



St. Catherine of Alexandria School

2025-26

Parent-Student Handbook

St. Catherine of Alexandria School Handbook
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Mission Statement

St. Catherine of Alexandria is a Catholic community, rooted in faith, family and friendship. We are responsive to the needs and concerns of those around us. We continually strive to grow in knowledge as we live out Jesus' words, "Come, follow me," and invite others to join us. St. Catherine of Alexandria parish established a school for the children of registered parishioners. Our school provides a Catholic education that promotes opportunities to catechize, assuring all students can develop spiritually, intellectually, emotionally, and physically, to the best of their ability, in a safe and secure environment.

Philosophy

St. Catherine of Alexandria School is a place where caring Adults model Christian behavior to Students and to each other.

We acknowledge and believe:

- That Parents/Guardians are the fundamental teachers and primary caregivers of our students and we support that role.
- That St. Catherine of Alexandria School strives to educate the whole child-spiritually, intellectually, emotionally, and physically, by providing the child with the most current educational curriculum.
- That Students, Parents/Guardians, Teachers, Administration and Staff will work together to achieve our goal of community.
- That by example, Parents/Guardians, Teachers, Administration and Staff will continue to instill in and model for the children the attributes of Reverence, Respect, and Responsibility.
- By accomplishing these goals, we will fulfill the mission of St. Catherine of Alexandria School.
(Re-evaluated and re-approved – 2011)

Statement Of Expectations

St. Catherine of Alexandria School seeks to provide a Christian environment in which all students can develop spiritually, intellectually, emotionally, and physically. It is important to realize that our school is an integral part of our parish community of faith. As such, certain responsibilities are expected of families that enroll their children in St. Catherine School. St. Catherine's School Board has developed the following "Statement of Expectations":

All families with children in St. Catherine School are expected to be active and participating members of both the parish and school community. To be considered active and participating, four things are expected:

- 1. A family life that maintains catholic values in the home.**
- 2. Participation at Mass and in the sacramental life of the parish.**
- 3. Participation in parish and school activities.**
- 4. Support of the parish through weekly use of Sunday envelopes and support of the school through timely payments of tuition and fees in accordance with the signed financial agreement.**

Explanations of why we consider these precepts to be vital to the education of our children are as follows:

1. Home life has perhaps the largest influence, even greater than that of peer pressure, on our children. We expect that Christian values be taught and practiced in the home. Language and discussions should present and encourage Christian attitudes. Parents should model Christian behavior.
2. Being part of the Catholic faith community also has an effect on our children. We therefore encourage participation at Mass, reception of the sacraments of Reconciliation and the Eucharist, as well as an active family prayer life. Participation at Mass as a family provides an opportunity for discussion of Christian themes and an opportunity to model Christian behavior.
3. Active participation in parish and school activities is expected.
 - a. SCHOOL - attending all parent conferences; participating in all preparation sessions for the reception of sacraments; being familiar with and abiding by the rules set forth in the school handbook; volunteering for school duties (room parents, etc.); and participating in fundraising in some way (Carnival, T.R.I.P, Hot Lunch, and Family School)
 - b. PARISH - attending weekly Mass; participating in liturgical duties (Eucharistic ministers, lectors, ushers, etc.).
4. In accordance with the signed financial agreement, we encourage all families to contribute weekly to the parish through the use of their Sunday envelopes or Give Central. (Envelopes must have the amount of the contribution on the front in order to receive proper credit.)

School Personnel

Pastor	Rev. Matt Litak
Principal	Ms. Kimberly Zerth
Assistant Principal	Mr. Jim O'Keefe
Preschool 3 year old	Mrs. Julie Benos and Miss Carly Condon Aides: Mrs. Colleen Nagy and Mrs. Andrea Stanke
Preschool 4 year old	Mrs. Kathleen Hennessy and Mrs. Julie Poole Aides: Mrs. Sandi Harmening and Mrs. Patty Johnson
Kindergarten	Mrs. Randi Newton and Mrs. Chris Kwasiborski Aides: Mrs. Breeda Page and Mrs. Jen Bonen
First Grade	Mrs. Sharon Duh and Mrs. Jillian Holesovsky Aides: Mrs. Mary Mangan and Miss Kathryn Luznicki
Second Grade	Ms. Jessica Jordan and Ms. Kirsten Hess
Third Grade	Mrs. Meg Loewe and Mrs. Patti Bucko
Fourth Grade	Mr. Steve Mohr and Ms. Sandra Bracamontes
Fifth Grade	Mrs. Kathi Leen and Miss Maeve Gillen

Sixth Grade	Mrs. Kim Felmon and Mr. Sean Haneberg
Seventh Grade	Miss Cathy Woods and Mrs. Grace Flisk
Eighth Grade	Mrs. Carolyn Anderson and Mr. Bill Laskaridis
Technology	Miss Megan Soch
Music	Mrs. Eileen Casey
Physical Education	Mr. Matthew LaGioia
Art	Mrs. Monica Dachota
School Counselor	Mrs. Amber LaRocco
Resource teachers/Interventionists	Ms. Sara Tesmond (Math) Mrs. Eileen Casey (Reading, K-3) Mrs. Shannon O'Connor (Reading, 4-8 and Case Management)
Library	Mrs. Miriam Siriani
Office Staff	Mrs. Mary Omiecinski and Mrs. Mary Nelson
Maintenance Staff	Mr. Mark Notter, Mr. John Chesna and Mr. Armando Barajas
Director of Family Faith Formation	Ms. Callie Pieczara

Volunteer Organizations

Family School Association Board	Amanda Rusin - President Jenn Bannon-Vice President Kaitlyn Turek - Co-Treasurers Cara Hanrahan Jackie Kent- Secretary
Athletic Association	President: Kevin Baffoe Vice President: Tom Wood Secretary: Katie Whitney Treasurer: Tim Anderson
School Advisory Board	Matthew Heinlen- President Kelly Williams- Vice President Nora Rhein- Secretary Meghan Benkomeyer Janna Ferriter John Jordan Erin Boyle Ryan Christophersen Steven Powers

Daily Schedule

School doors will open at 7:50 a.m..

- PK: students line up with parent/guardian and student enters through south doors to the gym (near the playground)
- All other students should enter the school building at one of the open doors - the main church doors (Door 2), the kindergarten doors (Door 9) or the Alexandria Center doors (Door 11). Both Door 9 and Door 11 are on the center parking lot.
- Students should walk directly to their classroom and begin the routine established by their teacher. Students must be in their classroom by 8:05 a.m. or they will be considered tardy.

8:00 a.m.	First Bell	Entrance to school
8:05 a.m.	Prayer Bell	Students will be marked tardy if they are not in the classroom
11:20-11:55 a.m.	Lunch Period	Preschool 3 and grades 5-8
12:00 to 12:35 p.m.	Lunch Period	Preschool 4 and Kdg through grade 4
2:45 p.m.	General Dismissal	

Students should not arrive at school before 7:50 a.m. unless meeting with a teacher or participating in an extracurricular activity. Supervision is not available prior to that time. A student arriving prior to 7:50 a.m. will be sent to morning care and the family will be billed accordingly.

The student should use the Church doors on Kedvale if he/she is tardy (after 8:05 a.m.).

Dismissal

NO CARS are permitted on the **CENTER** lot during school hours.

- All students in Preschool through Grade 4 are dismissed by their teachers onto the **CENTER** lot.
- Grades 5-6 dismiss from the Alexandria Center and students may exit either onto Kedvale or onto the center lot.
- Grades 7-8 may dismiss from the church doors onto Kedvale or from Door 9 onto the center lot.
- A.M. Session Preschoolers 11:00 A.M. dismiss from the Alexandria Center doors on the Kedvale side

Parents please do not stand in the areas where the children line up including areas where children enter the building and are dismissed. Family pets, especially large dogs, should not be brought into the dismissal areas. Parents are not permitted to walk their child to their room. The teachers need to give their full attention to the children. If you need to communicate with the teacher, please send a note or request a meeting with that teacher. Patrol students will assist the children if needed.

