contacted to work out an acceptable payment schedule.**

A limited amount of financial assistance is available to families experiencing financial difficulties. Forms are available in the office. It is expected that families asking for assistance contact the office ASAP

UNIFORMS: GRADES 1 – 8

Uniforms will be worn appropriately at all times. All students are to be clean, well groomed and in uniform from the first day to the last day of school.

A school uniform is a symbol of pride for oneself and for the school community. It also allows a student to focus on school work, not clothing. **We need your support and cooperation to enforce the uniform regulations.**

The school reserves the right to prohibit any fashion article that may distract from the learning environment.

Students will be allowed to wear gym uniforms to school on their scheduled gym days. Gym uniforms should be cleaned regularly and repaired as necessary.

A written, dated excuse must be presented to the homeroom teacher when a student is out of uniform. When a student is out of proper uniform without an excuse, an Out of Uniform notice will go home to the parent/guardian.

Martinelli's in Evergreen Park and School Belles in Bridgeview are our uniform suppliers. Order forms with approved uniform items are available in the school office.

All clothing should be labeled with names or initials.

Note: Preschool and Kindergarten children do not wear a uniform, however, Kindergarten is required to wear a gym uniform on PE days and gym shoes should be worn. Sandals, flip flops, backless shoes and clogs are not to be worn for safety reasons.

Students will be issued an out of uniform notice when these uniform codes are not followed.

GIRLS: GRADES 1 – 4:

- Uniform plaid jumper, no shorter than two inches above the knee.
- White, tailored blouse, round or pointed collar, short or long sleeves. Blouses must be neatly tucked in at all times. No designer logo may be worn on any blouse.
- A plain white polo shirt purchased through Martinelli's or School Bells may be worn with navy pants or shorts. (No designer logos.)
- Only solid white T-shirts may be worn under the uniform.
- Red cardigan or V-neck sweater or the red St. Cletus School sweatshirt with the school logo.
- White, red, navy or black socks - **socks must be at least ankle length.**
- Dress navy slacks may be worn. Stretch pants or stirrup pants, jeans or cargo pants are not permitted.
- Sweatpants worn under a uniform skirt are not allowed during class time.
- Uniform navy shorts are an option, no shorter than two inches above the knee.
- Students may not wear make-up or colored nail polish.
- For safety reasons, only small no hoop earrings are allowed. Multiple earrings are not allowed.
- **Streaked or dyed hair is not permitted. Students' hair should be neat and clean at all times.**

GIRLS: GRADES 5 – 8:

- Uniform plaid skirt, no shorter than two inches above the knee.
- White oxford blouse with pointed collar, short or long sleeves or banded white polos. Blouses must be neatly tucked in at all times unless the banded polo is worn. No designer logo may be worn on any blouse.
- A plain white polo purchased through Martinelli's or School Bells may be worn. (No designer logos.)
- Only solid white T-shirts may be worn under the uniform.
- Red cardigan or V-neck sweater or the St. Cletus School sweatshirt with the school logo.
- White, red, navy or black socks - **socks must be at least ankle length.**
- Dress navy slacks may be worn. Stretch pants or stirrup pants, jeans or cargo pants are not permitted.
- Sweatpants worn under a uniform skirt are not allowed during class time.

- Uniform navy shorts are an option, no shorter than two inches above the knee.
- Students may not wear make up or colored nail polish.
- For safety reasons, only small no hoop earrings are allowed. Multiple earrings are not allowed.
- **Streaked or dyed hair is not permitted. Students' hair should be neat and clean at all times.**

BOYS: GRADES 1 – 8:

- Solid navy dress slacks with a solid colored belt. Jeans or cargo pants are not permitted.
- White, oxford dress shirt, a plain white polo shirt, or St. Cletus logo polo purchased through Martinelli's or School Bells, short or long sleeves. Shirts must be neatly tucked in at all times. No designer logo may be worn on any shirt.
- Only solid white T-shirts may be worn under the uniform.
- Red V-neck sweater or the red St. Cletus School sweatshirt with the school logo.
- White or navy socks - **socks must be at least ankle length.**
- Uniform navy shorts are an option.
- Earrings are not allowed.
- **Streaked or dyed hair is not permitted. Students' hair should be neat and clean at all times and may not touch the shirt collar or cover the ears.**

SHOES

- All students (grades 1 – 8) must wear dress shoes.
- Dress shoes are backed and heeled with non-marking soles and are black, brown, or navy leather.
- Students will be allowed to wear gym shoes on their scheduled gym days. On all other days students should be in dress shoes.
- Boots, hiking boots, construction boots, clogs, sandals, flip flops (anything with a strap between the toes), high-heeled shoes, moccasins, ballerina type shoes etc. are not appropriate for school.
- **A student not wearing dress shoes will be considered out of uniform.** Canvas top shoes or solid black or white leather "gym" shoes are not considered dress shoes.

