



*Spiritual Welcoming Successful*

**St. William School**  
**Family Handbook**  
**2021-2022**

**2559 N. Sayre Ave.**  
**Chicago IL 60707**  
**[stwilliamschool.org](http://stwilliamschool.org)**

# Saint William School

*Spiritual Welcoming Successful*

School  
Rectory

773-637-5130  
773-637-6565

Pastor  
Principal  
Operations Director

Reverend Ryszard Gron  
Nancy Zver  
Monika Wawrzyniak

Saint William School  
[stwilliamschool.org](http://stwilliamschool.org)

Saint William Parish  
[saintwilliamparish.org](http://saintwilliamparish.org)

## Table of Contents

Mission Statement	4
Philosophy	5
Calendar	6
School Governance	7
Admission Policy	7
Tuition	11
Health and Safety	13
Arrival and Dismissal	20
Daily Attendance	22
Academic Program	24
Behavior Standards	31
Dress Code	33
Parent Communication	37
Volunteer Work	37
Fundraising	37
Service Hours	38
Extended Day	38
Athletics	38
Extracurricular Activities	38
Filed Trips	38
Student Records	39
School Visitation	40
Non-discrimination Hiring	40
Asbestos Notification	41
Handbook Acknowledgement Form	42

## 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 everyday.

# 2021-2022 School Calendar

Daily Schedule

Rolling Arrival 7:45 am - 8:05 am

Dismissal 3:00 pm

3rd Tuesday Faculty PD Early Release 2:00 pm

August 23, 2021	First Day of School for students in Preschool through 8th grade (full day)
September 6, 2021	No Classes Labor Day Observance
September 24, 2021	No Classes Faculty Professional Development
October 6, 2021	Progress Reports Go Home
October 8, 2021	11:30 Dismissal Parent Teacher Conferences
October 11, 2021	No Classes Columbus Day Observance
November 12, 2021	No Classes Faculty Professional Development
November 19, 2021	First Trimester Ends
November 23, 2021	Thanksgiving Recess Begins (Report Cards Distributed)
November 29, 2021	Classes Resume
December 21, 2021	Christmas Recess Begins
January 4, 2022	Classes Resume
January 17, 2022	No Classes Martin Luther King Jr. Day Observance
January 18, 2022	Progress Reports Go Home
February 11, 2022	No Classes Faculty Professional Development
February 18, 2022	11:30 Dismissal Parent Teacher Conferences
February 21, 2022	No Classes Presidents Day Observance
March 4, 2022	Second Trimester Ends
March 25, 2022	No Classes Faculty Professional Development
April 15, 2022	No Classes Good Friday Observance
April 18, 2022	Easter Recess Begins
April 25, 2022	Classes Resume
May 27, 2022	No Classes Faculty Professional Development
May 30, 2022	No Classes Memorial Day Observance
June 4, 2022	Graduation 10:00 am in the Church
June 7, 2022	Final Day of School (full day of school)

**Students are expected to attend school daily. If students miss 5% or more of school days (9 or more days) parents/guardians will be required to meet with school administration to create an attendance plan.**

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 8th- 10th, may be used to fulfill the required number of school days.

**Please check the weekly school newsletters for the most up-to-date calendar**

## **School Governance**

St. William School operates under the auspices of the Archdiocese of Chicago. Therefore, St. William School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

### **Adoption of State Requirements**

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition.

### **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.

### **Principal**

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

### **School Advisory Board**

The role of the parish school advisory board is to advise the principal and pastor in the development of policy that governs 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 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 membership is by invitation and is at the discretion of the pastor and principal. Meetings are generally held once per month. All parents and parishioners are invited and encouraged to attend. If an individual or group wishes to present an idea or address a concern, they are asked to contact the board president so they can be added to the meeting agenda.

### **Office of Catholic Schools Regional Director**

Natalie Formica

Natalie.formica@archchicago.org

## **Admissions Policy**

### **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.

### **Missing Persons Records Act**

St. William School has a written system/procedure in place that flags records for any current or former

student who has been reported missing by the Illinois State Police.

### **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.

### **Academic Requirements for Admission**

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.

### **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 Religious Education Classes
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.

### **Re-registration for Current Families**

1. Registration for the following school year begins in January for current students.
2. Current students must re-register for the following year to retain their place in a class.

3. 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.
4. 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.

### **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.

### **The following documents are required for admission to St. William School:**

- Birth Certificate - present an original birth certificate (once the birth certificate is verified, we will make a copy and return the original)
- Verification of guardianship and right to enroll
- Baptismal Record (if applicable)
- Academic Records (if transferring from another school)
- Certificate of Child Health Examination
- Eye Examination Report
- Proof of School Dental Examination Form

### **Age Requirements for Registration**

Students entering the 3 or 4 year old Preschool, Kindergarten, or 1<sup>st</sup> grade must be their respective ages by September 1 of the current year (Pre-K3 - 3 years old, PreK4- 4 years old, Kindergarten - 5 years old, 1<sup>st</sup> grade - 6 years old). The child's birth certificate must be presented at the time of registration or before acceptance is granted. Students attending preschool must be completely toilet trained. "Pull-ups" may not be worn. The School will, however, work with parents and allow slow or late entry to the pre-school program if it is in the best interest of the child.

### **Transfer Papers**

In addition to the papers listed above, all students transferring from another school must submit an official transfer request. Parents must request the transfer of school records upon admission to St. William.