Preschool Schedule

Doors open at 7:50 a.m.

Half Day Session: 8:00 a.m. - 11:00 a.m. (Dismissal from Alexandria Center doors - Kedvale side)

Full Day Session: 8:00 a.m. - 2:45 p.m. (Dismissal on center parking lot through back doors of the gym)

Policies

Admission Statement

1. St. Catherine of Alexandria School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Catherine of Alexandria School admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. St. Catherine of Alexandria does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs (if the school has a loan program), athletic or other school-administered programs.
 2. Students applying for 3 year old preschool, 4 year old preschool, kindergarten and first grade must meet the following age requirements as per state law guidelines:
 - a. Students entering 3 year old preschool must be 3 years old on or before September 1st.
 - b. Students entering 4 year old preschool must be 4 years old on or before September 1st.
 - c. Students entering kindergarten must be 5 years old on or before September 1st.
 - d. Students entering first grade must be 6 years old on or before September 1st.
 3. Application for registration/acceptance is for the current school year.
 4. Priority listing of acceptance:
 - a. Current families (families with children already enrolled or current staff). "Registered parishioners with children in the 4 year old preschool program are considered in-school families and are eligible to automatically enroll in the kindergarten program for the following school year." (approved January 2002) **(NON –REGISTERED PARENTS OF PRESCHOOLERS MUST REGISTER AT OPEN ENROLLMENT IN JANUARY.)**
 - b. Children of registered parishioners.
 - c. Children of Catholic families living within parish boundaries.
 - d. Children from Catholic families living outside parish boundaries at the discretion of the principal. (These families would be required to become registered parishioners at the time of acceptance into school.)
 - e. Non-Catholic families.
 5. St. Catherine does not accept students transferring into 8th grade.
 6. St. Catherine does not accept new K-7 students once the school year has begun.
 7. For those students in 2nd -7th grade whose families want to transfer to St. Catherine, a meeting with the family, an interview with the child and a review of transcripts and standardized test scores is required prior to registration. The decision regarding acceptance will be made by the school and parish administration.
- Added note: Students in grades 1-8 who transfer to St. Catherine of Alexandria School from another school will be on academic and conduct probation for one year. Transfer students may also be referred for placement testing.

Admission/Registration Policies

Children registering at St. Catherine for the first time must present the following:

1. An official copy of the child's birth certificate which is reviewed, copied and returned to the parent/guardian
2. The baptismal record (if applicable)
3. A record of compliance with local and State of Illinois health requirements.
4. Non-Refundable Registration Fee, Curriculum Fee, Technology Fee (if applicable).

Missing Children Records Act (325 ILCS 50/)

For every child enrolled in a Catholic elementary school in the Archdiocese of Chicago, a written notice must be given to the person enrolling the child that within 30 days, he or she must provide either: (1) a certified copy of the child's birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police

of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity. When the person enrolling the child provides the school with a certified copy of the child's birth certificate, the school shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child. Once the school has been provided with a certified copy of a child's birth certificate as required, the school need not request another such certified copy with respect to that child for any other year in which the child is enrolled in the school.

Failure to Produce Birth Certificate or Other Reliable Proof

Upon failure of a person enrolling a child to comply with the required birth certificate or other reliable, acceptable proof, the school shall immediately notify the Illinois Department of State Police (IDSP) or the local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he or she has 10 additional days to comply. The school shall immediately report to the Illinois Department of State Police (IDSP) any affidavit received pursuant to the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content.

Enrolling Transfer Students

Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his/her record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Any elementary or secondary school requested to forward a copy of a transferring student's record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged, in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.

Asbestos Compliance

St. Catherine School is in compliance with all regulations of current law regarding asbestos. Our school has been re-inspected, and a copy of the inspection report and the management plan (AHERA Report) is on file in the school office.

Attendance

Students are required to be punctual and in daily attendance (105 ILCS 5/Art. 26). It is the parent's responsibility to call the school office to notify the staff if a child will be absent. The following procedures are to be followed:

1. For the child's protection, parents/guardians are required to phone the school office (708-425-5547) before 9:00 a.m. every day of absence, except for extended illness. (If a parent/guardian does not contact the office regarding a child's absence, we will call to confirm a student's whereabouts.)
2. The student will have the same amount of days to make up the work as the number of days he/she was absent. It is the student's responsibility to ask the teacher for assignments missed.
3. St. Catherine of Alexandria School complies with all State regulations regarding the maximum number of days a child may be absent from school. A doctor's note may be required for absences of 3 days or more. **Please note: Excessive absenteeism may result in a child being recommended for summer school and/or retention depending on the child's academic progress.**
4. Children not in attendance during the school day may not participate in after school events, including athletics.
5. Eighth grade students **are strongly encouraged** to schedule "shadow days" on the days when classes are not in session at St. Catherine School. Parents, please check the high school's calendar when scheduling "shadow days".

Bicycles

Those students who have parental permission may ride their bicycles to and from school. All bicycles must be locked and kept in the racks provided. Bicycles may not be ridden on the playgrounds; riders are expected to WALK their bicycles on and off the playgrounds. If a student is participating in after school programs their bikes should be secure with a lock at the bike rack.

Bullying

Bullying is:

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

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying. Bullying by a student or students may result in suspension and/or expulsion from the school.

Cell Phones, Smart Watches and Similar Devices

The use of cell phones is not permitted! Additionally, Smart watches or other personal wifi- or Bluetooth-capable devices (such as fitness trackers and wireless earbuds) are not permitted and should be left at home. Cell phones, if brought to school, should be turned off and left in the student's backpack during school hours and after school activities. At the end of the school day, cell phones should remain off until students have left the building. Cell phones left on in a backpack, locker or desk or being carried by a student during school hours will be confiscated and brought to the office.

First instance: The student can pick up their cell phone or other prohibited device after dismissal. Check issued on behavior card.

Second instance: A parent/guardian will need to pick up their cell phone or other prohibited device from the office. Detention issued.

Third instance: Conference with parent/guardian and school administration. Other consequences as determined by school administration.

Chaperones and Volunteers

Parents and guardians are encouraged to participate in all aspects of the school. Volunteering helps build a positive and productive school community.

Volunteers, including chaperones and coaches are required to complete the following to comply with the Protection of Children and Youth policies of the Archdiocese of Chicago (see section on "Charter for the Protection of Children and Young People" below)

- Asking to chaperone does guarantee that you will be chosen to chaperone an event.
- Regardless of one's compliance with the safe environment protocols for the Protection of Children and Youth, the school principal reserves the right to decline an offer to volunteer and/or prohibit an individual from volunteering for a school sponsored event.

Charter for the Protection of Children and Young People

The safety and protection of children is a concern we all share. The Archdiocese of Chicago has initiated a number of policies and procedures to ensure confidence that anyone who is ministering in our parishes and schools can be trusted with our children. All information can be accessed on our website or at www.archchicago.org. **All clergy, employees, and volunteers, who work with children and young people under the age of 18, are to complete all the steps outlined below:**

- **Register for an account through Virtus**
- **Complete PROTECTING GOD’S CHILDREN** safe environment training through Virtus site.
- **COMPLETE A BACKGROUND CHECK.** The background check for volunteers can be completed online through Virtus. . **No one can begin to work or volunteer unless they have completed a background check and the background check has been approved.**
- **Standards of Behavior:** Read code and acknowledge through Virtus site.
- **CANTS 689 and CANTS 22 forms: These forms must be completed annually and returned to the school office.**
- Complete VIRTUS Continuing Education training and bulletins as assigned.
- All coaches must complete **MANDATED REPORTER TRAINING** and submit the certificate to the school office.
- As of July 1, 2007, all new teachers are to be fingerprinted.

