



St. William School
Family Handbook
2020-2021

Table of Contents

Mission Statement	2
The Philosophy of Saint William School	3
Calendar	4
Academic Program	7
Admissions Policy	8
Administration	11
Arrival/Dismissal	11
Pick-Up and Drop-Off Configuration	11
Athletics	12
Attendance	12
Behavior	14
Child Abuse	16
Child Custody	16
Dress Code	16
Equipment and Supplies	19
Extended Day Program	19
Extra-Curricular Activities	20
Field Trips	20
Fundraising	20
Health and Safety	21
Homework	22
Lunch/Recess	23
Mandatory Service Hours	24
Medical/Dental/Vision Examinations	24
Non-Discrimination in Hiring	24
Office Hours	24
Parent Communication	24
Registration	25
Religious Education Program	26
School Visitation Rights Act	27
Search and Seizure	28
Sexual Harassment/Bullying	28
Student Progress and Assessment	29
Student Records	30
Substance Prevention Policy	32
Technology	33
Volunteer Work in Our School	33
Weapons	34
Asbestos Notification	35
Return Form	36

MISSION STATEMENT

We, the St. William School Community, are united in our mission to educate children and nourish their spirit as we proclaim the Gospel of Jesus Christ. We are a Catholic elementary school that is an integral part of our parish. We celebrate our diversity as we minister to students, families and the community, working together to practice social justice.

**ST. WILLIAM SCHOOL
IS ACCREDITED BY
THE ARCHDIOCESE OF CHICAGO
AND THE STATE OF ILLINOIS**

**ST. WILLIAM SCHOOL
IS A MEMBER OF THE
NATIONAL CATHOLIC
EDUCATIONAL ASSOCIATION**

THE PHILOSOPHY OF SAINT WILLIAM SCHOOL

St. William School is a Catholic elementary school for pre-school through eighth grade students. At St. William School, we believe we are entrusted with the mission of Catholic education, which is to recognize students in their relationship with God, self, and others. This statement of philosophy reflects the mission of the Church which we carry out by studying Scripture, living Gospel values, and following religious traditions.

At St. William School we recognize that we are part of the parish and neighborhood. We embrace racial, ethnic, and cultural diversity and encourage the school community to respect and appreciate the differences among all God's people.

St. William School recognizes that the primary place of learning is the home. Parents/guardians share the responsibility for faith, academic, and emotional formation with teachers and clergy. A complete education can only occur through this combined effort.

St. William School fosters the intellectual, emotional, physical, creative, moral, and spiritual development of its students and prepares them to make a positive difference in the world.

The Collective Purpose of our Faculty

Our school exists to offer a safe Christ-centered environment that promotes both spiritual and intellectual growth for every student. Our goal is for every student to be able to engage in respectful discussion with each other and with their teachers. We also want to support every student to become disciplined in their work and high functioning members of their school community.

If Saint William was the best version of itself it would have fully engaged teachers, students, and parents. All people would feel welcome in our school community and bring forth only that which is positive and helpful to every member. All students would be eager and able to learn at very high levels so that no day of learning is wasted.

To help Saint William become the very best it can be we as the faculty, need to develop our instructional skills so we can help every child to be fully engaged and learn at very high levels every day. We will support and encourage our parents to be active participants in their child's education and in the school community. Finally, we will share the joy we feel through our own faith in Jesus Christ. We will be joy-filled examples of love in our classrooms and with each other so that joy may trickle down and through the community and lift each of us in hope every day.

2020-2021 School Calendar

August 24, 2020	First Day of School for students in grades 3-8
August 25, 2020	First Day of School for students in preschool - 2nd grade
September 7, 2020	No Classes Labor Day Observance
September 11, 2020	No Classes Faculty Professional Development -- Data Day
September 25, 2020	No Classes Faculty Professional Development
October 12, 2020	No Classes Columbus Day Observance
November 13, 2020	No Classes Faculty Professional Development
November 18, 2020	First Trimester Ends
November 24, 2020	Parent-Teacher Conferences 11:30 dismissal
November 25, 2020	No Classes Thanksgiving Recess Begins
November 30, 2020	Classes Resume
December 21, 2020	No Classes Christmas Recess Begins
January 4, 2021	Classes Resume
January 18, 2021	No Classes Martin Luther King Jr. Day Observance
February 5, 2021	No Classes Faculty Professional Development
February 15, 2021	No Classes Presidents Day Observance
March 5, 2021	Second Trimester Ends
March 12, 2021	Parent-Teacher Conferences 11:30 dismissal
April 2, 2021	No Classes Good Friday Observance
April 5, 2021	No Classes Easter Recess Begins
April 12, 2021	Classes Resume
April 30, 2021	No Classes Faculty Professional Development Day
May 31, 2021	No Classes Memorial Day Observance
June 9, 2021	Final Day of School (Full day of school)*

Saint William School does its very best to ensure these dates are accurate and complete. Occasionally it may be necessary to adjust this calendar. If a change must be made we will provide our families with as much notice as possible.

*If emergency school closures are necessary June 10th, and 11th may be used to fulfill the required number of school days.

ACADEMIC PROGRAM

St. William School endeavors to educate all students in a faith-filled environment based on Gospel values.

A. Regular Classes

The academic program at St. William includes a wide variety of classes to ensure the best possible education for each student. Classes include religion, language arts (reading/literature, writing, grammar, spelling/vocabulary, and penmanship), mathematics, science, social studies, computer, art, music, physical education, and Spanish for first through eighth grades. All of these classes are important to the development of the whole child. Regular attendance and active participation are essential.

Quality work is always expected from students. In grades 5 - 8, unless directed otherwise, all written work (with the exception of math) must be done in blue or black pen. Math work must be done in pencil. Grammatical errors, misspelled words, and errors in punctuation and capitalization in written work may affect the final grade, depending upon the type and purpose of the assignment, the number of errors, and the expectations of the teacher.

It is the responsibility of every student to inquire about any homework or assignment missed during an absence from school. Parents and/or students are encouraged to make arrangements for assignments and books to be picked up or sent home during the absence. Students who miss tests must make them up when they return to school. The teacher, student, and parent(s) must work together to make these arrangements. Following an absence, students are usually allowed the number of days they were absent to turn in missed work and make up tests. The teacher may occasionally need to make an exception to this guideline.

If a student needs to make up work, finish incomplete work, or receive extra help in a subject area, the teacher may notify parents by phone, email, or note. Parents need to check Friday folder and sign and return teacher notifications.

B. Library

All students are expected to use the library facilities properly, maintaining an atmosphere of study in the area. The following procedures are followed:

1. Overdue books and materials are subject to fines of 10 cents per day per item.
2. Damage to books or materials must be reported to the librarian so that responsibility for the damage can be determined.
3. If a book is lost or destroyed, the student must pay for a replacement copy. All books must be returned and fines paid within two weeks of the due date, or the student will not be allowed to take additional material from the library.
4. Students owing fines may use materials in the library only.
5. At the end of each semester, report cards will be withheld until outstanding fines over \$1.00 and/or money owed for lost or damaged books has been paid.

C. Title I Tutoring/Counseling

St. William School offers supplemental instructional services for eligible children who need additional assistance in reading and/or math through Title I, a federally funded program through No Child Left Behind. With these funds instructional personnel are provided to support the classroom teacher and give eligible children more individual attention. A counselor is available one

day per week to provide social/emotional support and guidance in individual or small group settings. These programs are provided through Catapult Learning.