For students transferring into St. William Parish School from other schools,

- A copy of the student's last report card along with a completed request for transfer of permanent records must be presented
- A copy of the most recent student assessments
- We are always happy to welcome new students. Transfer applicant must meet with the school principal prior to acceptance.
- All newly accepted students participate in a 90-day probation period in accordance with Archdiocesan policy. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is

incapable of supporting. A meeting may be called with parents at the end of the probationary period. During the 90-day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded; in addition, the school will help parents find an appropriate educational program elsewhere

St. William Parish School reserves the right to refuse admission or continued attendance to students whose needs cannot be serviced adequately because of learning, emotional, or physical needs.

At any time during the school year, St. William Parish School reserves the right to dismiss any student or family who is uncooperative with teachers or administration, or who fails to accept and abide by the policies and procedures set forth in this handbook and in other bulletins.

### **Medical Forms**

All new students, including preschool, kindergarten and transfer students, must provide state required health forms. This includes proof of up-to-date immunizations and physical examination, by the first day of school. All transfer students may obtain and submit their medical records from their previous school prior to their first day of class assuming they are less than one year old.

### **Foreign Students**

Any student who comes into the country with the intention of studying must have an I-20 form filled out. All foreign students must also have medical forms showing that the child has met minimum health requirements necessary to start school.

### **Withdrawal**

Families withdrawing students from St. William Parish School should notify the principal as soon as possible. All permanent records will be sent or mailed to the receiving school upon signed request. A student's permanent file will **not** be handed to parents to take to a new school; it must be sent directly by St. William Parish School. All financial obligations must be paid before permanent records are forwarded. This administrative procedure will also be applied to graduating students' records.

## 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.

### 2022-2023 Tuition

#### Tuition kindergarten through 8th grade

Child one	Child Two	Child Three	Curriculum Fee	12 Monthly Payments
\$5677.00			\$225.00	\$491.83
\$5677.00	\$3,936.00		\$400.00	\$834.66
\$5677.00	\$3,936.00	\$2,577.00	\$575.00	\$1063.75

Child four (or more) attend tuition free. Curriculum fees for child four and above are an additional \$150.00 perchild.

#### Preschool Tuition

Child one	Child Two	Curriculum Fee	12 Monthly Payments	10 Monthly Payments
\$5677.00		\$150.00	\$485.58	\$582.70
\$5677.00	\$1,852.00	\$200.00	\$644.00	\$773.00

Preschool is a full day program five days a week. A half-day program is available on request. Tuition for the half-day program is \$2839.00 per year. (\$236.58 per month for 12 months)

#### **Tuition Payments**

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.

**Late fees** assessed by FACTS are not paid to the school and cannot be removed from a family's tuition account and are considered when reviewing overdue balances. If you will not be able to make your monthly tuition payment it is very important to call the school office at least 4 days before the payment is due and have your payment date adjusted. The school cannot change payments if they are due in 72 hours (3 days) or less.

**Checks returned** for non-payment will be required to be replaced by a money order or cashier's check. It is the school's discretion whether or not to continue to accept checks from a family after a check is returned for non-payment.

**No checks will be accepted for payment after May 15** to make sure they are able to clear the bank before the closing of school.

For families with **eighth (8th) grade** students, financial obligations **must** be paid in full on/before April 30 of the current school year. Delinquent financial obligations may have an adverse effect on year end activities, ceremonies and graduation.

While St. William School and staff recognize the financial sacrifices made by our parents to provide their children with a Catholic education, our Parish Board, and the Archdiocese of Chicago require fiscal responsibility. Parents should contact the school immediately, if there is a problem meeting the tuition obligation. If repeated requests for clarification of a family's financial situation and efforts to set up a payment plan are ignored, outstanding tuition obligations may be referred to outside collections. Continued failure to meet financial obligations could result in dismissal from St. William School.

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

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.

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 assure room for new parishioners who move into the parish over the summer.

## HEALTH AND SAFETY

### Wellness Policy:

St. William School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

St. William School:

- complies with all applicable federal, state, and local laws that are in place to ensure the wellness of students
- complies with all goals established by the Office of Catholic Schools to ensure nutrition education, physical activity, and other school-based activities that promote student wellness
- follows established nutrition guidelines in the school's food service program

St. William School also complies with all Archdiocesan programs including:

- goals for Nutrition Education
- goals for Physical Activity
- goals for other School-Based Activities Designed to Promote Student Wellness
- guidelines for School Meals

### Required 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 must be completed and returned within one week of distribution. 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.
- If a family fails to return a completed emergency form their child(ren) may be excluded from attendance until the forms are completed and returned.

### 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.

#### State of Illinois Requirements

Students entering **preschool**

- Proof of medical examination (within the last year).
- Proof of current vaccinations signed and stamped by a doctor

Students entering **kindergarten**

- Proof of medical examination (within the last year).
- Proof of current vaccinations signed and stamped by a doctor
- Proof of dental visit (on form dated 11/19 or later)
- Proof of eye exam

Students entering **second grade**

- Proof of dental visit

#### Students entering **sixth grade**

- Proof of medical examination (within the last year)(sports exam NOT acceptable).
- Proof of current vaccinations signed and stamped by a doctor
- Proof of dental visit (on form dated 11/19 or later)

#### All **Transfer** Students grades 1-8

- Proof of medical examination (within the last year).
- Proof of current vaccinations signed and stamped by a doctor
- Proof of dental visit (on form dated 11/19 or later)
- Proof of eye exam

**Exclusion from school for all children who have not met these requirements begins on October 15 of the current school year and continues until the family is able to provide the necessary proof of the required medical examination.**

#### **Student 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!**

If a student's asthma action plan indicates it is necessary, they are allowed to carry inhalers with them and self-administer the medication. 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.