Child Abuse and Neglect Reporting

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child’s welfare at the time of the abuse or neglect. Neglect may include failure by a parent or guardian to provide necessary food, shelter, medical care, and school attendance.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. Anyone may report suspected abuse or neglect. If you know of such a problem, the 24-hour DCFS hotline is 1-800-252-2878. You do not need to give your name.

Child Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a 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 there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Chromebook and Gmail Responsible Use Policy

Students in Grades 3-8 receive school-owned Chromebooks for use during the school year. Expectations and related details for this 1:1 program can be found in our [Chromebook and Gmail Responsible Use Policy](#).

Classroom Parties and Birthday Celebrations

- Any snacks/treats provided to a classroom party/celebration should be prepackaged and meet the dietary needs of all students in the classroom. Nutritional information and ingredient content must be provided to ensure the safety of all children in the classroom.
- Room parents should confirm dietary restrictions of students in that classroom prior to planning parties/celebrations. The school must be informed in advance of any food choices planned.
- All parents in a classroom will be informed if a student in that classroom has a serious food allergy. Any food shared with the class should be free of those allergens.
- Homemade snacks/treats are not allowed for birthday/classroom celebrations.
- Treats sent to school for birthdays must be pre-packaged and will be sent home with the students at the end of the school day.
- The focus of parties/celebrations will be games, crafts and activities.
- For birthday celebrations, parents are encouraged to consider sending non-food items. Possible alternatives include donating a book to the classroom library or a game to the indoor recess collection.

Classroom Placement Requests

In order to ensure academic success for each student, several factors are considered when placing a child in a classroom for the upcoming school year. Transitioning from one grade to the next can present students with an opportunity for personal growth as they forge new relationships with teachers and other students. *We ask that parents refrain from requesting a specific teacher for their child on the basis of preference, perception, or so that a student can be in a classroom with friends.*

Parents are welcome to share any relevant information - apart from requesting specific teachers - that they feel will best assist the administration and teaching staff with student placement; all such information must be submitted in writing to the principal no later than **the first week of May of the current school year**. Requests will be considered but are not guaranteed.

Classroom Visits

Neither parents nor guardians are permitted to visit their child(ren)'s classroom(s) without previously checking in at the school office and obtaining permission to do so.

If a child(ren) is late, they must check in at the school office. This applies to students in all grades (preschool through 8). Parents are not permitted to escort their children to their classroom.

To prevent disruption to the learning environment, the office will only accept the following items for students once the 8:10 bell has rung: lunches, medication, band instruments and prescription glasses. These items can be left in the white crate in the church vestibule and should be clearly labeled with the child's name and room number.

Communication

The Catholic school, while having an impact on the religious, social, emotional, physical and mental development of the student, cannot replace the vital role played by parents and guardians. Therefore, it is the expectation of the school that each parent/guardian partner with the school in the education process. On our part, the school will communicate to our families through regular newsletters, emails, written reports, phone calls, PowerSchool, school websites, parent/guardian updates and meetings. Parent/guardian communication sharing concerns or questions will receive a response within 36 hours from the appropriate faculty, staff or administrator when school is in session. We ask that parents/guardians respond by reading all forms of written communication sent home and attend parent meetings and conferences.

- We also ask that parents/guardians take care and avoid any form of gossip whether it is verbal, or electronic on social websites such as Facebook. Gossip and other forms of disrespectful behavior damage the overall mission of St. Catherine of Alexandria School and are counterproductive.
- It is also critical that parents and guardians refrain from using previous email distribution lists to send an unsanctioned school related email to their child(ren)'s classmates' parents/guardians.
- Should a concern arise, parents/guardians are asked to communicate directly with the school (teacher and/or principal) in order to resolve issues and address concerns as quickly and courteously as possible.

Compliance with State and Federal Requirements

In addition to others described elsewhere in this handbook, St. Catherine of Alexandria is compliant with federal and state requirements as they relate to private schools:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Americans with Disabilities Act of 1990 (Title VII of the Civil Rights Act)
- Individuals with Disabilities Education Act
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
- Plyler v. Doe (457 U.S. 202, 102 S.Ct. 2382)

Concealed Carry: Illinois Law

Illinois State Law prohibits the possession of any concealed firearm on St. Catherine of Alexandria property. This includes the school; parking lot; and gymnasium as well as during all school/parish-sponsored events. Signs are posted, throughout the property, warning people with firearms that these weapons are prohibited.

Contact Lens Care

All students who wear contacts should have a personal care kit in school (book bag) in case of an emergency.

Crisis Plan

St. Catherine of Alexandria School has developed a CRISIS PLAN which sets forth actions to be taken in the event of an emergency situation or a safety or security problem. This plan is reviewed, and updated annually by the faculty, Oak Lawn Police and Fire Departments and school personnel. Copies are kept in every classroom and filed with the State Fire Marshal and Oak Lawn Police Department. This plan is practiced periodically throughout the school year.

In the event that it becomes necessary to close school unexpectedly due to weather or some other reason, we must be able to contact all of our school families. Parents will be notified by School Messenger and other avenues listed in this handbook.

Constitution: Instruction and Testing

Middle School students prepare for the administration of the Illinois Constitution Test, as well as the United States Constitution Test during social studies classes. Students must achieve a passing grade on each of these tests as a prerequisite for graduation.

Curriculum

At the direction of the Office of Catholic Schools, St. Catherine of Alexandria School follows the Archdiocese of Chicago [Curriculum Benchmarks](#) in English, reading, math and science are aligned to the Illinois Learning Standards, [Common Core State Standards](#), [ACT's College Readiness Standards](#), and the [Next Generation Science Standards](#).

The religion standards are designed to promote our Catholic identity and faith in the lives of our students with an emphasis on our creed, sacraments, Christian living, scriptures, liturgy, prayer and history of the Catholic Church, parish life and vocations. The Archdiocese of Chicago Curriculum Benchmarks are rigorous standards used by teachers in our schools to align curriculum, instruction and assessments to prepare students with the skills to be successful for their next level of work.

Discipline - Code of Conduct

In order to create an atmosphere in which children can grow and learn, guidelines for appropriate behavior are necessary. The goal of these guidelines is to help lead a child to self-discipline. The school should be an extension of the home in guiding the child's growth in the development of Christian attitudes and behavior. The responsibility for the initial formation of Christian values, attitudes, and behaviors belongs to parents.

Expectations:

All students of St. Catherine's are expected to:

- **Behave with REVERENCE, RESPECT, AND RESPONSIBILITY.**
- Exhibit Christian behavior and attitudes in their relationships with fellow students, teachers, aides, and all school personnel.
- Conduct themselves quietly when entering and leaving the building; walking through hallways; and using rooms common to all.
- Exhibit pride and respect for school property and grounds.
- Observe general school rules as well as those expected by each individual teacher.
- Bring to school only those things which are necessary and appropriate for school.

The essence of Christian discipline is self-discipline. The student must be free to choose one form of behavior or another, and to take upon him/herself the consequences of that chosen action. Respect, order, and self-control are an outgrowth of good teaching at home and at school. The faculty will maintain good order and discipline at all times: in the classroom, on school grounds and at all school events. Reverence, respect and responsibility are the cornerstones of the St. Catherine of Alexandria Discipline Code of Conduct.

Discipline Code - Group I

Acts of Misconduct

These acts of misconduct include those students' behaviors, which disrupt the orderly education process in the classroom or throughout the school. Some examples of this misconduct which may lead to disciplinary action include but are not limited to:

1. Running and/or making excessive noise in the hall or building.
2. Leaving the classroom without permission.
3. Initiating or participating in gossip about another student verbally or through such avenues as passing notes or social media.
4. Displaying any behavior which is disruptive to the orderly process of classroom instruction.
5. Being out of uniform.