D. Response to Intervention (RTI)/Special Needs

The faculty and staff of St. William School work together to identify students who are struggling academically and to implement interventions and accommodations to help them succeed. At times the school will recommend that screening tests be administered by the Title I counselor as a guide to developing a program of instruction that will meet an individual child's needs within the regular classroom setting. The school may also recommend or require psychological consultation or testing for learning or behavioral problems. Procedures vary with each case and decisions are made cooperatively with parents.

ADMISSIONS POLICY

Adopted April 18, 1988

Reviewed February 25, 1998

Revised August 12, 2002

Revised August 15, 2013

I. Statement of Non-Discrimination (Archdiocesan Policy 130.1)

St. William School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. William School does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of its educational policies, loan programs, athletic or other school administered programs.

II. Age (Archdiocesan Policy 131)

St. William School observes the September 1 cut-off date for children entering kindergarten and preschool in order to be in compliance with the age requirements of the State of Illinois regarding age of admission.

III. Academic Requirements

Any false statements or omissions made by parents/guardians concerning the mental, physical, or behavioral health of the child, or concerning any mental, physical, or behavioral disability which could affect the child's ability to function in a normal school setting, shall be cause for serious consequences for the student, including possible dismissal from school upon receipt of the correct information. **Failure to disclose the existence of a current student IEP or 504 Plan may include possible dismissal from St. William School.** Upon dismissal, tuition will be charged up to the date of dismissal, and all curriculum and other fees shall be forfeited. If there is more than one child in the family, dismissal will apply only to the child in question.

A child with a known mental, physical, or behavioral disability (current IEP or 504 plan) may be admitted to St. William School after evaluation by the principal and/or support staff. If this evaluation shows that the school and/or staff cannot meet the special needs of the child, the child will be refused admittance. Every possible avenue will be researched to meet the special needs of the child. Response to Intervention (RTI) is an ongoing evaluation tool used by St. William staff to differentiate classroom learning.

IV. Medical Forms

All preschool and kindergarten students must provide health forms, including proof of up-to-date immunizations and physical examination, by the first day of school. All transfer students must obtain their medical records from their previous school and submit the records prior to their first day of class. All foreign students must have medical forms showing that the child has met minimum health requirements necessary to start school.

V. Transfer Papers

All students transferring from another school must submit an official transfer. Parents should request the transfer upon admission to St. William.

VI. Foreign Students

Any student who comes into the country with the intention of studying must have an I-20 form filled out.

VII. Local Catholic Schools and Evangelization (Archdiocesan Policy 130.2)

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school is required.

VIII. Priority Listing for Acceptance

(Please note: Prior to enrollment, any family registering at St. William School must have a personal interview with the principal, which includes at least one parent and the child(ren) being registered.)

1. Parishioner families with children already enrolled or previously graduated.
2. Children of non-parishioners from families with children already enrolled.
3. Parishioner families with children now reaching school age.
Parishioner families whose children have been enrolled in C.C.D.
4. Transfer students from other Catholic schools.
5. Transfer students from schools that are merging or consolidating.
Transfer students from schools not offering full programs or parishes with no school.
6. Children from families newly registered in the parish and whose children have been in Catholic schools where such were available or in public schools where Catholic schools were not available.
7. Children of non-parishioners now reaching school age.
8. Transfer students from non-Catholic schools.
9. Children enrolling after the normal registration/deadline. Children in this category must pay three months tuition and all curriculum and other fees at the time of registration.
10. There is a \$140 non-refundable application fee. for new and returning families.
Registration is not complete until the fee is submitted.

NOTE: Parishioners are defined as families who are registered in the parish, whose child/children are Catholic, with at least one parent Catholic and who live within the parish boundaries.

IX. Tuition Schedule and Policy

Saint William School has been offering high quality Catholic education since 1922. Our doors are open to families of all creeds, race and ethnic origin and we hope not to ever let financial need stand in the way of your child receiving the education they deserve. Saint William does not offer parishioner tuition rates. We have a vibrant church community and encourage you to become involved but there is no expectation of church membership or donation to the church when you join the school. There are many scholarship opportunities available to our families. Please ask us about them.

Kindergarten through 8th Grade Students

1 student - \$5593.00 per year

2 students - \$9471.00 per year

3 or more students - \$11,323.00 per year

Preschool Students

1 student - \$5593.00 per year

2 students - \$7445.00 per year

All families are required to create an account with the FACTS Tuition Management service. Tuition payment schedules will be created in conjunction with each family, the school principal, and tuition manager. Payments are to be kept current. If a family's payments are overdue in excess of 30 days students may be excluded from attendance until either the balance is brought current or a payment plan is created with the school's approval. Families experiencing financial hardship are strongly encouraged to contact the school principal to discuss the situation. In most cases a reasonable solution is possible and scholarships from outside sources are often available.

X. Those leaving another parochial school in bad faith must sign an agreement stating:

1. All money due to St. William School will be paid in cash. This includes tuition for that portion of the school year, curriculum fees, and other fees. This money is non-refundable.
2. Parent/guardian must make a serious effort to settle the situation at the previous school and to communicate with the prior principal and pastor.

IN THE EVENT THAT LIMITED SPACE EXISTS IN A GRADE, NON-PARISHIONER/
NON-CATHOLIC ADMISSIONS MAY BE CONTINGENT UNTIL AUGUST 15 TO LEAVE ROOM FOR
NEW PARISHIONERS WHO MOVE INTO THE PARISH OVER THE SUMMER.

ADMINISTRATION

A. Pastor

The pastor is the ex-officio chief administrative officer of the parish school. As spiritual leader, his principal responsibility is to see that an effective program of religious education is maintained.

B. Principal

The principal is the administrative officer of the school and is responsible for its instructional program, organization, direction, and supervision.

C. School Board

The parish school board is responsible for the development of policy to govern the operation of the school. All such policies must be in accordance with those established by the Archdiocese of Chicago Office of Catholic Schools. The school board also provides counsel and advice to the school. The parish school board shares responsibility with the pastor for obtaining funds necessary for operating the parish school, including the preparation and presentation of the request for an allotment of parish funds, the establishment of tuition rates, and whatever fund raising activities are necessary to balance the school budget. The authority of the parish school board is determined by the provisions of its established constitution.

School board meetings are generally held the second Monday of the month in the rectory and are open to all parents and parishioners.

ARRIVAL/DISMISSAL

Students should not arrive at school any earlier than 7:35 A.M. The school does not provide supervision for and cannot be responsible for any child on the premises before 7:35 A.M. If families need to drop off students earlier, they are asked to use the Extended Day Program (EDP).

All students will enter the building at 7:50 A.M. unless otherwise determined by the principal or her representative. **Parents are asked not to enter the building with their children.** If you have business to transact in the school office, please drive around the block after drop off and park on Sayre or Wrightwood Street and walk to the main office doors to enter.

PICK-UP AND DROP-OFF CONFIGURATION

Please be mindful of your own student and other students around you. Do not ever let your student out into traffic that is still moving. Do not pass a stopped vehicle. Please allow yourself extra time in the morning until we know how long the new procedure will take. Have patience – this is for the safety of all our students.

- Please use the large parking lot to pick-up and drop-off students at 7:50AM and 3:00PM.
- Cars will enter the lot on Newland.
- Cars will exit the lot on Sayre.
- Temporary parking will be set up on the SE corner of the lot for parents who wish to park and walk with their student or park to pick up their student (including Pre-school and Kindergarten parents).

- All students will line up according to grade and enter the school through the parking lot door.
- The gates will be open for drop-off until 8:00AM and then tardy students should enter through the main doors on Sayre. Tardy students must stop at the main office to receive a tardy slip before being admitted to morning class.

At the end of the day, students will exit through the parking lot doors at 3PM. The exceptions to this procedure are those students attending the Extended Day Program or participating in an after school program.