#### ***414.03 Administration of Prescriptions and Regular Medical Treatment***

Schools may administer prescriptions to students, as well as regular medical treatment for health conditions, at the discretion of the principal. Parents/Guardians shall provide documentation from a licensed medical practitioner on the type, dosage, and frequency of the prescription or treatment. It is recommended that all

#### ***414.04 Allergies***

Parents/Guardians shall notify the school in writing of any diagnosed allergies. For serious allergies, the principal (or designee) shall meet with the Parent/Guardian to develop a written set of procedures, as well as an Allergy Emergency Action Plan, to ensure a safe environment for the child. School personnel may administer epinephrine auto-injectors ("EpiPens") with the approval of the parent/guardian, and with proper authorization from the principal and training.

#### **Administration of Medical Cannabis:**

Students are not be permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards,

then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

### **Substance Prevention Policy**

(Adopted June 10, 1991)

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 notify school administration immediately.
- B. The student will be removed 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.

### **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.

### **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 the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate 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 purchase charged to the school are the responsibility of the student and his/her family. Parents/guardians are encouraged to monitor their child's use and /or misuse of technology outside of school, including the age requirements for social networking websites.

### **Social Media Statement**

Students and their parents/guardians are advised that St. William School, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The administration and faculty of St. William School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

## Secure Environment

- 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 camera 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.

5. **Walking** –Children who walk to school should always obey traffic laws for pedestrians and follow the directions of the crossing guards and of the patrol. Parents must supply a signed note to the school if any child who is in 5<sup>th</sup> grade or lower are expected to walk home without parental supervision.
6. **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 students must be dropped off and picked up in the area assigned based on their grade level. Any student seen breaking safety and traffic rules will receive a detention. This includes situations in which parents/guardians have directed the student to break the rule.
7. **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.

## 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.
- For their own safety students are expected to be silent during safety drills. This ensures that, for their own safety, they will be able to hear directions given during the drill
- Students who talk or fool around during a drill will receive a detention.

## 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.**

- Students are trained in correct procedure and know what to do when the alert is sounded.
- 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.
- 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 the school until the all-clear is sounded or until a parent/designated person comes for the child.

### **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.

### **Crisis Intervention Plan:**

1. Principal or designee activates plan after verification of facts obtained.
2. Crisis team members notified. Team convened.
3. Pre-established communication process begins.
  - a. Summary of event typed along with notification of staff meeting, suggestions to teachers concerning notification or response to questions and process of accessing crisis team members if need arises.
  - b. Summary memo distributed by hand to staff.
    - a. Principal communicates to appropriate personnel and agencies (i.e., central office, parents, media, etc.).
    - b. Office personnel begin communicating with people outside the school as previously instructed.
    - c. Plan for student release to parents is implemented.

### **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.

### **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.

### **Environmental Policy**

It is St. William's Policy to provide a SMOKE FREE environment in school buildings. This applies to any and all school related functions, such as, athletic events, student recitals and awards ceremonies. All buildings of the school complex and within 15 feet of the school building are designated as smoke free.

### **Mandated Reporters of Suspected Child Abuse**

The State of Illinois has legislated that all principals, faculty, staff, and coaches working with children are mandated to report all cases of suspected child abuse. Principals, faculty, staff, and coaches who fail to report suspected cases may be subject to disciplinary action for neglecting to report. Principals, faculty, staff, and coaches are not the final determiners in such cases; we serve as reporters. Any case that is reported is not done so without serious consideration beforehand.

### **School Incident Reporting System (SIRS)**

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring on or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, The Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Report System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

## Arrival/Dismissal

Students should not arrive at school any earlier than 7:45 A.M. The school does not provide outdoor supervision for students and cannot be responsible for any child on the premises before 7:45 A.M. If families need to drop off students earlier than 7:45 they are expected to use the Extended Day Program (EDP). Students are not to remain at school after dismissal without supervision. Students not picked up by 3:10 will be taken to the Extended Day Program. A charge of \$3.00 per hour may apply.

**Parents are asked not to enter the building with their children.** If you have business to transact in the school office, please enter through the main office doors.