Disciplinary Actions for Group I Misconduct

First Violation:

Minimum: Verbal reprimand; student reflection

Maximum: Detention; suspension from extra curricular activities for up to 7 days

Repeated violation:

Minimum: Mark on incentive card

Maximum: In-school suspension

Discipline Code - Group II

Acts of Misconduct

These acts of misconduct include those student behaviors, which disrupt the orderly educational process of the school. Some examples of this misconduct which may lead to disciplinary action include but are not limited to:

1. Exhibition of any hostile actions or intimidation toward another student, including via social media.
2. The use of profane, obscene, racial, indecent, immoral, or offensive language or gestures.
3. Displaying disrespect toward any school personnel including parent volunteer.
4. Disrupting behavior on a bus during a field trip.
5. Having or bringing pornography or indecent material into the school or on the school grounds.
6. Defying the authority of school personnel.
7. Possessing matches/lighter, cigarettes, vaping paraphernalia or any form of tobacco in school.
8. Spreading rumors, especially those of a sexual nature.

Disciplinary Actions for Group II violations

First Violation:

Minimum: Mark on incentive card; parent notification

Maximum: Parent-teacher-student-principal conference; suspension

Repeated Violation:

Minimum: Detention. Referral to counseling where appropriate

Maximum: Expulsion

Discipline Code - Group III

Acts of Misconduct

These acts of misconduct include those students' behaviors, which seriously disrupt the orderly educational process in the classroom and or the school. Some examples of this misconduct which may lead to disciplinary action include but are not limited to:

1. Smoking, defined as holding a lighted cigarette, cigar, pipe, electronic smoking device or vaping in or around the school property.
2. Failing to attend school or class without a valid excuse.
3. Persisting in serious acts of disobedience or disorderly behavior including bullying behaviors such as participation in malicious gossip about another person, persistent exclusion of a student or verbally attacking a student, using sexually or racially charged nicknames or comments, including via social media.
4. Making indecent, immoral, obscene or offensive propositions or exhibitions.
5. Having or using fireworks in school, on school grounds, or during school sponsored activities.
6. Vandalism of school or of student property. This includes any form of graffiti.

Disciplinary Actions

First Violation:

Minimum: Teacher-student-parent-principal conference. Payment for damage from vandalism. Referral to counseling where appropriate. Police may be notified, as law directs.

Maximum: One to three days in school or at home suspension/after school or weekend work detail.

Police notified. Expulsion.

Repeated Violation:

Minimum: Suspension for one to five days. Suspension from extra curricular activities for up to 21 days.

Police may be notified. Referral to counseling where appropriate.

Maximum: Expulsion. Police notified as law directs.

Discipline Code - Group IV

Acts of Misconduct

Those acts of misconduct which very seriously disrupt the orderly educational process in the classroom and/or the school. In most cases these behaviors are also illegal. Some examples of this misconduct which may lead to disciplinary action include but are not limited to:

1. False activation of a fire alarm.
2. Assault/battery on any student, teacher, or school personnel.
3. Possession or use of alcohol or illegal drugs at school or any school event.
4. Use of intimidation, coercion, or force against any student or school personnel. This includes but is not limited to prolonged and aggravated spreading of rumors seeking to destroy a student's reputation as well as sexual harassment that are intense and unabating after intervention.
5. Use, possession, and/or concealing of a weapon at any time.
6. Verbal or written threat involving a weapon.
7. ANY involvement with gangs, any conduct or association to gang-related activities when in or outside of school.
8. Display of signs/symbols on paper, notebooks, textbooks, or other possessions that may be gang related.
9. Students wearing clothing/symbols/colors that may be in the manner it is display, be gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps, and other forms of clothing.

Disciplinary Actions

First Violation

Minimum: Teacher-student-parent-principal conference. Mandated counseling for use of drugs including alcohol, threatening behavior, violent behavior and bullying behavior. This must be approved by the school. Police may be notified as law directs.

Maximum: Expulsion/Police notified as law directs.

Repeated Violation:

Minimum: In school or at home suspension. Suspension from all school activities for up to 30 days.

Maximum: Expulsion/Police notified as law directs.

A suspended student is responsible for assignments and subject matter covered in class during enforced suspension. It is mandatory that a suspended student makes up time lost during a suspension before and after school. A conference with the parent and child is required for readmittance. Parents will be given written notice of an in-school suspension and the reason why this action was taken. The suspended student may not participate in any school activity or event, including sports, during this period. Before expulsion takes place, a meeting will be held with the principal, student, and parents. After this meeting, the decision on expulsion will be communicated to the students and the parent. School authorities are allowed to inspect and search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.

This Code of Conduct provides definitions of behaviors and outlines for possible consequences. These examples are meant to be a guideline and not intended to be exhaustive lists; that is, the behavior and consequences covered by the definition include, but are not limited to, the examples given.

Early Dismissal

If a student is to leave school before the time of regular dismissal, a written request from the parent or guardian must be submitted to the office. When leaving the building, the student must be met at the office by the parent or other designated adult who must sign the early dismissal roster.

Emergency School Information

In the event of severe weather conditions, we will follow the Archdiocesan general policy:

"All schools should stay open during winter storms for as many pupils as can make their way to school."

It is further recommended that, whenever possible, suburban schools coordinate with the local public school district.

If a school closing is necessary, the message will be relayed as early as possible via the following:

- AM Radio: WBBM, WGN, and WMAQ
- TV: Channel 2, Channel 5, Channel 9, Fox TV, and CLTV
- School Website: www.scaoaklawn.org
- Email Notification: SCHOOL MESSENGER
- Social Media: Facebook

Excessive Absences

Excessive absences without a substantiated medical or family reason interfere with the continuity of a child's education and can adversely affect a student's academic progress.

- Should absences exceed 18 days (10% of the required school days) during an academic year, parents will be notified and a meeting may be scheduled with parents or guardians to discuss their child's academic standing and the possibility of repeating a grade.

Extended Care Program

Extended Care is available for students from 7:00 a.m. to 8:00 a.m. and from 2:45 p.m. to 6:00 p.m. To participate in this program, families must submit a yearly registration form and a \$30.00 per child registration fee (or \$60.00 per family). The fee is \$5.00 an hour for one child and another \$2.00 per hour for each additional child in a family. The coordinator for the A.M./P.M. Extended Care program will oversee the daily activities and the billing. If you are unable to pick up your child at dismissal he/she will go directly to Extended Care. If you have any questions, please call the school office for information and registration forms.

Please note: There is NO Extended Care on early dismissal days, with the exception of monthly Wednesday early dismissal days.

Extracurricular Activities

St. Catherine offers many extracurricular activities for the enjoyment of students and to develop abilities that may not be emphasized in a formal classroom setting.

Participation in extracurricular activities is a privilege. Activities may change based on funding, staffing and availability. Current activities include, but are not limited to:

- **Band**
Band lessons are offered to students in Grades 4 through 8. St. Catherine of Alexandria School band performs both Christmas and spring concerts.
- **Choir and Chimes**

Students in Grades 3 to 8 may join St. Catherine of Alexandria School children's choir and/or chimes groups. Practices are after school (day to be determined) from 2:45 p.m. to 3:45 p.m. The choir sings at many 9:00 a.m. liturgies on Sundays (including Family Masses) and at all-school liturgies during the school year.

- **Sports program**

Sports programs are sponsored and organized by the Athletic Association. See their handbook for further details.

- **Beyond the Books**

This is an after school program developed by the St. Catherine of Alexandria staff.

Extracurricular Eligibility Guidelines

Participation in St. Catherine's extra-curricular programs is a **privilege** that requires commitment to responsible behavior at all times during the school year. The following rules are intended to clarify responsible behavior and give our students direction. St. Catherine's goal is for students to maintain a solid academic and behavioral record throughout the entire school year.