The students will be picked up from the parking lot doors until 3:10PM, and then late parents must come through the EDP doors to pick up their children. Parents who are chronically late to pick up their student will be charged \$6.50 for EDP services for each late pick-up.

ATHLETICS

St. William School provides soccer and basketball programs for 4th through 8th graders and other sports activities for all grades through St. William Sports. The Athletic Committee, parent volunteers, and coaches organize and supervise these activities. Information about these programs will be sent home at the appropriate times. Dates, times, and locations of St. William Sports committee meetings will be listed on the monthly school calendar whenever possible and special notices will be sent home from time to time. All interested parents are encouraged to attend these meetings and become involved with St. William Sports.

Eligibility: A form will be circulated, biweekly, to the student/athlete's teachers. Any student/athlete with a failing average in any subject will be put on academic probation and will be considered ineligible for sports until the next evaluation period.

ATTENDANCE

A. Schedule

- School is in session from 7:50 A.M. until 3:00 P.M. for students in full-time Pre-K, full-time Kindergarten, and 1st through 8th grades.
- Scheduled half-day dismissal is at 11:30 A.M. (unless notified otherwise).
- Early dismissal days for Extended Teacher Meeting days is usually one Tuesday/month at 2:00 P.M. (EDP will always be open on these early dismissal days.)
- School is in session from 7:50 A.M. until 11:15 A.M. for part-time Kindergarten and part-time Pre-K.
- Part-time Pre-K meets on Monday, Wednesday, and Friday.
- Part-time Pre-3 meets on Tuesday and Thursday.

B. Tardiness

A little late is too late! Students are tardy if they arrive in the classroom after the 7:55 bell. Students who are tardy must report to the school office for a tardy slip and will be marked tardy on their permanent attendance records. Tardiness interferes with a student's progress and is a distraction to the class. **If tardiness is a problem in your family, the principal will look into the problem and take steps to solve it.** We ask your cooperation in getting your child(ren) to school on time. Students in kindergarten through 8th grade are issued a detention after every third tardy in the same quarter. Frequent tardiness will also result in a check on the report card.

C. **Absence**

1. **Illness** - Parents should call the office (773/637-5130) to report a child's absence BETWEEN 7:30 A.M. AND 9:00 A. M. **EACH DAY** that the child is absent. We will call parents at home or at work if we have not received a call for an absent child by 9:00 A.M.
 - a. **When the child returns to school, a SIGNED, DATED NOTE describing the nature of the illness or reason for the absence must be given to the homeroom teacher. THIS NOTE IS REQUIRED IN ADDITION TO THE DAILY PHONE CALL.**
 - b. If a student is absent for an extended period, she/he must also bring a written, dated note FROM A DOCTOR which states the reason for the absence and assures the school that the student's presence creates no health danger to other students. This release is also necessary if the child has had any communicable disease.
 - c. A child who does not appear to be fully recovered from an illness will not be readmitted to school unless there is a statement from the attending physician that the child is able to return and participate in school activities.
 - d. Any child in attendance who becomes ill or who is suspected of illness will be immediately isolated from the other children and the parent/guardian will be called.
2. **Early Dismissal** - Parents should make medical and dental appointments during non-school hours. The principal may grant early dismissals for necessary appointments when the request is made IN WRITING by the parent/guardian.

An authorized adult must come to the office to sign for the release of the student.

The staff of St. William School will refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized in writing by the parent(s) or guardian to receive the child. Persons not known to the staff will be required to provide a driver's license (with photo) or photo identification card to establish their identity prior to a child's release to them. Students who arrive late or leave early must use the main doors and report to the office.

3. **Family Vacations** - St. William School strongly discourages extended vacations during school time. Parents who wish to take students out of school for family vacations should discuss in advance the effect this might have on academic progress and should consult with teachers and principal **at least two weeks prior to the planned departure date.** Make-up work and tests are required and should be a part of the planning. It is at the discretion of the teacher whether work is given before or after the vacation time. A written note must be sent to the office and the teacher at least two weeks before the child leaves for vacation. **Vacations should not be planned during the weeks in March when Terra Nova standardized tests are administered to students in grades 1 through 7.**
4. **Truancy** - Regular, punctual attendance is important for the academic and psychological growth of all students. If a student is repeatedly absent without adequate reason, the principal will take steps to deal with the problem.

D. **Emergency Closing**

In the event of an emergency school closing, information can be accessed on the Emergency Closing Center's website at www.EmergencyClosings.com or by calling their hotline 1-847-238-1234. You can sign up for an automatic email notification in the event school is closed by clicking that tab on the website. You will be notified by a SchoolMessenger phone call, an email, or text

message directly through the school. Closings are also announced on the following radio and television stations:

Radio	WGN Radio 720 AM; WBBM Newsradio 780 AM
TV	CBS 2; NBC 5; ABC 7; WGN 9; FOX; CLTV News

If school is closed because of an emergency and the day needs to be made up, this will be done at the end of the year or at a time determined by the principal in consultation with the pastor and faculty.

BEHAVIOR

A. Rationale

St. William School's philosophy is based on the Gospel values of Jesus. As educators, our task is to provide a learning environment conducive to the development of the whole Christian person and to make our school a place where everyone feels welcome and can learn and play in an atmosphere of mutual respect.

As members of a Christian, faith-based community, St. William students are expected to be respectful, responsible, and honest. Our rules and regulations concerning student behavior are based on the mutual respect children should have for one another and for all of the adult members of the school community. When students do not conduct themselves in a refined and courteous manner, teachers and administration will deal with these situations in the manner they deem most appropriate. In this way children will learn to accept responsibility for their actions and to understand the consequences of their choices.

B. Measures of Correction

A student who continues a pattern of poor behavior after being corrected will be given an appropriate consequence. Consequences may include spoken reprimands, deprivation of privileges, detention, conference with a parent, written letter of behavioral expectations, probation, or an in-school or out-of-school suspension. If suspension is not effective, expulsion may follow.

C. Detention System Grades 1-8

The purpose of the detention system is to provide a series of structured consequences when students fail to comply with acceptable standards of behavior in the classroom, corridors, lunchroom, playground, or other areas of school property.

The policy is stated as follows:

1. The student receives a detention notice which must be signed by a parent.
2. The signed notice is returned to the homeroom teacher the next day.
3. The student serves the detention from 3:05 - 3:45 P.M. in a designated supervised location.
4. Students in grades 3-8 will complete a sheet explaining the reason they received the detention, what they could have done to avoid it, and how to avoid similar situations in the future. After completing this sheet, they will sit quietly in their seats for the remainder of the period. Students in grades K (tardy only), 1 or 2 will sit quietly throughout the period.
5. Parents are responsible for making arrangements for their child after the detention period.
6. Detention days are Monday and Thursday. Behavioral detentions are usually served on Mondays in the library. Tardy detentions are served on Thursdays. Detentions will be served on the next scheduled Monday or Thursday day after the date of issue. They will not

be re-scheduled or postponed because of students' extracurricular activities. Serving a detention takes precedence over other activities.

Reasons for the detention of a student:

A minor violation of at least one the three school rules of Respect, Responsibility or Honesty as determined by the teacher and/or principal will result in a detention.

If a student receives more than one behavioral detention per quarter, the following consequences will occur:

- a) After a second detention, the homeroom teacher will contact the parent(s) to discuss the student's behavior.
- b) After a third detention, the student and his/her parent(s) will meet with the teacher(s).
- c) If a fourth detention is issued, a conference with the student, parent/guardian, teacher(s), and principal will be held. At this time the student's behavior will be discussed in terms of the school's behavioral expectations. A letter of behavioral expectations will be signed by all those attending the conference.
- d) After a letter of behavioral expectations has been signed, students who disregard the guidance of parents, teachers, and principal and do not correct inappropriate behavior will be placed on probation.
- e) If there is no change in behavior following this process, the parent/guardian may be asked to remove the child from the school.