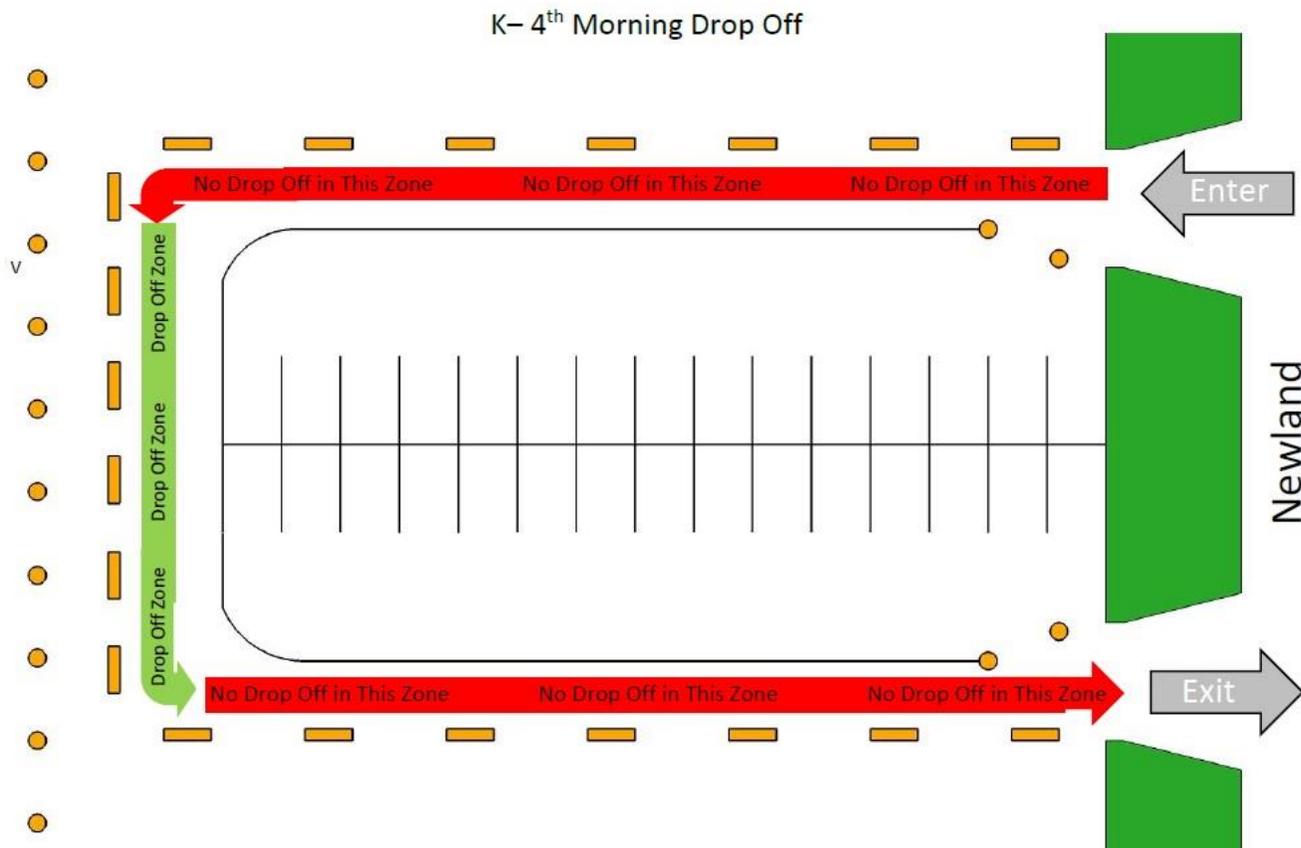
Dismissal is at 3:05 pm. Students will be escorted by their teacher to the pick-up area designated for their grade level.