Academics (4th-8th grades)

- Each week, students' grades will be reviewed with attention given to those students who are not earning a passing grade in each subject area. In order to give students ample time to earn grades, the reviews will begin the third week of each trimester.
- If a student is not earning a passing grade in a subject, he or she will receive a notice of probation. The probation is a warning which gives the student an opportunity to improve their grade. Parents will be notified of the probation by the principal or assistant principal.
- If, after a week's probation, a student does not earn a passing grade the student will be ineligible for one week.
 - The week is from Thursday to the Wednesday of the following week.
 - Parents will be notified of the ineligibility by the principal or assistant principal.
 - Students will not be allowed to attend meetings, games, practices, or any other activity associated with the extracurricular activity during that week. This is true even if the student is able to improve their grade prior to the coming Wednesday. The student will remain ineligible for the entire week.
 - Adults responsible for extracurricular activities (e.g., moderators, coaches, advisors, etc.) will be notified of the ineligibility status by the principal or assistant principal.
 - Moderators, coaches and advisors are examples for our students. They will follow the guidelines and not allow students to participate in the extracurricular activity.
 - If necessary, a meeting with classroom teachers, assistant principal and principal will be scheduled to create a plan to help the student succeed.
 - Adults responsible for extracurricular activities (e.g., moderators, coaches, advisors, etc.) will be promptly notified by Thursday if the student is eligible to return to the extracurricular activity.
- If a student continues to struggle to maintain passing grades, a student action plan will be created to help the student improve their academic performance. If the student action plan is not successful, a student may be removed from the extracurricular activity.

Conduct (all students)

- Appropriate conduct must be maintained in the classroom and at all school functions. Persistent and/or serious misbehavior and disrespect will result in a week's probation. If the misbehavior continues after the probation, the student will be ineligible for two weeks and may be removed from the activity.
 - The week is from Thursday to the Wednesday of the following week.

- Parents will be notified of the ineligibility by the principal or assistant principal.
- Students will not be eligible to attend meetings, games, practices, or any other activity associated with the extra- curricular activity.
- Adults responsible for extra-curricular activities, i.e., moderators, coaches, advisors, etc., will be notified of the ineligibility status by the principal or assistant principal.
- Moderators, coaches, and advisors are examples for our students. They will follow the guidelines and not allow students to participate in the extra curricular activity.
- If necessary a meeting with classroom teachers, assistant principal, and principal will be scheduled to create a plan to help the student.
- Participation in athletic activities is a privilege. The privilege can be revoked at the discretion of the principal for extreme behavior.

A student who was absent from school is not allowed to participate in extracurricular activities that given day.

Equal Employment Opportunities

In employment practices, the school shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, or mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

Field Trips

At various times during the year, many teachers take their students on educational field trips. A parent is notified in advance of all the details and is required to sign permission slips in order for their child to participate. Transportation and admission fees may be required. Parents/guardians choosing not to give permission for their child to participate in field trips will make arrangements for the child's care outside of school for the day of the scheduled trip. By choosing not to have their child participate in the educational, cultural, and social experience for that day, the responsibility for the supervision of students becomes that of the parents/guardians. Students that do not attend school due to the non-consent of parents/guardians will be recorded absent on the day of the field trip.

Each child must present a permission slip signed by his/her parent/guardian in order to take part in the field trip. Students who have not submitted permission slips on the day of the field trip will not be able to attend the trip. Completed (signed/dated) permission slips may be faxed to the School Office (708-425-3701) or scanned and emailed to the main office.

Field trips are privileges afforded to students, not absolute rights. Students who do not meet academic or behavior guidelines may not be allowed to participate in a class' field trip but would be required to attend school.

Parents serving as chaperones must be **VIRTUS** trained, and **CANTS** and **Code of Conduct Acknowledgement** forms must be up-to-date in order to be a chaperone on any school trip.

Gang Activity

Gang-related activities are contrary to Catholic School Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable. Gang activity may result in suspension and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to

local law enforcement. The administrator shall also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS) of any drugs and/or firearms.

Grading

Grade	Range	Description
A	93-100	Consistently does superior work in accomplishing goals, objectives, and requirements.
B	85-92	Overall above average work in accomplishing goals, objectives, and requirements.
C	77-84	Overall average work in accomplishing goals, objectives, and requirements.
D	69-76	Overall below average work in accomplishing goals, objectives, and requirements.
F	68-0	Overall unsatisfactory work in accomplishing goals, objectives, and requirements.
I		Student will have 2 weeks to complete assignments otherwise the I becomes a F
ME		Medical Excuse for Physical Education

Health Requirements

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. *These records are to be presented to the school before the first day of school.* If a child is not in compliance with the health and immunizations requirements by the first day of school, the Principal may exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health records will be reviewed annually and parents whose children have not been immunized in compliance with the law will be notified. Should you receive such notification, please have your child immunized immediately. Your child will be **excluded from school by October 16** if his/her immunization record is not complete.

Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside the state of Illinois
- prior to entering *kindergarten or first grade*,
- upon entering *sixth and ninth grades*.

Please Note: Hepatitis B vaccine is required for all children entering school. Since the Hepatitis B immunization is given in a series, you are encouraged to begin this process as soon as possible so the children can complete the series before school starts in August.

Dental examination

All children in kindergarten and the **second and sixth grades** shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Proof of having had a dental exam is to be submitted to the school **no later than May 15**. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

Vision Examination

Effective January 1, 2008, all children enrolling in public, private or parochial schools for the first time, or entering kindergarten, shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school **no later than October 16**. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families that show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Medication at School

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. It is the policy of this school, under guidelines from the State of Illinois and the Office of Catholic Schools, that school personnel including teachers, administrators and administrative staff shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication. All medications to be administered to students at school must be accompanied by a Medication Authorization form signed by both the physician and a parent/guardian. **This includes over the counter medication such as pain relievers and cough drops.** New forms must be provided at the beginning of each school year. All medication must be provided by the parent/guardian in its original container whether it is prescription or over the counter. Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

In certain instances, such as severe allergies or asthma, students may be permitted to carry their medications as per doctor instructions. Parents need to file the appropriate paperwork for this ahead of time. Inhalers and EpiPens must be clearly marked with the child's name. If the use of an EpiPen is necessary, 911 and parents will be called.

Administration of Medical Cannabis

Students are not permitted to use or possess cannabis in Chicago Archdiocesan schools except in accordance with the law, school policy and permission of the superintendent. If a parent/guardian of a 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.

Supply of Undesignated Opioid Antagonists

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during the following times:

- school hours 7:50 a.m. - 2:45 p.m.
- before school hours 6:50 a.m. - 7:50 a.m.
- after school hours 2:45 p.m. - 9:00 p.m.
- maintained in the following designated secure locations *AED stations*

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose. Office of Catholic Schools Education Policy Manual for School Administrators ©2024 Archdiocese of Chicago 42

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the ISBE form titled Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was

given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Medical objections

The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form. Questions regarding *medical exemptions* should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

- Religious Objection to Immunization and Vision Examination: Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination. The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection. The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.
- *The parent or legal guardian must be informed by the local school authority of a communicable disease outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time such objection is presented.*

Medical Records

- Each family must have an **emergency card** on file in the office. An updated emergency card must be turned in at the beginning of each school year. Any subsequent changes (e.g., telephone number change or health problems) should be reported to school immediately. Every child with special health problems, e.g., epilepsy, diabetes, allergies, asthma, heart conditions, or any physical disabilities should have this noted on the Emergency card. This knowledge may be of utmost importance in dealing with emergency situations.
- Additionally, every child in every family every year **MUST** have an individual medical form on file in the school office. Forms are sent in May and are available on Packet Pick Up Day..
- A set of medication and emergency information forms must be filled out and submitted for each child annually.
- Archdiocesan Health Policy forms must be completed by every family annually.

Illness

Children should be kept home when they exhibit any of the following symptoms:

- A fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating)
 - Students should not return to school until they have been fever-free for at least 24 hours without the use of fever-reducing medicine.
- An illness that has caused vomiting or diarrhea during the previous 24 hours, unless the vomiting/diarrhea is known to be caused by a condition that's not contagious.
- A severe cold or cough

Homework

Homework is a follow up to lessons which a child does in class. It is expected that all children will do homework. The amount and kind will vary according to the child's age and ability. Homework can include written assignments, study, review and reading in various subject areas, assignments not completed in school, necessary drill and library reading. Late assignments will be handled according to the procedure established in each class. As a rule, homework is given in some areas daily; however, it is not unusual to have a long-range assignment for homework. Although not a weekly practice in all grades, homework may be given on weekends. Assignment notebooks are sold by the school to students in Grades 2 through 6. This notebook should be checked daily by parents. Parents should check teachers' weblogs daily.