A major violation of at least one the three school rules of Respect, Responsibility, or Honesty as determined by the principal will result in an in-school suspension, out-of school suspension and/or expulsion from school.

D. Phone Use

In order to accommodate parents' safety concerns and society's reliance on cell phones to provide instant communication, St. William School allows students to bring cell phones to school. **All cell phones must be turned off during the school day and kept in the students' backpacks throughout the school day, including bathroom breaks, special classes, and lunch/recess. Cell phones are not to be used on school property before school or at dismissal.** If a teacher sees a student with a cell phone, or if the cell phone rings, the phone will be confiscated and held in the principal's office until a parent/guardian picks it up.

E. Personal Possessions

Students should not bring large amounts of money or items of great value to school. Laser lights and electronic devices such as IPODs, PDAs, etc. are not allowed on school premises. These items may be confiscated and held in the principal's office until a parent/guardian picks them up. The school assumes no responsibility if personal possessions, including cell phones, are lost or damaged.

F. Fines

Fines are imposed for failure to return overdue library books, damage to rented textbooks, and loss or abuse of school safety patrol equipment.

G. Gangs

Gang-related activities have no place in Catholic schools, which foster a gospel based spirit. Therefore, St. William School is a gang-free zone. Any gang-related activity, whether on or off

school premises, constitutes a major violation of the school's three major rules and is subject to suspension or expulsion.

H. Due Process

All students have the right to due process which includes notification, an opportunity to be heard, and the right to a fair decision.

The principal is the final recourse in all disciplinary situations and reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at her discretion.

CHILD ABUSE

According to state law, all school personnel are mandated reporters who are required to inform the Illinois Department of Child and Family Services of any allegations or suspicions of child abuse or neglect. In the event such allegations or suspicions concern a St. William student, they will be reported to DCF.

CHILD CUSTODY

Unless informed otherwise, in writing and with adequate evidence, that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours. The school will offer a non-custodial parent the opportunity for a Parent-Teacher Conference upon request, at a time other than that of the custodial parent. **It is the responsibility of the custodial parent to provide the principal with an official copy of a court order restricting a non-custodial parent's access to the child.** Non-custodial parents who wish to receive copies of school and classroom handouts must contact the school to request this information and provide a continuing supply of stamped, self-addressed envelopes.

DRESS CODE

A. Uniform Policy

St. William School's goals in having uniforms and a uniform dress policy are to develop the habits of personal cleanliness and neatness and to set a respectful tone throughout the school and in each classroom. Behavior and achievement are positively influenced by standards of dress.

B. School Uniform

Girls Grades K-3:

Plaid jumper

(Jumper may not be more than three inches above the knee)

Collared white uniform blouse with Peter Pan collar and St. William insignia (short or long sleeves)

(Optional) Navy cardigan sweater with St. William insignia

(Optional) Cadet collar ¼ zip pullover with St. William insignia

Solid navy or white cuffed anklets or knee socks or tights

Black Mary Janes or Oxford style shoes

Girls Grades 4-8:

Plaid uniform skirt or plaid uniform skort,

(Skirt/skort may not be more than three inches above the knee)
Appropriately sized, white uniform polo shirt with short or long sleeves or uniform blouse with St. William insignia
(Optional) Navy cardigan sweater with St. William insignia
(Optional) Cadet collar ¼ zip pullover with St. William insignia
Solid navy or white cuffed anklets or knee socks or tights
Black Mary Janes or Oxford style shoes

Boys Grades K-3:

Navy twill dress pants (appropriately sized)
Appropriately sized long or short sleeved white polo shirt with St. William insignia
(Optional) Navy cardigan sweater with St. William insignia
(Optional) Cadet collar ¼ zip pullover with St. William insignia
Black or navy dress socks
Black Oxford shoes
Black or Navy belt

Boys Grades 4-8:

Navy twill dress pants (appropriately sized)
White long or short sleeved dress shirt with St. William insignia
Navy tie
(Optional) Navy sweater with St. William insignia
(Optional) Cadet collar ¼ zip pullover with St. William insignia
Black or navy dress socks
Black Oxford shoes
Black or Navy belt

Optional for All Students:

White turtlenecks
Navy blue dress walking shorts (from May 1st – Sept. 30th)
Gym Uniforms are purchased through school and to be worn to school only on gym days

Uniforms are to be purchased at school with a uniform purchase order.

They will be serviced through:

Oriole Enterprises
7354 W Addison
Chicago, IL 60634
773-589-9696

Girls' plaid jumpers/skirts may be purchased through:

SchoolBelles Uniform Company
7254 W Foster Ave, Chicago, IL 60656
(773) 631-0450

ALL UNIFORM ITEMS MUST BE MARKED WITH THE CHILD'S NAME!!!
UNIFORMS MUST BE CLEAN AND IN GOOD CONDITION AT ALL TIMES!!!

Vests and sweaters are optional, but if worn, they must have the St. William insignia. **Blouses and shirts must be tucked in neatly.** Girls' skirts must be no shorter than three inches above the knee (four inches from a kneeling position). Skirts may not be rolled at the waist. **Girls may wear pants under their skirts to and from school, but they are not to be worn during the school day in class. The exception is in winter, the girls may wear navy leggings with ankle socks under their skirts all day.**

If students wear t-shirts underneath their uniform shirts/blouses, the t-shirts must be white and neither the bottom hem nor the sleeves may be visible. Socks and shoes are to be worn at all times to comply with local health regulations.

All students in kindergarten through 8th grade must wear **solid colored black school shoes** with the regular school uniform. If shoes have laces, laces must be solid black. Shoe heels may be no higher than one inch and soles must be flat.

Make-up, temporary or permanent tattoos, glitter, stickers, colored lip gloss/balm, nail polish, and fake nails (including tips, acrylics, gels, sculptures) may not be worn in school.

Jewelry must not be excessive in style or amount. A watch, bracelet or necklace is permitted. **Girls may wear one small earring in each earlobe. No jewelry is allowed in other piercings. Covering piercings with band aids is not allowed.** Students may be required to remove unacceptable jewelry.

Hairstyles for both boys and girls must be **neatly groomed, trimmed, and combed** at all times. Hair is not to be dyed, colored, or highlighted. Boys' hair can be no longer than the collar in back or the eyebrows in front with sideburns no longer than the earlobe. Both eyes must be fully visible. Boys must be clean shaven. Fads, whatever they may be, are not to be worn in school. Questionable extremes in appearance will be referred to the principal.

SCHOOL BOARD POLICY

ADOPTED April, 1993

(For all children, Preschool through Grade 8)

Revised 1999

In order to protect our children from possible harm from gang influence and pressure, the St. William School Board has adopted the following policies.

Hair length for boys must be no longer than to the collar. Hairstyles for boys that incorporate tails, braids, etc. will not be allowed. Shaved heads are not permitted.

Earrings: The wearing of earrings of any kind, by boys, will not be allowed. Girls may only wear studs.

C. Physical Education Uniforms

Physical education is a part of the school curriculum and, for this reason, compliance with uniform regulations is important. Students are to wear presentable gym shoes (tie or Velcro) and white athletic socks. For safety reasons gym shoes must be tied or Velcro secured in the traditional manner. Backless, slip-on, and/or zip shoes are not permitted. The gym uniform consists of a blue

T-shirt with the school name and matching navy sweat shorts. Plain, solid navy sweat suits imprinted with the school name may be worn in cooler weather. Gym uniforms are purchased through the school office.