OUT OF UNIFORM DAYS

Students are allowed to be out of uniform for special occasions. There are generally two kinds of out of uniform days – dress up days and dress down days.

Dress up days are more formal. Boys are to wear a collared shirt and dress slacks/shorts. Girls are to be in a dress, skirt, dress slacks/shorts. A dress or blouse **MUST** have sleeves; sleeveless or strapless dresses are inappropriate for school / school functions. On

dress up days, gym shoes, sandals, or jeans (regardless of cost, designer or color) are **NOT** appropriate attire.

On dress down days, jeans, gym shoes and a more casual look is allowed. Students are never allowed to wear clothes with off-color comments imprinted on them, advertisements of alcohol, etc. Halters, midriffs, sleeveless, spaghetti straps, low-cut or strapless tops are not allowed. **Due to safety reasons, flip flop shoes or sandals are not permitted. Parent cooperation in this area is appreciated.**

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other objects that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property. Parents / Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and / or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

WEB ADDRESS

The St. Cletus Parish/School Website is www.stcletusparish.com/school

School information can be accessed through this website.

WITHDRAWALS

Parents who will be moving during the school year or at the end of the year should notify the school office at least two weeks prior to the date children will be leaving. This notice will give sufficient time for the school to complete work on the child’s file, to prepare the needed transfer, and to reconcile any financial matters. If a family has unpaid bills with St. Cletus School, their permanent records will be held until financial arrangements are made.

ORGANIZATIONS

ATHLETIC ASSOCIATION

The St. Cletus Athletic Association funds and provides the following programs for St. Cletus students:

Intramural Soccer	K – 4 (boys & girls)
Football	5 – 8 (boys)
Cheerleading	7 & 8 (girls)
Basketball	5 – 8 (boys & girls)
Volleyball	5 – 8 (girls)
Track & Cross Country	5 – 8 (boys & girls)

St. Cletus competes in the Suburban Parochial League. Our teams are coached by qualified volunteers who teach the fundamentals of the sports as well as teamwork and sportsmanship.

Information about any sport can be found at <http://www.stcletusparish.com/school/athletics>. The office does not have information about sport cancellations due to weather; contact the coaches.

ATHLETIC ASSOCIATION OFFICERS 2011 – 2012

Lukasz Majewski	Athletic Director
Amy Grace	President
Kevin Dahill	Vice President
Lisa Muldoon	Secretary
Cathy Kane	Treasurer
Rob Luxem	Concession

BAND BOOSTERS

The Band Boosters promote band activities to ensure the opportunity for students in grades 4 – 8 to pursue music instruction and enrichment. The Boosters provide organizational and financial resources for the band programs through parent involvement.

BAND BOOSTERS OFFICERS 2011 – 2012

Phil Enns	Band Director
Mary Jane Walsh	President
Mary Schramka	Secretary
Bob Koys	Treasurer

FAMILY SCHOOL ASSOCIATION

ST. CLETUS FAMILY SCHOOL ASSOCIATION MISSION STATEMENT:

“The mission of the St. Cletus Family School Association is to provide opportunity for open communication among all members of the school community; to help nurture and display the positive Christian spirit of the school; to support the faculty, administration and school board with a corps of volunteers to organize fund-raising and spirit-centered events and special programs that enrich the school days of our children and express our commitment to quality education in the Catholic tradition.”

Membership belongs to all parents of St. Cletus School children and their teachers. The annual dues provide monies for various programs. The Family School Association holds scheduled meetings, and they are open to all parents. Family School offers many opportunities for parental involvement including volunteers for school-related activities. If you can possibly work any time into your schedule, please contact one of the officers.

FAMILY SCHOOL OFFICERS 2011 – 2012

Rose Dostal	President
Cathy Kane	Vice President
Michelle Campbell-Schinker	Secretary
Rosanne Welenc	Treasurer

SCHOOL BOARD

The St. Cletus School Board consists of the pastor and approximately eight – twelve members. The principal is a non-voting member of the school board, and is the executive officer. A representative from the Family School Association and a representative of the Athletic Association participate in School Board meetings. School Board meetings will be designated on the monthly calendar. Matters of individual concern should be directed to the teacher or administration. Matters to be brought to the attention of the School Board must be submitted in writing to the chairperson, via the school, ten days prior to the meeting.