The student will have the same number of days to make up the work as the number of days he/she was absent. It is the student's responsibility to ask the teacher for assignments missed.

Teachers are not responsible for providing learning activities and assignments for students prior to vacations or other forms of extended absences. Students should contact teachers if they have questions about their missing work.

Hot Lunch

A Hot Lunch program is offered to students every Wednesday. Parents may order lunch for their child(ren) through myhotlunchbox.com. Participation is voluntary.

Students bring their lunches from home on all other days. Students should not bring soda. Parents please do not drop off fast food for your child's lunch.

Internet

Access to the Internet is available at St. Catherine of Alexandria School for use during the regular course of study under adult supervision. The Internet hook-up has a "Zero-Tolerance" program built into it which prevents those using the Internet from accessing inappropriate websites. The teacher in that room will closely monitor all student activities during Internet use. Parents are required to sign a permission/disclaimer form releasing St. Catherine of Alexandria School and its personnel from responsibility should their child/children use the Internet improperly.

Intimidation/Sexual Harassment Regulation

The Pastor, administration, and staff of St. Catherine of Alexandria 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.

- Sexual harassment or intimidation 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. Employees or students who engage in any type of sexual harassment or intimidation will be subject to appropriate discipline, including suspension and/or expulsion. This harassment can include (but is not limited to) both verbal and/or physical inappropriate behavior.
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Library Program

The library is located in the annex wing on the second floor. All students in grades 1-3 have one library period per week.

- Regular books may be borrowed for a period of one week and may be renewed as needed. The book card must be signed with the student's name and homeroom number.
- The date stamped in the book is the date on which the book is due. Overdue notices will be sent if a book is over one week overdue.
- The library is also a place for individual study and research. An attitude of quiet and seriousness should be exhibited by the students using its facilities. Any misconduct on the part of the student, such as disrespect, discourtesy or disobedience toward school personnel, visitors or other students; immature and inappropriate conduct; vulgarity or disruptive behavior will not be tolerated. Students guilty of such misconduct will have library privileges revoked. When the Internet is available in the library, the same permission/disclaimer form applies.

Mass Attendance/Faith Development

The school exists to foster and promote our Catholic faith. Incorporated throughout the school day are many lessons, activities, prayers, and devotional moments that are designed to foster and strengthen students' faith. At St. Catherine of Alexandria Catholic School we believe all of us are part of God's family, and therefore we look after each other with the care and love of a Christian family.

As the Mass is the very heart of our Catholic faith, it is the expectation of the faculty and the clergy that all students attend Mass on Sunday with their families. It is our belief that a Catholic education has the most impact on a child's character and academic development when the family participates and takes a leadership role in the religious education of their children. Grades K through 8 will attend a weekly school Mass throughout the school year on days to be determined.

Medical/Dental Appointments

Whenever possible, doctor or dental appointments during school hours should be **AVOIDED**. Should such an appointment be necessary, the student must present a written notice from the parent. The student must be met at the office by the parent or other adult designated by the parent.

Mental Health Protocol

St. Catherine of Alexandria School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at St. Catherine of Alexandria School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to St. Catherine of Alexandria :

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.
 - Student/family confidentiality is adhered to as dictated by the [Ethical Code of the American School Counselor Association](#).
 - All documentation should be faxed or emailed to the attention of the principal or school designee.

4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.
5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.
6. Re-entry back to St. Catherine of Alexandria School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - Evaluation date and outcome/diagnosis
 - Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to St. Catherine of Alexandria School
 - Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment
7. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.
 - This meeting will occur the morning of the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.
 - The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of St. Catherine of Alexandria School. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved.
 - Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.
8. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.
 - This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.
 - The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.

Milk Program

Our Government-subsidized Milk Program has been approved for the 2024-2025 school year. White or chocolate milk may be ordered for the school year at \$35.00 per child for the year. The cost for PK3 and PK4 students in a three-day program is \$25.00 per child. Milk will be served on hot lunch days. If you feel you qualify for free milk for your child/children, please contact the school office for information regarding guidelines for this program.

Music Program

The music program's main goal is to provide a multi-dimensional experience in music that will last throughout a student's life. Music class will be provided for students in Grades Pre K (full day) – 4. The students in Preschool to Grade 4 perform in the Christmas program in the church. Students are expected to participate in the music program.

Parent/Guardian Conduct

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school and/or not accept registration for the next school year.

- Unacceptable behaviors include, but are not limited to, harassment, verbal abuse, assault of, or threats to the faculty, administration, staff, students and/or volunteers of the school.
- Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.
- Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:
 - schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
 - conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor and the Office of Catholic School Director of School Operations, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
- dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

Parent Conferences

Parent conferences for all students in 3 and 4 Year Old Preschool through Grade 8 are held near the middle of the first grading period. Appointments are scheduled in advance. During the third marking period, parent conferences requested by a teacher or by a parent will be scheduled. In addition, a parent may contact a teacher for a conference whenever they think it may be necessary.

Parents'/Guardians' Rights: School Records

The Archdiocese of Chicago, Office of Catholic Schools, has adopted Guidelines for School Records. These guidelines describe parents'/guardians' rights to their child's records maintained by the Archdiocese of Chicago Catholic Schools.

- *Right to inspect:* Following local school procedures, parents have the right to look at all of their child's records maintained in their child's permanent record. A parent/guardian or an eligible student that wishes to inspect education records shall submit a written request to the student's School Principal. This request shall identify as precisely as possible the education record or records s/he wishes to inspect. The request shall be placed in the permanent file. The School Principal or his/her designee shall be present when a parent/guardian or eligible student inspects records.
- *Right to prevent disclosure:* The school will not disclose anything to third parties from a child's records unless:

1. Written consent, from the parent/guardian, is provided prior to disclosure; or
 2. The parent/guardian has not requested the information to be kept confidential; or
 3. The request for the information meets one of the limited circumstances described in the guidelines.
- *Right to request correction:* Parents/guardians have the right to present evidence that the school shall amend any part of their child's record which they believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, parents/guardians may insert an explanation into the record.
 - *Request for Records – Court Order for Records:* In cases when records are subpoenaed, the subpoena should state specifically the records being requested.
 - *Rights of Non-custodial Parents:* The school abides by the provisions of the Family Educational Rights and Privacy Act with regards to parents' rights of access to their child's records. The school also abides by the provisions of Illinois law regarding the right of access of non-custodial parent to his or her child's school records. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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 is to be denied access to school records.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the School Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Parish Policy Regarding Alcohol Consumption

On February 1, 1995, the Pastoral Council approved the following policy: It is the policy of St. Catherine of Alexandria Parish that at events where children are the main focus, alcohol may not be served.

Parish Policy Regarding Smoking

This is a smoke free campus. Effective January 1, 2008 smoking is banned in all public places and schools in the State of Illinois.

Photographs/Academic Work: Use and Publication

On occasion, St. Catherine of Alexandria School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to, the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations material. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Forms granting permission for publication of students' photos and work are distributed at the beginning of the school year. If forms are not returned, it will be assumed that permission has been granted for children's photo or academic work to be included in any form of communication.

Promotion and Retention

While the decision to promote or retain a student generally shall be a cooperative one made by parents, teacher and administrator, nonetheless, the principal has ultimate authority to make such a decision. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year. The decision to retain a student shall be made only if there has been adequate evaluation and documentation which indicates that the student would most likely profit from retention.

Saint Catherine of Alexandria School follows the promotion/retention policies of the Chicago Archdiocese.