Students are to wear their gym uniforms to school in place of their regular uniforms on gym day. All gym clothes must be marked with the child's name and room number. Nylon pants (with or without snaps on the legs) and hooded sweatshirts are not permitted. Students wearing jewelry may be asked to remove it during class.

The gym uniform code will be strictly enforced, and compliance with the dress code will be a factor in the student's quarterly Physical Education grade.

D. Out Of Uniform Notices

Students may be issued an out of uniform notice if they do not comply with the established dress code (daily or P.E.). Repeated failure to comply will result in detention.

E. Out Of Uniform Days

Student dress on out-of-uniform days must be neat, clean, and modest—in other words, appropriate for school. Clothing is not to be ripped or ragged, excessively large, too tight, or low cut (tops or pants). Tank tops, thin/spaghetti straps, bare midriffs, sheer clothing, and low rise pants are not allowed. If students have gym class on an out-of-uniform day, they must either wear or bring gym shoes. In general, students are not allowed to wear hats during the school day (sports, spirit days, and Student Council days may be exceptions to this rule).

EQUIPMENT AND SUPPLIES

A. Supplies

Each student is expected to have his/her own school supplies. A supply list has been distributed and teachers at each grade level will inform students regarding additional required materials. School supplies must be replaced and/or replenished as needed.

B. Care of Books

Textbooks are the property of the school, and they must be cared for properly. Textbooks must be covered at all times. Book covers are available in school. Students will be required to pay for any lost or damaged books.

C. Building and Facilities

Learning respect for property is an important part of a student's development. If intentional damage or misuse of property occurs, the administration will consult with the student(s) involved. In serious matters a parent will be notified and restitution required.

EXTENDED DAY PROGRAM

The Extended Day Program (EDP) offers before and after school care for St. William students from 6:30 a.m. until school starts and from afternoon dismissal until 6:00 p.m. Further information, including the fees, schedule, etc., is available in the school office. EDP is open on some

school holidays and vacations if demand is sufficient. The telephone number for EDP is 773/745-4205 or 773-625-5130 X104.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities provide excellent opportunities for children to develop skills and habits that develop the whole individual. Academic eligibility may apply to some extracurricular activities. Caution must be taken to make sure that these activities do not interfere with children's academic progress. **Students who are absent from school are not allowed to participate in extra-curricular programs on the day of the absence.**

From time to time, information will be sent home about various programs available for St. William students. Current extracurricular activities include: Student Council, Saints Choir, Band for Today, yearbook, scouts, altar servers, Art Club, Technology Club, Chess Scholars, Engineering Club, and athletic programs. We also have Homework Help on Tues. and Thurs. after school.

FIELD TRIPS

Field trips enrich classroom learning and open new areas of interest for the student. Parents are encouraged to allow their children to participate in all school-sponsored field trips. When a field trip is planned, the teacher will send home a permission slip and information at least ten days in advance of the event. NO student may participate unless a permission slip signed by the parent/guardian has been received by the teacher. The principal always reserves the right to exclude a student from participation in a field trip because of unacceptable academic or behavioral patterns. The teacher will notify the parent/guardian of this possibility as early as possible and will confirm attendance or non-attendance prior to the scheduled trip.

Chaperones who accompany students on field trips must meet the Archdiocesan requirements outlined under Volunteers.

FUNDRAISING

St. William School has a mandatory annual fundraising fee of \$350 per family (\$175 for half-day kindergarten, \$125.00 for part-time P3 and PK). This obligation can be met through participation in the following fundraisers: monthly – Manna Gift Card Program otherwise known as the Parish Profitability Program (PPP); limited time programs - World's Finest Chocolate candy sale, FootballMania, the Catholic Schools Week cash raffle. Information about each of these fundraisers will be sent home at the appropriate time.

The mandatory fundraising timeline for the school year is: May 16th 2015 – May 15th 2016.

Other school fundraising that is not included in the mandatory fee, but is still necessary to bridge the gap between the actual tuition cost and the collected tuition, include BASH and the Blue & White Ball. We appreciate the support and participation of all our families in all our fundraising activities.

HEALTH AND SAFETY

A. Emergency Forms

Every family receives an emergency form to be filled out at the start of each school year. This form has phone numbers where parents/guardians may be reached and the number of someone to be called if family cannot be contacted. These forms are due by Friday of the first week of school. **It is important that these forms are completely filled out and that any changes are reported to the school immediately.** Up-to-date and complete information is essential if the school needs to contact someone in an emergency.

B. Accident Insurance (Optional)

At the beginning of the school year, parents are offered a student accident insurance plan underwritten by Markel Insurance Company. Parents may choose a school-time or 24-hour protection plan.

C. Safety

For the safety of our children, all exterior doors of the school building are kept locked during the school day. Visitors must enter through the main doors at Sayre and Wrightwood. The office uses a closed circuit monitor and door buzzer system to admit parents and visitors into the building. **Please do not ask any child to open the door for you.**

Parents are responsible for their children's safety traveling to and from school.

1. **Walking** – Student safety patrol members are on duty before and after school at the intersections of Sayre/Wrightwood and Newland/Wrightwood. Children who walk to school should always obey traffic laws for pedestrians and follow the directions of the crossing guards and of the patrol.
2. **Driving** - Many St. William students are driven to and from school. **It is absolutely necessary that those who drive them obey all traffic regulations and rules of safety when dropping off or picking up children.** Drivers may not park on the street adjacent to the school at ANY TIME during the school day. All parents are required to use the large parking lot on Newland for dropping off and picking up children.
3. **Bicycles** - Any child who rides a bicycle to school should be aware of and obey traffic rules for bicycles. Bikes must be locked to the bike rack in front of the main entrance. They may not be ridden on school grounds.

D. Fire Drills

Fire drills are held and recorded every month in accordance with local fire regulations. During these drills students will move quickly and silently to assigned places of safety. Evacuation plans are posted in all classrooms.

E. Tornado Drills

In the event of a tornado watch or warning, a standard procedure is followed. **DO NOT CALL THE SCHOOL. PHONE LINES MUST BE KEPT OPEN FOR MESSAGES REGARDING THE ALERT.**

1. Students are trained in correct procedure and know what to do when the alert is sounded.

2. Students will remain inside the building until the all clear signal is given or until a parent or designated emergency pickup person (no other person) comes and assumes responsibility for removing the child.
3. School will not be dismissed early during a tornado watch or warning. If a watch is in effect at dismissal time, students will be sent home. If there is a tornado warning, students will be kept in school until the all-clear is sounded or until a parent/designated person comes for the child.

F. Crisis Management Plan

In compliance with Archdiocesan policy, St. William School has a Crisis Management Plan to assist school personnel in dealing with a crisis situation or emergency. Examples of such situations are: school intruder, death within the school community, natural disasters, environmental/building disasters, disruptions, etc. A copy of this plan is available in the school office. All school personnel meet the Safe Schools requirements of the State of Illinois.

G. Medication

St. William School follows the policy and procedures of the Archdiocese of Chicago Office of Catholic Schools regarding school medication. All parents/guardians receive a packet containing a copy of the school medication procedures, Medical Information and Emergency Notification Form, and the Medical Authorization Form (now combined with the Physician's Request for Self-Administration of Medication and Parent/Guardian Permission and Authorization Form) at the beginning of the school year. Parents should read the procedures carefully and familiarize themselves with the various forms. A Medical Information and Emergency Notification Form **MUST** be returned for every child. **NO MEDICATION WILL BE DISPENSED UNLESS THE PROPER AUTHORIZATIONS ARE RECEIVED!**

Students with asthma are allowed to carry inhalers with them and self-administer the medication so that they will have immediate access to needed asthma medications. Students with acute allergies that require the use of an Epi-pen will be allowed to bring a labeled one with the student's name and doctor to the office to store for use in an emergency. All medical devices must have the doctor's name on them (or their container) and students must have the proper forms completed and on file in our school office.