SCHOOL BOARD MEMBERS 2011 – 2012

Fr. Bob Clark	Pastor
Jeff Taylor	Principal
Tim O'Brien	Chairperson
Luke Sheridan	Vice Chairperson
Jeanne Kelly	Secretary
Ed Burke	Finance
Rose Dostal	FSA President
Amy Grace	Ath Assoc President

Mark Staelgraeve	Tech Comm. Rep
Bob Gray	Finance
Bridget Garvey	Marketing
Cathy Hinckley	Alumni
Jim Krecek	Policy & Planning
Marty Mulcrone	Parish Pastoral Council
Heather Alpe	Marketing
Mary Schramka	Recruitment & Retention

STUDENT COUNCIL OFFICERS 2011-2012

President:	Cullen Sheridan
Vice-President:	Reid Burens
Secretary:	Emma Decker
Treasurer:	Sean Heslin

Parent/Guardian Permission and Authorization

I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School Principal or his/her designee, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer in accordance with School Medication Procedures), lawfully prescribed medication and Non-prescribed medication in the manner described in the Physician's Order {Reverse side}. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices.

I understand that this authorization is not effective unless the School Principal or his/her designee has approved the medication authorization for my child and signed this form in the space provided below.

I further acknowledge and agree that, when such medication is to be administered or attempted to be administered, I waive any claims I might have against the School, the Catholic Bishop of Chicago, the parish, or any of their employees or agents arising out of the administration or attempted administration. In addition, I agree to hold harmless and indemnify the School, the Catholic Bishop of Chicago, the parish, and their employees or agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempted administration of said medication.

Parent/Guardian's Signature

signed

Date

Parent/ Guardian's Name

Address

City, State, Zip Code

Home telephone

Business telephone

Medication Authorization Approved this ____ day of _____, 200__.

School Representative's Signature

On behalf of _____ School, _____, Illinois.

Physician Request for Self-Administration of Medication

Name of Student _____ Date of Birth _____

To:

Principal, _____, School, _____, Illinois:

The above named child has _____
Name of Illness or Medical Condition

I am requesting that the above-named student be allowed to take the following medication during school hours or during school-related activities:

Name of Medication _____ Type of Medication (tablet, liquid, capsule, inhaler, injectable) _____

Dosage _____ Time(s) to be taken or administered _____

Possible side effects _____

I certify that this student has been instructed in the use and self-administration of this medication and is capable of self-administering the medication independently and without supervision. (Circle One):

Yes No

For ASTHMA and ALLERGY CONDITIONS ONLY: I also request that this student be allowed to carry the above-described medication on their person during school hours and during school related activities in order to facilitate the self-administration of the medication as needed. (Circle One):

Yes No

Signature of Physician _____

Date _____

Name of Physician _____

Address _____

Emergency telephone number _____

City, State _____

MEDICATION AUTHORIZATION FORM

SCHOOL _____, ILLINOIS _____

Student's Name (Last, First, Middle) _____ Date of Birth _____ Grade _____ Date _____

Medications may be administered in school in accordance with the School Medication Procedures. No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed, and returned the following to the School Principal or his/her designee:

- Medical Authorization Form
- Unsupervised Self-Administration Request Form (if the student is to carry and use medication on his/her own during school hours or during school activities)
- Medication in the original labeled container as dispensed (Prescription medication) or the manufacturer's labeled container (Non-prescription medication). The medication label shall contain the student's name, name of the medication, direction for use and date.

Physician's Order

Medication/ Health Care Treatment _____ Dosage _____ Time(s) to be administered _____

Intended effect of this medication _____ Expected side effects, if any _____

Other medications the student is taking _____

May student self-administer medication under supervision of school personnel who do not have medical training?

(Please circle) YES NO

Administration Instructions _____

Discontinue Re-evaluation Follow-up (Please Circle): _____ Date _____

Physician's /Prescriber's Signature _____ Date Signed _____

Physician's/ Prescriber's Name _____ Emergency telephone number _____

Address _____ City, State, Zip Code _____

Homework Policy for 7th and 8th Grade

The goal of St. Cletus School is to “strive to develop educational excellence in curriculum, provide each student with opportunities to attain knowledge and to develop skills necessary to fulfill their potential” (St. Cletus School Philosophy). Students who do not do their homework or decide not to finish their homework prevent the successful fulfillment of this goal.

Any student who does not come to school with their homework completed on the day that it is due will be required to stay after school on that same day from 3:00-4:00, or come in early the next day from 7:00-8:00 for a mandatory study hall (to complete the assignment). Parents will be notified by phone, as well as e-mail, after the class when the homework assignment was due.

During the Mandatory Study Hall, the students will be supervised, but will be expected to complete the assignment on their own. If for some reason they need more time to complete the assignment, they will be allowed to finish it at home and turn it in at 8:00 the next morning. If they complete their work prior to 4:00, they will be allowed to begin other homework for the next day or read a book. Students will not be dismissed until 4:00 P.M. Promptly at 4:00 P.M. any student who has not been picked up will be escorted to AfterCare, and fees will be charged as per the AfterCare policy.

Three mandatory study halls will result in one detention.

This policy is subject to review and change by administration. Any concerns regarding this policy are to be directed to the administration.