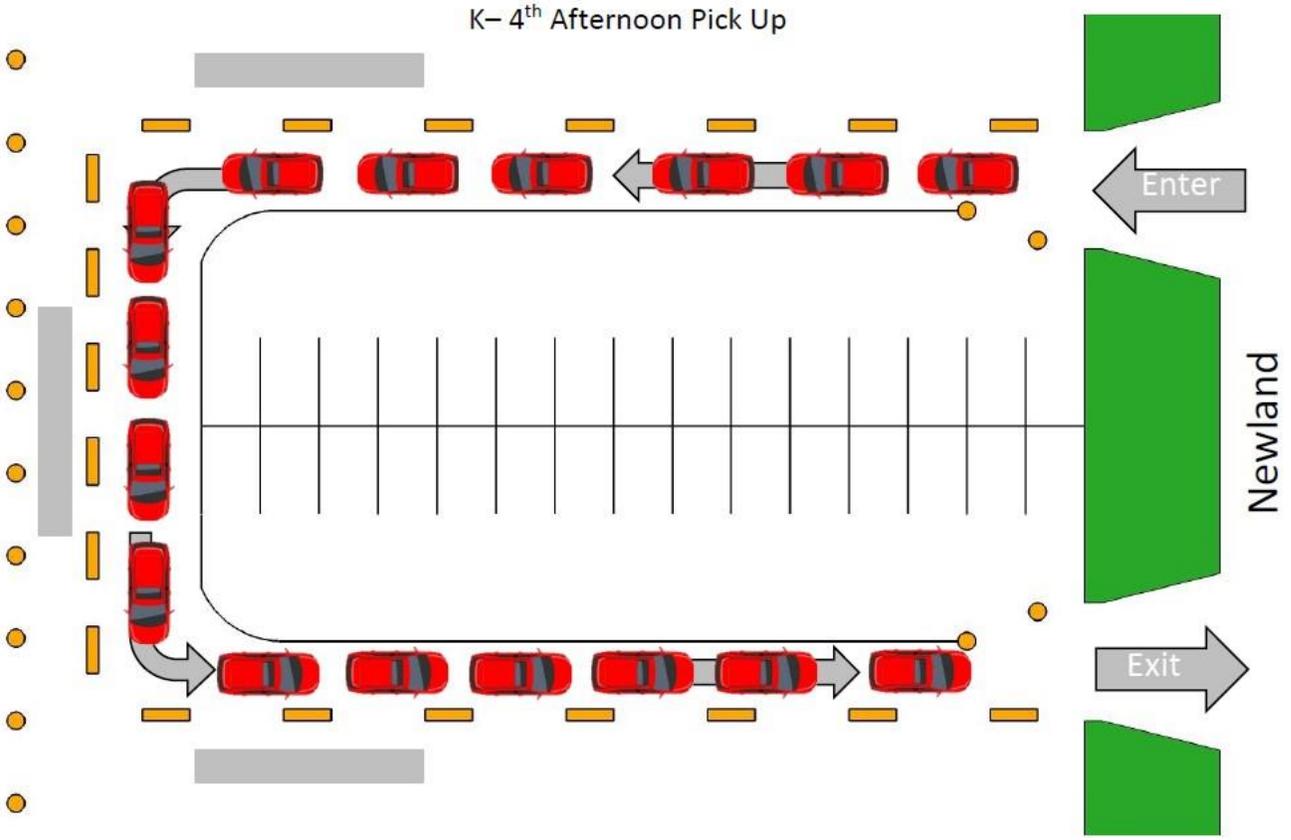
## Drop-Off And Pick-Up Configuration

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.

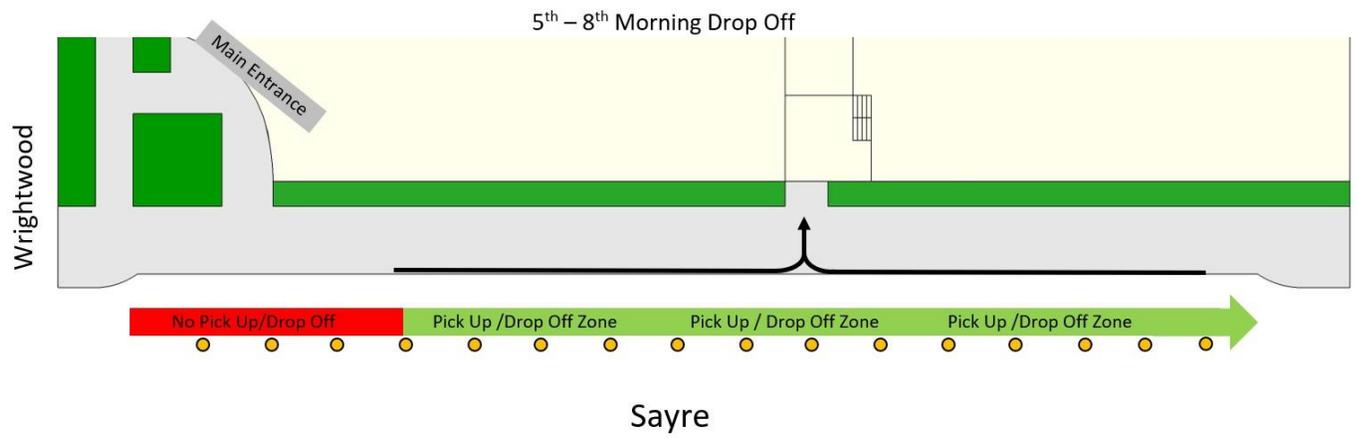
Students in **preschool** are dropped off and picked up through the main school **doors at the corner of Sayre and Wrightwood**. Parents may leave their cars on Wrightwood Ave with their flashers on while dropping off/picking up their children. Please **DO NOT park in the middle school drop-off lane on Sayre Ave**.

Students in **kindergarten through 4th** grade are dropped off and picked up in the large parking lot off of Newland Ave. Please see the diagram below for protocols.





Students in 5<sup>th</sup> through 8<sup>th</sup> grade are dropped off and picked up in the “kiss and go” lane on Sayre Ave. A teacher monitors students’ arrival through the Sayre Ave door in the morning. Teachers escort their homeroom out to Sayre Ave for pickup at 3:05. Any student observed crossing Sayre Ave anywhere other than the crosswalk with automatically be issued a detention to be served the following day. Families are asked to enter the lane at the corner of Sayre and Wrightwood and remain in the lane through the end. Please see the diagram below for specific protocols.



## School Office Hours

The school office is open from 7:45 A.M. to 3:45 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.

## Daily Attendance

**Students are expected to attend school every day. If students miss 5% or more of school days (9 or more days) parents/guardians will be required to meet with school administration to create an attendance plan.**

### Daily Schedule

- School is in session from 8:00 A.M. until 3:00 P.M. for students in preschool through 8<sup>th</sup> grade.
- Scheduled half-day dismissal is at 11:30 A.M. (unless notified otherwise).
- Early release days for faculty development is the third Tuesday of the month at 2:00 P.M. (EDP will always be open on these early dismissal days.)

### Tardiness

A little late is too late! Students are tardy if they arrive in the classroom after 8:00am. Students who are tardy must enter the school through the main doors and must report to the school office for a tardy slip. When a student is tardy it will be noted on their permanent attendance records. Frequent tardiness will likely affect a student's chances of being accepted in rigorous high schools. High schools typically review attendance for students in 6<sup>th</sup> -8<sup>th</sup> grade.

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 require a meeting with the family to develop a daily arrival plan. We ask your cooperation in getting your child(ren) to school on time.