H. Outdoor Activities

Whenever weather permits, students will have a 15-minute outdoor recess period after eating lunch. Please be sure that your child(ren) is dressed appropriately for the weather. On inclement weather days (rain, sleet, low temperature and/or wind chill), students will be allowed to enter the building before 7:45 A.M. and recess will be in the classrooms.

HOMEWORK

Homework is a means of communication between parents/guardians and the school. It 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 which provides students with the reinforcement of concepts already presented and may also enrich the student with challenges and incentives for research. Homework includes (but is not limited to) written work, unfinished

classwork, projects, research, studying, and reading for information or pleasure. It need not be given every night in every subject.

Typical amounts of homework are:

K-3	30 minutes
4-6	45 minutes - 1 hour
7-8	1-2 hours

Exceptions to these guidelines may occur. Parents who find that a child consistently spends an excessive amount of time doing homework should contact the teacher involved to identify the cause and resolve the situation.

Students in grades 2-8 are given assignment notebooks in which to record homework assignments. All students are expected to complete assigned homework in a timely manner. In an effort to facilitate this process, homework procedures are as follows:

Grades 4 - 8

All students are expected to turn in completed assignments on the day they are due. In the event that a homework assignment is not completed on time, a Homework Notice will be sent home. Three or more late homework assignments in any subject during the trimester will result in a detention for a violation of the rule of responsibility.

Both the ASSIGNMENT AND FORM (signed by the parent/guardian) must be returned to the teacher the next day. If either the assignment or the form is not returned the next day, the Homework Notice must be signed a second time. This will count as two late assignments and the student will be issued a detention for a minor violation of the rule of responsibility.

If an emergency prevents the completion of an assignment, a note of explanation and request for postponement must be written by the parent/guardian of the student. The assignment can be postponed, but not omitted. Please keep in mind that emergencies are rare occurrences, and the student's regularly scheduled activities (Scouts, sports, etc.) are not emergencies.

LUNCH/RECESS

All students have a 20 minute lunch period followed by a 15 minute recess. Students in full-day preschool and full-day kindergarten through eighth grade may participate in the Archdiocesan hot lunch program. **Fast-food restaurant lunches and pop are not allowed.**

St. William's Room Parents plan special lunches (hot dogs, pizza, etc.) almost every month during the school year. No hot lunch may be ordered on these days, so your child(ren) must bring lunch from home if you do not order the special lunch. No fast food lunches are allowed on Room Parents' special lunch days.

STUDENTS ARE EXPECTED TO FOLLOW LUNCHROOM AND RECESS RULES AND PROCEDURES, SHOW RESPECT TO ALL LUNCH SUPERVISORS, AND CLEAN UP AFTER THEY FINISH EATING. ANY STUDENT WHO DOES NOT COMPLY WITH THE ABOVE WILL BE DISCIPLINED IN A MANNER DEEMED APPROPRIATE BY THE HOMEROOM TEACHER AND/OR THE PRINCIPAL.

MANDATORY SERVICE HOURS

St. William School requires 15 mandatory service hours per family per school year (June 16 – June 15). Some ways to complete these would be volunteering at fund-raisers throughout the year, coaching an athletic team, lunchroom supervision, offering an after-school class without a fee, or working on various school projects during the school year or summer months. A form must be kept by the family and hours must be approved by a staff member and reported to the office. Any unused hours will result in a charge of \$25/hr. to be collected at the end of the school year (June 15th).

MEDICAL/DENTAL/VISION EXAMINATIONS

St. William School requires each child to have an annual physical and dental examination on file before the beginning of the school year. Forms are included in all registration packets and are available in the school office. Completed forms must be returned on or before the first day of school. New students must bring health records from their former school. The State of Illinois requires that all students entering school for the first time, as well as all kindergarten and sixth grade students, have a physical examination before being admitted to class at the beginning of the school year. In addition, the school must be provided with an immunization record that is in compliance with current state requirements. Students entering kindergarten, second, and sixth grade must provide the school with proof of having a dental examination. All students entering kindergarten are required to have a vision examination by a qualified professional (optometrist, ophthalmologist). **Children who do not comply in a timely manner WILL BE EXCLUDED from school as of October 15th until proof of immunization and physical examination have been supplied.**

NON-DISCRIMINATION IN HIRING

(Archdiocesan Policy 202.1.1)

St. William School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

OFFICE HOURS

The school office is open from 7:30 A.M. to 4:00 P.M. on school days. An appointment is recommended for a parent who may wish to discuss a child's progress or other concerns with the principal and/or teachers. The school phone number is 773/637-5130. To apply for tuition assistance, contact the Principal.

PARENT COMMUNICATION

As we strongly believe that parents and teachers need to work together for the best education of their children, teachers are willing to meet with parents/guardians to discuss a child's progress whenever necessary. During the school day, however, a teacher's first priority is the

instruction of a group of students. If parents/guardians have any concerns which need to be discussed with a teacher, we ask that they send an email, a note, or call the office, and leave their name and a phone number where they may be reached during the day. The teacher will return the email or call as soon as possible. Teachers may not leave their classrooms for individual conferences during the school day, nor should they be expected to be available for unscheduled conferences. Please do not call teachers at home.

Every minute of class time is important, so parents are not allowed to go to a child's classroom during the school day. Materials brought for students during the school day must be left at the office. Children should be encouraged to be responsible for bringing their own lunches, books, gym clothes, etc., so errands to classrooms are rarely necessary.

For the safety of our children, it is essential that we know who is in the building at all times and that anyone other than staff and St. William students is authorized to be there. **THEREFORE, ANYONE WHO VISITS THE SCHOOL BUILDING FOR ANY REASON AT ANY TIME DURING SCHOOL HOURS MUST CHECK IN AT THE SCHOOL OFFICE AND BE ISSUED A VISITOR'S BADGE BEFORE PROCEEDING TO THEIR ULTIMATE DESTINATION** (lunchroom, classroom, library, etc.). You must sign in when you arrive and sign out when you leave.

REGISTRATION

1. School registration is open to parishioner, non-parishioner, and non-Catholic families.
2. A child entering pre-3, pre-4, or kindergarten must be three, four, or five years old respectively on or before September 1 of the year of entry. A legal birth certificate and baptismal certificate (if applicable) must be presented at the time of registration.
3. A child entering first grade must be six years old on or before September 1. A legal birth certificate, a baptismal certificate, and a preschool or kindergarten evaluation (if applicable) must be presented at the time of registration.
4. New students entering grades two through eight must present a transfer, sacramental certificates, the latest report card, and health records.
5. A \$60.00 per family non-refundable fee is due at the time of registration.
6. Registration is held each year for current and new students for the following school year. Current students must re-register for the following year. If a student is transferring to another school, parents must inform the school office, indicating the name and address of the new school and the new address and phone number of the student. Financial obligations must be met before records can be processed and released.
7. Families are asked to notify the school office in writing of any change of address, phone number, and/or email address. Also, any changes on the emergency sheet should be reported.

RELIGIOUS EDUCATION PROGRAM

Faith formation is a vital part of the educational process at St. William School. The emphasis of our religious education program is to provide instruction in Catholic faith and understanding, sacramental experience, exposure to the word of God in Scripture, and examples of our faith in prayer, practice, and service.