Report Cards/Progress Reports

All students in Preschool to Grade 8 will receive report cards 3 times per year in November, March and June. Students in Grades 3 to 8 can access progress reports through PowerSchool. Students in Grades 3 to 8 receive progress reports three times a year in the middle of each trimester.

	Progress Report	End of Trimester	Report Cards
1st Trimester	October 24, 2024	November 14, 2024	November 21, 2024
2nd Trimester	January 16, 2025	February 28, 2025	March 6, 2025
3rd Trimester	April 10, 2025	May 30, 2025	June 3, 2025

Honor Roll Policy

The primary obligation of St. Catherine of Alexandria School is the total education of its students. As a Catholic community it is important to recognize students who broaden and enrich the academic community. Students are personally responsible for their academic work. An Honor Roll student at St. Catherine of Alexandria is held to the highest level of academic achievement and good behavior. Students are named to the Honor Roll based on criteria listed below.

High Honors – 3.7 – 4.0

Honors 3.0 – 3.6

An Honor Roll student must also earn Satisfactory grades in Gym, Computers, Spanish, and Art. Students earning one or more detentions in a trimester will not be eligible for Honor Roll.

Academic Dishonesty

St. Catherine of Alexandria takes academic integrity seriously. Any student that is deemed to have cheated will receive a consequence, including a zero on the assignment and a detention. Academic dishonesty may be defined as copying answers on an exam or homework assignment, providing answers to a peer, changing answers on an exam after the appropriate time, plagiarism, or accessing answers in an unapproved manner, including the use of an electronic device.

Search and Seizure

All property of the school, including students desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing.

School Incident Reporting System (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and to the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the reporting of incidents to the ISP requirement, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which does not satisfy the requirement to report incidents to local law enforcement authorities.

School Records

Parents have a right to inspect and review a student's Education Records and to seek to correct parts of the student's Education Records which he or she believes to be inaccurate, misleading, or inviolate of student rights. The school may not disclose anything from a student's Education Record except (1) by the prior written consent of the Parent or Eligible Student, (2) as Directory Information, or (3) under certain limited circumstances described in these guidelines.

A parent who wishes to inspect their student's Education Records should submit a written request to the school principal identifying as precisely as possible the Education Record or Records he or she wishes to inspect. The principal will respond to each request within four-five days after it is made.

School Security

All visitors must use the main entrance and sign-in at the school office. Anyone seeking to gain entrance to the school building must ring the bell, identify himself or herself, and wait for the buzzer to sound before opening the door. Students are not permitted to open the door for any visitor to the school, even if the student knows the visitor. Anyone picking up a child after school must wait for the child outside of the school building. No one will be permitted to wait in the building.

School Video Surveillance

Video surveillance is used to maintain a safe educational environment. Video cameras are used both inside and outside school buildings in order to monitor and maintain a safe environment for students and employees. Video cameras will not be placed in areas which may unreasonably compromise a student's privacy. The contents of videos are student records; therefore, they are subject to school policies and procedures. The school's regular discipline procedures shall be issued to discipline a student as a result of any actions discovered after review of a video. In the event that law enforcement officials request a review of video recordings, recordings will be made available to officials.

School Visitation Rights Act

The **School Visitation Rights Act** (effective July 1, 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 educational or behavioral conferences at the school their children attend. 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 and ended. This Act applies to all eligible employees who have been employed by an employer for at least six months. The implications of this Act have as much to do with parents coming into the school as it does with school employees whose children attend another school.

Snow Regulations

The students have the responsibility to respect other people's homes and property. No snow is to be thrown at people, houses, or cars either on the school grounds or on the way to or from school. The school notifies parents if students disregard the safety of others by violating the regulation regarding snow throwing on the way to or from school.

Safety Patrol

Traffic safety is a challenge. The best hope for control of the traffic accident problem is to provide adequate traffic safety patrol. **Seventh grade** students at St. Catherine of Alexandria School **are required** to provide this service to their school community. Patrol times are 7:50 a.m.-8:10 a.m. and 2:40 p.m.-3:00 p.m. We expect

parent/guardian cooperation in helping us teach responsibility and contribution to others by service in the school safety patrol. In the event of severe weather, students are not expected to be at their post.

Social Media

Students and their parents/guardians are advised that the 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 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.

Special Education Programs

St. Catherine of Alexandria School does not have a formalized special education program. Resource teachers for Math and Language Arts are on site to work in small groups on guided lessons. Students that require additional support may be referred to the local public school district or to a private agency.

Student Council

St. Catherine School Student Council is the student leadership organization in our school. The students themselves carry out the responsibilities for the proper functioning of this organization. The council truly represents the viewpoints of the student body. They organize many fun activities for the students, including some which raise money for our school and community. The principal and faculty members help and support our Student Council.

Technology Outside Of School

Parents/Guardians are primarily responsible for their student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to the following items:

- bullying and harassment of others
- inappropriate use of the school name
- remarks directed to or about teachers and staff
- cheating on assignments
- offensive communications including videos/photographs and threats

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another nude or engaged in lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate. Parents and guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence in violation of school policy.

Unauthorized costs incurred for online purchases 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 website.

Textbooks

Students are responsible for books assigned to them. If a book is damaged or lost, the parent or guardian will be billed for the replacement cost. Damage to textbooks includes, but is not limited to, writing in books or damaging the outside bindings of the books.

T.R.I.P. Certificates

T.R.I.P. (Tuition Reimbursement Incentive Program) is a fundraising program sponsored by the School Board. Certificates (which are used as cash) for both major retailers and neighborhood businesses may be purchased weekly through special envelopes from school or in the church lobby at times designated by the T.R.I.P. administrators. The program can also be accessed online. School families will need to contact the TRIP coordinator in order to sign up for the online program. A portion of the profits is used for tuition credit for the current school year. If you have any questions, please call the school office. (Also, see Financial Agreement for additional information on the fundraising obligation.)

Toileting Policy

Definition of being toilet trained

The child is fully aware of and in control of their bodily needs, does not need to wear diapers or training products such as Pull-ups, and can use the toilet without assistance. The child is able to unfasten/fasten their clothing and thoroughly wipe and clean themselves. It also means that the child can communicate their need to use the bathroom and can attend school for the full length of the program without a toileting accident.

Even when children are toilet trained accidents do occur, especially at the beginning of the school year, as children adjust to a new schedule, a full day of school, using a community bathroom, and being in a group setting. For these occasions, families should provide a change of clothes to be kept at school. However, if a child has an accident and cannot clean and change themselves, then a family member or other adult on the emergency contact list, must be called to come to school and provide assistance to the child. In instances where frequent accidents are symptoms of an illness, it will be necessary for the child to stay home until they are well and can use the bathroom without incident.

Exclusion of child

If a child does not meet the definition of being toilet-trained or is having frequent toileting accidents, then a conference should be scheduled with parents to create a plan to support the child's adjustment to using the bathrooms at school. If this is unsuccessful after an agreed-upon amount of time, then exclusion of the child should be considered until complete toilet training is achieved.

Preschool is license-exempt

The early childhood programs of the Catholic schools of the Archdiocese of Chicago are part of the elementary school which has recognition by the Illinois State Board of Education (ISBE). They are not licensed by the IL Department of Children & Family Services (DCFS) to provide child care or intimate care*.

Status of school employees

All Church and School clergy and lay employees and volunteers are required to meet the Archdiocese of Chicago Office for Protection of Children and Youth Safe Environment Compliance Guidelines

<https://protect.archchicago.org/>

Teachers, assistants, administrators, office staff, and volunteers are not allowed to:

- Help children use the toilet
- Clean a child who has soiled themselves
- Wash/clean intimate body parts
- Dress or undress a child or provide support with changing clothes
- Be alone with a child in the bathroom

**If a school accepts children who are not toilet trained, wear diapers or disposable pull-ups, then the early childhood program is required to be licensed by DCFS and have a designated diapering area with an accessible hand washing sink (IL DCFS Licensing Standards 407.340) and staff trained in toileting and diaper-changing procedures.*

Tuition/Financial Obligations

Please refer to "Tuition" link on the school website for the most current tuition information including fees and payment information.