### Absence

#### Illness

Parents should call the school office (773/637-5130) to report a child's absence before 8:30 on 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.

1. **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 homeroomteacher. This Note Is Required In Addition To The Daily Phone Call.**
2. If a student is absent for 4 or more days in a row, 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.
3. 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.
4. 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. If a parent refuses to pick up a child who is ill the school may call 911 for medical assistance.

**Truancy** – Daily, 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 require a meeting with the student's family. Students may be required to withdraw and/or may be retained for truancy. Truancy is

considered as unexplained absences of 9 days or more during the school year.

### **Early Dismissal**

Parents should make medical and dental appointments during non-school hours. If an appointment after school is not possible parents must notify the office through an email or phone call about the early dismissal. Parents may also choose to notify the child's teacher through email. All efforts should be made to return the child to school after the appointment.

### **Student release to adults**

**Only 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.

### **Family Vacations**

St. William School strongly discourages vacations during scheduled school days. 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.

### **School work during family vacations**

Nothing can duplicate the learning that happens through carefully planned lessons provided by a trained teacher in a classroom.

If a family decides to take children on a vacation during scheduled school days the child and family should then take the opportunity to enjoy the time away. In keeping with this **no advance work will be provided** to the student. Missed work will be provided to the student upon their return. Students will have a time equal to the number of days absent to make up missed work. This cannot exceed 10 school days. Missed tests will be scheduled by the teacher. Since school was in session and the teacher and other students were present and ready for learning, the teacher will not be responsible for re-teaching missed material upon return from a vacation.

### **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](http://www.EmergencyClosings.com) or on local broadcast news stations. Families will also receive an automated call from School Messenger with details about the closing. A school newsletter will also be sent if possible with details about the reason for the closing.

It is very important that the school has current contact information for at least one parent/guardian for each child.

Emergency days are built into the school calendar. In the event an emergency closing day is needed, and there is no opportunity for remote learning, parents will be notified about make-up school days in the future.

## Academic Program

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

### 502.00 Curriculum

#### 502.01 Comprehensive Curriculum

Each school shall implement a comprehensive curriculum that is characterized by systematic planning, articulation, and assessment. Cross-curricular integration is encouraged. Elementary schools shall follow the defined Archdiocesan Curriculum Standards (see §502.02).

As indicated in Canon 806, the academic programs of Catholic schools shall be as good as or better than surrounding public schools. Principals shall collect and analyze relevant academic data to ensure that this requirement is met.

#### 502.02 Archdiocesan Curriculum Standards

All elementary schools shall utilize the Archdiocesan Curriculum Standards as the framework for instruction in the subjects of Religion, Language Arts, Mathematics, Science, Social Studies, Physical Education, and Health.

Elementary schools shall follow the Learning Standards of the Illinois State Board of Education (ISBE) for all subjects not addressed in the Archdiocesan Curriculum Standards, including (but not limited to): music, fine arts, computers/technology, and foreign language.

### Core Curriculum 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.

### Daily Instructional Schedule

7:45-8:00	Rolling Arrival
8:05	Instruction Begins
11:25	Lunch Period 1
12:05	Lunch Period 2
3:05	Dismissal

### Grading Scale

#### Grades K – 3 Developmental Grade Scale

Descriptions	Grade Pts.	%
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

Grade	Description	Grade Pts.	%
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 Grades**

The 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

### **Powerschool:**

PowerSchool is the Archdiocesan administrative software that manages all student data. Robust student information systems facilitate both emergency and routine communication with parents/guardians, give transparency to student data, and allow accurate recording of grades, course work, discipline, and attendance. The information system serves as a repository for parent/guardian contact and emergency information and demographic information required for the Illinois State Board of Education (ISBE), and the National Catholic Educational Association (NCEA). Each family is given a password when registering at St. William. This password gives you the ability to check your child's grades and academic information as desired.

### **Multi-Tiered System of Support (MTSS)/IDEA 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 between the school administration and parents.

### **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 ESSA funds. 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.

### **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.

### **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.)

### **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.

### **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.

### **Parent-Teacher Conferences**

Mandatory parent-teacher conferences for all students will be scheduled in October.

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.

### **Assessments for Learning (Standardized Tests)**

St. William participates in the iReady adaptive assessment and instruction program through the Archdiocese of Chicago Office of Catholic School. Students are assessed three times a year through the iReady program. The results of the assessments describe the learning needs of the child and are meant to inform the instructional strategies used by the teacher to improve learning outcomes. Parents will receive the results of the initial assessment each year.

### **Retention (Elementary School Policy 139.1)**

Retention of a student is always seen as a last option to address learning gaps and behavior issues. 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.

### **Graduation:**

#### **Policy ES 140.1./HS 317.1**

Students shall be issued a diploma upon completion of the school's academic requirements.

As one requirement for graduation, each student shall receive a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of the requirement shall be documented on the student's permanent record

Diplomas will be awarded to those students who have:

- completed the school's academic requirements;
- achieved a passing grade on the Constitution of the United States and the State of Illinois examination;
- adhered to the school's code of conduct;
- returned all school materials; and
- maintained no outstanding balances on tuition or other required financial obligations. Diplomas will not be awarded until all financial obligations are paid in full.