The cooperation and commitment of families and the school staff are an essential part of teaching our faith in a positive manner. Parents are asked to encourage their children's faith

formation by praying together as a family, discussing experiences and lessons learned in religion class, regularly taking an active part in parish worship, and encouraging expressions of peace, justice, and service to others.

All children enrolled in St. William School must participate in religious classes and activities. No child is excluded. Children of other faiths are encouraged to share the customs and beliefs of their religion.

A. Prayer

Students begin and end the school day with prayer, reflection, or meditation. Students will also pray before being dismissed from class for lunch.

B. Mass Attendance

The school community attends Mass together on a regular basis, usually on Fridays at 8:15 A.M. These liturgical celebrations are prepared and presented by the students with the guidance of the priests, principal, and faculty. Students will attend Mass approximately two times per month. Please consult the monthly calendar for the dates and times of Masses. Parents are encouraged to participate in our school Masses and to attend Mass together as a family on the weekend. Attendance to the Sunday 9AM Family Mass once a month is required. Children will check in with their teacher prior to the service, but may sit with their family.

C. Sacramental program

Sacramental preparation is a cooperative effort of the priests, administration, faculty, and parents. Special sessions are scheduled for parents prior to the administration of any sacrament. Catholic students receive the sacraments of Reconciliation and Holy Eucharist in second grade, and eighth grade Catholic students receive the sacrament of Confirmation.

Families considering having their child(ren) baptized Catholic are responsible for notifying the pastor and principal of their intention. Also, if parents wish a child to receive a sacrament missed because of a transfer from another school or any other reason, the principal must be notified as soon as possible.

D. Offerings

Occasionally collections for needy groups or individuals are planned at school. The purpose of these collections is to help students develop a concern for the needs of others and learn to share with those less fortunate. Please be as generous as possible.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (effective July, 1993) permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary education or behavioral conferences at the school their children attend.

"School" refers to any public or private primary or secondary school or educational facility located in Illinois or a state which shares a common boundary with Illinois. "Visitation" refers to a

scheduled meeting between educators and parents to discuss learning and behavior problems of the student.

Each employee shall be entitled to a total of 8 hours of school visitation rights within the normal school year of the school which the employee's child attends (in increments of 1 to 4 hours). The employee shall provide the employer with a written request for school visitation rights at least 7 days in advance of the time the employee is required to utilize the visitation right; in emergency situations, no more than 24 hours notice shall be required. In addition, an employer is not required to grant visitation rights if more than 5% of its workforce or 5 employees, whichever is more, request visitation rights at the same time.

"Non-exempt" employees under the federal Fair Labor Standard Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken.

"Exempt" employees under the federal Fair Labor Standard act are not compensated for hourly work (therefore have unreduced compensation requirements). "Exempt" employees may, however, be required by an employer to make up the leave hours within the same pay period.

The school administrator shall provide the parent or guardian documentation of the school visitation, which shall include the exact time and date the visitation occurred.

This Act applies to all eligible employees who have been employed by an employer for at least six months.

SEARCH AND SEIZURE

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

Desks and other storage areas are provided to students by the school; however, the school retains control and access to these areas. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband.

Contraband is here defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

SEXUAL HARASSMENT/BULLYING

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 is unacceptable conduct.

The pastor, administration, and staff of St. William School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Retaliation in any form against an employee or student who exercises his/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 student in an attempt to demean, harass, abuse, or embarrass an individual shall be subject to the sanctions for misconduct set forth above. The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate, corrective action when warranted.

STUDENT PROGRESS AND ASSESSMENT

A. Parent-Teacher Orientation

During the month of September, the teachers will meet with the parents at Back- To-School Night. This will be the first scheduled opportunity for the parents to meet the teachers, and all parents, preschool through 8th grade, are encouraged to attend. Separate orientations are held for parents of preschool and kindergarten students.

B. Interim Progress Reports

Students in Grades 1-8 will receive an Interim Progress Report halfway through each trimester. Families are asked to review the report, sign the parent's copy, and return it the next day to the homeroom teacher.

C. Grading Scale

Grades K – 3 Developmental Grade Scale

<u>Descriptions</u>	<u>Grade Pts.</u>	<u>%</u>
Mastered - Consistently demonstrates	4	85
Successful - Frequently demonstrates	3	77
Emerging - Occasionally demonstrates	2	69
Not Yet - Rarely/Never demonstrates	1	0

Grades 4-8

<u>Grade</u>	<u>Description</u>	<u>Grade Pts.</u>	<u>%</u>
A+	Outstanding	4.33	99
A	Outstanding	4.00	95
A-	Outstanding	3.67	93

B+	Excellent	3.33	91
B	Excellent	3.00	87
B-	Excellent	2.67	85
C+	Good	2.33	83
C	Good	2.00	79
C-	Good	1.67	77
D+	Poor	1.33	75
D	Poor	1.00	71
D-	Poor	0.67	69
U	Very Poor	0.00	-69
I	Incomplete	0.00	0
NG	Not Graded	0.00	0

Preschool teachers will communicate with parents regarding their expectations and assessment of students according to National Association for the Education of Young Children (NAEYC) standards:

- + Very Good
- S Satisfactory
- Needs to Improve

D. Report Cards

Reports cards are distributed at the end of each trimester. Parents are required to sign the report card envelopes and return them to school, keeping the report card itself. (All financial obligations must be met before parents receive their child(ren)'s report cards.)

E. Honor Roll

Students are recognized for their achievement in class using these norms:

High Honor Roll (Grades 4 – 8)

All A's or all A's and one B in all major subject areas including Religion. Satisfactory grades in special subjects.

Honor Roll (Grades 4 – 8)

All A's or B's in all major subject areas including Religion. Satisfactory grades in special subjects.

Principal's Award (Grades 1 - 8)

No checks in Personal and Social Growth

F. Parent-Teacher Conferences

Mandatory parent-teacher conferences for all students will be scheduled in November. During the month of March, conferences will be scheduled for students if requested by the teacher or parent. Specific information about these conferences will be sent at the appropriate time. In addition, individual conferences may be scheduled at any time a parent or teacher requests.

G. Standardized Tests

The Aspire Multiple Assessment published by CTB/McGraw-Hill, are administered to all children in grades 3 through 8 in mid-April. The school uses these standardized assessments to identify strengths and concerns in specific areas so as to enhance our academic program. All students receiving Title I services are tested every year in Title I classes using NWEA-MAP.

H. Retention (Elementary School Policy 139.1)

The decision to retain a student shall be made only if there has been adequate evaluation and documentation which indicate that the student would most likely profit from retention. The

decision to promote or retain a student shall be a cooperative one made by parents, teacher, and administrator. Parents have the final decision. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year. If retention appears to be the only option, then the parents will be advised of this decision by the end of the third quarter. Some of the determining factors in retaining a student will be: immaturity, lack of proficiency in reading and/or basic required skills, excessive absenteeism.

STUDENT RECORDS

A. Non-Custodial Parents

St. William School abides by the provisions of the Family Educational Rights and Privacy Act with respect to parents' rights of access to their child's school records. The school also abides by the provisions of Illinois law regarding the right of access of a non-custodial parent to his/her child's school records. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information should be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If the non-custodial parent would like to receive information (such as report cards, progress reports, etc.) that is provided to the custodial parent through the child at school, then self-addressed, stamped envelopes must be provided to the school office.

B. Parent's Rights: School Records

The Archdiocese of Chicago, Office of Catholic Schools, has adopted Guidelines for School Records which describes the parental rights to a child's records.

These rights include:

1. Right to inspect: You have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.)
2. Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure; or (2) the information is directory information which you have not requested be kept confidential; or (3) the request for the information meets one of the limited circumstances described in the Guidelines.
3. Right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.

Once your child turns eighteen, he or she obtains all of the above rights.

C. Notice to Parents of Directory Information

St. William School has designated the following information contained in the education records of its students as directory information: (1) student's name, (2) address, (3) telephone number, (4) birthdate, (5) place of birth, (6) dates of attendance, (7) awards received, (8) previous

schools attended, (9) student's photograph, and (10) parish in which the student resides. This is the type of information normally used in yearbooks, athletic, musical and dramatic publications, student honor rolls, parent club directories, and other similar publications.

The school may disclose directory information without the consent of the parent of a student under 18 years or the student who is 18 years or older. If you, as the parent of a student who is under 18 or as the student who is 18 or older, wish to prevent the school from releasing this information except with your consent or under the circumstances described in Guidelines for School Records, you must file a form with St. William School at 2559 N. Sayre prior to the completion of the first week in any school year. Forms for this purpose are available at the school. If you do not file such a form, the school assumes that you do not object to the release of the designated directory information.

SUBSTANCE PREVENTION POLICY **(Adopted June 10, 1991)**

The Office of Catholic Education has required each school to adopt a drug/alcohol policy. Each school was provided with a set of guidelines for writing the policy.

St. William School is an educational community consisting of parish clergy and administration, principal, assistant or delegate appointed by either of the above. These individuals may be a part of the crisis team.

St. William School exists in order to assist parents in the total development and growth of their children. We have an added concern for the safety, health and well-being of the students. Substance use interferes with the students' health and, consequently, learning potential. Therefore, any use of tobacco, alcohol, illegal substances, or drug paraphernalia on St. William property constitutes a drug offense.

Substances such as nicotine, alcohol, marijuana, and illegal stimulants and depressants are not to be brought or used on school premises. Also included are cocaine, crack and other hallucinogens. The use of alcohol by people under 21 and tobacco by people under 18 is illegal. Paraphernalia is defined as any piece of equipment used in the administration of an illegal substance. (This does not include any medication prescribed while under a doctor's care.)

If there is a probable cause, St. William School reserves the right to inspect all school property and any student property that is contained on school property. The individual student(s) in question will be asked to empty book bags, purses, clothing pockets, or any such personal item. The school's authority or jurisdiction includes all activities conducted during the school day, all school events held on the school premises, and all school groups sponsored by St. William School, either on the premises or elsewhere.

Violations include the possession, use or sale of tobacco, alcohol or drugs (illegal substances). St. William School further reserves the right to recommend drug testing, at the family's expense; after all other avenues have been exhausted, if the person is found guilty in violating the substance use policy. This testing must be done before a student can be readmitted to

class. The consequences for violating the school policy are required treatment and counseling, which shall have priority over, but not necessarily exclude punitive measures.

PROCEDURES FOR HANDLING VIOLATIONS

- A. Teachers are asked to fill out a conference form sheet.
- B. Removing the student from the classroom.
- C. Possible conference with student/call to parents.
- D. Suspension.
- E. Conference with principal, parent/guardians, child, pastor and other appropriate persons. Appropriate confidentiality shall be maintained.
- F. Recommend drug testing at the family's expense.
- G. If the violation is founded, professional evaluation and treatment, if necessary, shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose continued suspension and/or expulsion. In extreme or special circumstances, such as refusal of drug testing, expulsion may be considered at an earlier time in the process.
- H. Police notification shall be made at the appropriate time, once evidence is found, as directed by law, if the violation is founded.
- I. Mitigating circumstances warrant differences in procedure, i.e. first offense, age, seriousness of offense, prior conduct, cooperation parents/guardians, attitude of student, initial success of rehabilitative measures, etc.

TECHNOLOGY

St. William School is a fully networked school, providing students with access to the Internet as well as a variety of computer software. Students attend classes in the computer lab once or twice each week, depending on grade level, and technology is regularly integrated throughout the curriculum. St. William School complies with the technology component outlined for academics in the Illinois Common Core Standards. Research shows that technology is a learning tool which greatly enhances children's education and helps prepare them to meet the challenges of the 21st century.

Access to the Internet requires that certain precautions be taken to safeguard both our students and the school. Use of the Internet is a privilege, not a right. In order to have access to the Internet, each student must have a signed Acceptable Use Policy form on file at school. Both parents/guardians and students must sign these forms on a yearly basis. Students are expected to follow the rules governing Internet use. Any student who violates the rules will immediately lose the privilege of using the Internet for a period of time to be determined by the students' teacher(s), the technology coordinator, and the principal.

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 his/her family.

VOLUNTEER WORK IN OUR SCHOOL

Volunteers are essential to the working of our school and we welcome them. We encourage all parents/guardians to become involved in St. William School whenever and however their lifestyles allow. Each family is asked to complete a volunteer packet and please return it to the school office so as to become actively involved in the education of our children. Volunteers must sign in and out at the school office when they are in the building.

All St. William volunteers must complete the four steps of the "Covenant to Protect Children" which is designed to protect children and young people from sexual abuse:

- 1) Online criminal background check
- 2) Virtus workshop on recognizing and preventing child sexual abuse
- 3) DCFS background form (CANTS form)
- 4) Archdiocese of Chicago Code of Conduct

The covenant applies to all paid staff or volunteers who work with children in the Archdiocese of Chicago. Volunteer packets containing the needed forms and explanations are available in the principal's office. *"Our concern for the safety of children and young people in our care is the motivation for the screening and not a lack of trust in the fine men and women whose service I rely on to carry out the mission of the Church in Chicago."* (Francis Cardinal George)

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 object 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.

Statements in this handbook are subject to amendment or change with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. All parents and students are held responsible for reading and adhering to all procedures outlined in this handbook.

The most current version of our handbook can always be found on the school website under the Parents tab. Stwilliamschool.org

Asbestos Notification

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

Our school has been inspected and some asbestos containing materials were identified in our building. The materials are distributed in various locations and include floor tile, pipe insulation and materials in mechanical areas not readily accessible to building occupants or students.

Our Inspection Report and Management Plan outlines in detail the methods we will use to maintain the materials in a safe manner. Mary, Seat of Wisdom Parish has staff properly trained to successfully administer this program.

Training is continually updated as required.

Every three years the asbestos in our school is required to be inspected. The re-inspection report notates any changes in the condition of the asbestos since the previous report, which in this case was the original management plan. All re-inspection reports have been added to the management plan.

A copy of the three-year inspection report and the management plan is on file in the Mary, Seat of Wisdom School Office and in the Archdiocese of Chicago's Administration Office.

August 2020

Dear Parent/Guardian,

This is your copy of the regulations and procedures for this school year. Our philosophy, from which the rules flow, is included. It is important that you and your child(ren) read and discuss this booklet carefully. The school and/or principal retain the right to amend the handbook for just cause, and you will be notified promptly if changes are made.

Finally, educating a child is a cooperative venture between the school and parents. The purpose of this handbook is to provide you with information about the policies and procedures of St. William School, thus enabling home and school to work together in the education of the children of St. William.

Please sign and return the form below to indicate that you and your child(ren) have thoroughly read and understood the contents of the handbook. Children in grades 2 - 8 should sign their own names. Parents should list the names of younger children.

Peace,



Mrs. Nancy Zver
Principal

Please sign and return to school by Friday, August 28, 2015

I have read, understand, and accept the rules and procedures of St. William School as printed in this Family Handbook for 2015-2016.

Parent Signature _____

Child(ren)'s name(s)

Grade

Room