### **Acceptable Standards for Written Work: Grades 3 - 8**

- Written assignments will be done in **blue or black ink ONLY**, or they may be typed
- Generally speaking, math assignments will be done in pencil.
- White-Out is not allowed. Please do not bring it in to the building.
- Toxic paints, markers or supplies are not allowed in the building.
- Usually, the written work that is handed in is done in complete sentences on loose-leaf paper.
- All rules for spelling, grammar and punctuation are to be used in every class.
- Students are expected to follow the established procedure for submitting homework on a daily basis.
- Extended absences will be handled on an individual basis.
- Individual teachers will adjust expectations for projects or homework depending on the assignment. Students will then follow the directions given for that particular work.

### **Homework:**

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 of younger students need to check folders daily.

Homework is an effective way to reinforce children's learning. It is assigned as a means of helping students review, comprehend, and enrich material presented in class. It should serve to unite the home and the school in the continuing partnership of educating the child. Daily reading outside of school material should also be encouraged in the home. Even primary children should have a time each day to learn spelling words, read, or practice math. Good habits will improve the quality of your child's work.

Each student should have a place, proper books and supplies, and a designated time daily to do homework. Parents should check periodically to see that their child is working and that the work is equal to ability. The homework is the responsibility of the child, not the parent. However, it is also important that the parent encourage the child to complete assignments and help to develop good study habits. It is always difficult for a parent to maintain a balance between guiding the student and doing the student's assignment.

Students in grades 2 - 8 are to use the school assignment notebooks in which to record each day's assignments. Since homework is the student's responsibility, written excuses by parents stating that homework has not been completed because of shopping, sports events, parties, etc. are not accepted. Illness or family emergencies are acceptable reasons for assignments being completed late. In these cases, parents are asked to send a written note to school explaining the situation and an alternate due date will be given.

It is the responsibility of each student to have all materials and items needed for each school day. In the event the child has forgotten something at home and the parent wishes to deliver it, the item may be brought to the

school office. The item will then be sent to the student or the child will be notified to pick it up in the office. Nothing should be brought directly to the child's classroom during school hours unless permission has been given in the office.

The amount of time to be spent on homework each day will vary on several factors: the age and the attitude of the learner, the atmosphere in which the learner studies, the degree to which study skills are applied, etc.

Homework is assigned to help students review, better comprehend and enrich the subject matter taught in class. Please be aware of the student's need to manage his or her life so that homework is a priority - sports, music, Scouts, visits from relatives, time with friends, and family events are just some of the things that can make a student too tired to do homework each night. Creating balance is a vital skill to learn. Repeated instances of neglect with regard to homework will be sufficient grounds for school and family intervention.

### **Homework For Absent Students:**

When a student is ill, the foremost concern is his or her health; the academic program is secondary to the improvement of the child's well-being. Many times, the student benefits the most from rest and quiet time, free of homework and school concerns. When the child returns to school, it is his or her responsibility to check with the teacher regarding work and tests to be completed. If the parent chooses to request work for their child, the request must be sent to the teacher before 7:45 am or the school office by 10:00 a.m. Materials and work may be picked up in the school office between 3:00 – 4:00 p.m. It can also be sent to the room of a relative or neighbor. It is impractical and often impossible to gather an absentee's work if requested after 10:00 in the morning. Classwork/Homework for students in grades 5-8 is usually posted in Google Classroom

### **Vacation Classwork/Homework**

Students need to be in school daily for the best possible educational experience. There is no way to duplicate the classroom experience after a child has been absent. For that reason, parents are urged not to schedule vacations when classes are in session and to schedule appointments outside of school hours if at all possible. Absences for vacations, sports events, or other lessons, etc., are discouraged.

If an absence during school time is unavoidable, the student is responsible for any work and tests that s/he misses. This is to be made up after the absence in a reasonable amount of time (one day absent equals one day of make-up time) not to exceed 10 school days.

The student will contact each teacher when s/he returns to school. When a considerable amount of classroom instruction and/or activities/assignments that require lengthy teacher preparation and/or supervision have been missed, a parent may need to arrange for paid tutorial services.

Excessive absences affecting progress may lead to a recommendation for retention or withdrawal.

### **Tips for Homework:**

The goal for all our students is to be successful in their academic pursuits. With that thought in mind, the following "tips for homework" are offered:

- Do homework prior to any "free time" activities.
- Schedule a regular homework time in a place that allows you to concentrate. Developing good study habits is very important now and will help greatly in high school and college.
- Be sure that you have your assignment notebook completed each day and bring your book home with you! Remember to bring all books and supplies home.
- Follow directions when completing assignments. If you are expected to answer in complete sentences, do so!
- Follow the St. William guidelines for written work.

- When you come to school each day, follow the homework collection procedure that your teachers have established. Always submit your work.

### **Equipment And 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.

### **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.

### **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.

### **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.

### **Technology**

St. William School is a fully networked school, providing students with access to the Internet as well as a variety of computer software. 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.

### **Religious Education**

#### **Catholic Identity**

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.

### **Prayer**

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

### **Mass Attendance**

The school community attends Mass together weekly on Wednesdays at 8:30 A.M. These liturgical celebrations are prepared and presented by the students with the guidance of the priests, principal, and faculty. Parents are encouraged to participate in our school Masses and to attend Mass together as a family on the weekend.

### **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.

### **Service Projects**

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.

## Behavior Standards

### 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.

### Bullying/Harassment Policies and Procedures

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

**BULLYING** is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically which can occur on or off campus during non-school time and is directed toward another student or students, that has or can be reasonably predicted to: place a student in an unreasonable fear of harm to the student or his/her person or property; cause a substantially detrimental effect on the student's physical or mental health or interfere with the student's academic performance; or interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying differs from bad behaviors. Bullying is targeted and repeated while bad behaviors occur sporadically. Bullying also includes a power imbalance in which one student is not able to stand up to the other student.

Bullying takes many forms, and is not limited to violence, harassment, intimidation, stalking, public humiliation, threats, and retaliation for alleging an act of bullying, sexual harassment, sexual violence, theft, and destruction of property.

**Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media, blogs, websites, electronic text, photos, videos/digital images, text messages, and Instant Messages to harm a student or students.

**Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.

**Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.

**Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.

**Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school -sponsored/sanctioned events and activities or through the transmission of information from a school, home, or public computer network, or other similar electronic school, home, or public equipment.

### **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.

### **Detention System Grades 4-8**

The purpose of the detention system is to provide a series of structured consequences when the teacher has provided guidance and coaching and 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 4-8 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.

Detention days are Monday and Thursday. Behavioral detentions are usually served on Monday. Detentions issued on Thursday or Friday will be served on the next scheduled Monday. They will not be re-scheduled or postponed because of students' extracurricular activities. Receiving a detention indicates a serious behavior issue and taking responsibility for that behavior takes precedence over all 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 trimester, 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) and principal. 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.
- c) 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

automatically have a one-day in school suspension and be placed on probation.

- d) 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 in which students flagrantly and seriously disregard the school rules of Respect, Responsibility, or Honesty as determined by the principal will result in an in-school suspension any repeated offense will result in an out of school suspension and possible expulsion. Student expulsion becomes part of their permanent record.

### **Lunchroom**

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

### **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.

### **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.

### **Cell 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.**

### **Personal Possessions**

Students should not bring large amounts of money or items of great value to school. Students are not allowed to have laser pointers on school premises. The school assumes no responsibility if personal possessions, including cell phones, are lost or damaged.

## Dress Code

### 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.

### School Uniform

#### Girls Grades K-3:

- Plaid jumper (Jumper may not be more than three inches above the knee)
- Solid blue twill pants
- 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) 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)
- Solid blue twill pants
- 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) 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) 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) 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**

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

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

### **All Students**

T-Shirt with St. William School Logo

Gym Short with St. William School Logo

Navy blue sweatpants with St. William School Logo (Worn over shorts October 1<sup>st</sup> -May 1<sup>st</sup>)

Navy blue sweatshirt with St. William School Logo (Worn over t-shirt October 1<sup>st</sup> -May 1<sup>st</sup>)

White or black crew socks

Black, blue or white athletic shoes

### **Uniforms are available through**

#### **Schoolbelles Uniforms**

[www.schoolbelles.com](http://www.schoolbelles.com)

St. William School Code S1481

### **Non-Discrimination Statements**

St. William School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modifications.

### **Non-Discrimination Statements**

As per Illinois PA 102-0360, St. William School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

### **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.
- October 1<sup>st</sup> through May 1<sup>st</sup> 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. Flip flops and sandals are not allowed.
- 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. One small earring in each earlobe is allowed. 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 clean, neatly groomed, trimmed, and combed at all times.
- Hair is not to be dyed, colored, or highlighted.
- Hair cannot cover a student's eyes. Both eyes must be fully visible.
- Boys must be clean shaven. Sideburns may be no longer than the earlobe.
- Questionable extremes in appearance will be referred to the principal.

### **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 a detention.

### **Out Of Uniform Days**

Student dress on out-of-uniform days must be in keeping with our Catholic Identity and be neat, clean, and modest. 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 torn or low-rise pants are not allowed.

Clothing may not have violent images or foul or vulgar language on it.

If students have gym class on an out-of-uniform day, they must either wear or bring gym shoes.

The principal retains final authority on appropriateness of attire and reserves the right to require any student to change. If a student's clothing is determined to not be in keeping with our Catholic Identity parents will be required to bring alternate clothing. If a parent is not able to bring alternate clothing the student may be required to complete classwork in the school office.

## **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.

## **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)

## **Fundraising**

St. William School has a mandatory annual fundraising fee of \$275 per family (\$175 for half- day preschool students). This obligation can be met through participation in the yearly fundraising opportunities. Information about each of these fundraisers will be sent home at the appropriate time.

All fundraising obligations must be met by May 1st of each school year. If a family's fundraising obligation is not met by this time the fee will be added to FACTS.

## **Mandatory Service Hours**

St. William School requires 10 mandatory service hours per family per school year. Volunteer opportunities will vary from year to year so please watch the school newsletter for opportunities to support the school. Any unused hours will result in a charge of \$25/hr. and added to the family's FACTs account May 1<sup>st</sup>.

## **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.

## **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.

## **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. Extracurricular activities may 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.

## Student Records

### 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, weekly newsletters etc.) they must request the information from the school office. It is also the responsibility of the non-custodial parent to provide the school office with updated contact information as necessary.

Non-custodial parents will be provided with an opportunity for a parent-teacher conference on request.

### 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.

### 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.

## **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.

## **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.

**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](http://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. St. William 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 St. William School Office and in the Archdiocese of Chicago's Administration Office.

August 2021

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,



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

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