Please note: Report cards, promotion notices, official transcripts, and diplomas will not be issued until all accounts are current. If tuition and fees are not current by June 1st, student(s) registration for the following school year may be denied.

Uniforms

Part of a child's growth process is learning to dress appropriately; therefore, cleanliness and proper grooming are expected of each student. Girls' blouses and boys' shirts must always be tucked neatly into skirts or slacks. *Administration retains authority for what is appropriate.*

Label all student uniforms (both regular uniform, gym uniform and especially sweaters and sweatshirts) with your child's name.

School Shoes	<p>--Gym shoes may be black, red, white or gray or a combination of those colors. Shoes with <u>any</u> other colors visible are <u>not</u> permitted. Shoelaces are to be black, red, white or gray.</p> <p>--Hard sole black or brown dress school shoes may be worn for classes with the exception of the student's gym day. <i>Moccasins, clogs, platform shoes, light up shoes, wheeled shoes or plastic shoes will not be permitted. Snow, hiking, cowboy boots or other forms of outdoor footwear are not permitted in classes.</i> If it is necessary to wear the aforementioned items to school because of weather conditions, they must be exchanged for school shoes before class.</p>
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Girls K-4	<p>Plaid Jumper White Blouse (Peter Pan collar, short or long sleeve or optional turtleneck) Red Cardigan Sweater with St. Catherine of Alexandria Monogram (optional) Students may wear St. Catherine uniform crewneck sweatshirt or fleece. (optional)</p>
Girls 5-8	<p>Plaid Skirt (2 kick pleats) or Plaid Split Skirt Red or Black polo shirts with St. Catherine of Alexandria logo. Students may wear St. Catherine uniform crewneck sweatshirt or fleece. (optional)</p>
All Girls K-8	<ul style="list-style-type: none"> Girls may wear black dress slacks with their red or black polo shirt. Only white, red, gray or black socks or combination of those colors are allowed; socks must come above the ankle. White or black tights or leggings are permitted, but slacks, sweatpants, and flannel pants may not be worn under a uniform skirt or jumper during class hours. If footless tights or leggings are worn, socks must cover any exposed skin. Students may wear St. Catherine uniform crewneck sweatshirts or fleece (optional). Other sweatshirts, including SCA spiritwear and hooded

	<p>sweatshirts, are not permitted during the school day but are permitted for outdoor activities such as recess.</p> <ul style="list-style-type: none"> • Makeup, dangling earrings, and costume jewelry are inappropriate for school and are not allowed. (Medals, scapulars, crosses, etc. are not considered costume jewelry.) • Girls are allowed to wear headbands with school colors (red, black or white)
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Boys K-8	<ul style="list-style-type: none"> • Black Dress Slacks (straight leg-twill) • Boys may wear black dress shorts (straight leg, twill). The date restrictions have been removed. • Red or black polo shirts with St. Catherine of Alexandria logo. • Only white, gray, red or black socks or a combination of those colors are allowed. Socks must come above the ankle. • Students may wear St. Catherine uniform crewneck sweatshirts or fleece (optional). Other sweatshirts, including SCA spiritwear and hooded sweatshirts, are not permitted during the school day but are permitted for outdoor activities such as recess. • Solid white t-shirt without writing/logo to be worn under uniform shirt.
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Physical Education Uniform (Available at Schools Are Us)

Both previous and current styles of gym uniforms are acceptable.

K-8 The Physical Education uniform consists of the following items:

- St. Catherine of Alexandria black gym shorts
- St. Catherine of Alexandria red gym shirts
- During the school day, students may wear a St. Catherine uniform crewneck sweatshirt. Other sweatshirts, including SCA spiritwear and hooded sweatshirts, are not permitted during the school day but are permitted for recess and outdoor gym classes.
- Gym shoes must be worn for gym classes.
 - Gym shoes may be black, red, white or gray or a combination of those colors. Shoes with any other colors visible are not permitted. Shoelaces are to be black, red, white, or gray.
- St. Catherine of Alexandria black sweatpants are permitted provided they have elastic on the bottom of the legs. A child choosing to wear sweatpants to gym will not be allowed to take them off during class.
- Physical Education classes are held on special “spirit days” or “dress down days”. Children are expected to wear appropriate movement clothing in order to participate in class which includes gym shoes. Jeans, khakis, uniform pants, skirts or uniform jumpers are not appropriate movement clothing.
- Children not dressed properly for class will sit out.

Athletic Uniforms

St. Catherine of Alexandria 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 modification.

Appearance

Students are expected to present a neat and clean appearance at all times. This includes well-fitting uniforms. Shirts are to be tucked in at all times.

- Earrings on girls should be inconspicuous. No dangle, hoop or large earrings or ear clips are to be worn. Earrings on boys are not permitted. Costume jewelry is not permitted. (Medals, crosses, and scapulars are not costume jewelry.)
- Make-up is not permitted.
- Hair must be clean, well-groomed. Hair combed toward the face may not be worn lower than the eyebrows. Hair color must be natural. Any hair color or style that draws undue/inappropriate attention to the student will have to be changed before the student is admitted to class. In accordance with IL Public Act 102-0360, St. Catherine of Alexandria School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- Boys' hair should be neatly trimmed. Hair must be cut so that it does not touch the collar of their uniform shirts. Boys should be clean shaven.
- Body piercing as well as temporary/permanent tattoos are not permitted. Nor is writing anywhere on the skin.
- Tee shirts worn under the uniform shirt or blouse must be short sleeved and plain white with no writing.

Guidelines for Out-of-Uniform Days

At times, students will be allowed to attend school out of uniform. Families will be notified of these occurrences in advance. Parents/guardians are asked to pay close attention to the clothing their children choose for school on those days—inappropriate choices will result in a phone call to the parent/guardian so that alternate clothing will be brought to school before the child is admitted to class. As on regular-uniform days, feet must be completely covered by the shoes. Inappropriate choices include, but are not limited to:

- Short shorts/skirts
- Immodest/revealing pants
- Immodest/revealing shirts
- Clothing should not contain messages or images that are inappropriate for the school setting or could distract from the educational environment

All students must be in proper uniform as described above. If there is an emergency situation, please send a note to the homeroom so that we will understand the temporary circumstances.

Shoes on Out of Uniform Days

On days when students are out of uniform, students have two options: gym shoes (no color restrictions) or school/dress shoes. To help ensure student safety at recess, PE class and in stairwells, Crocs, Birkenstocks, slides, flipflops or other backless shoes are not permitted. Similarly, boots (including UGGs) are not permitted. On days with inclement weather, students are welcome to wear boots to school and change into school-appropriate shoes.

Uniform Vendors for St. Catherine School

Schools Are Us - 3146 West 111th Street, Chicago, Illinois 60655

Phone number: 773/779-0172. (School **AND** Gym uniforms)
Schoolbelles - 10139 South Harlem Avenue, Chicago Ridge, Illinois 60415 - new location
Phone number : (708) 929-4695
Website: <https://www.schoolbelles.com> (School uniforms only)

Visitors

For the safety of the children, all school doors are locked during the school day. All visitors are required to use the main church entrance. (Visitors include parents, guardians, grandparents, and other relatives of the students. Visitors also include St. Catherine alumni as well as guest speakers, vendors and presenters.) A doorbell is provided at the left-hand side of the door. Visitors must report to the school office upon their arrival to sign the VISITORS' book and to notify the school office of their departure from the building. All visitors should wear a visitor badge. **Also, when leaving the building, please see that the door closes behind you. Please be sure to ask anyone arriving to ring the bell to request permission to enter so that we can be sure of who is in the building. We know it is easier to just let them in, but it is in the safety of the students to follow this rule.**

During school hours, visitors are not allowed to pull their children out of line or away from their class in school, church, and the lunchroom or from recess.

Water Bottles

We encourage students in 3rd-8th grade to continue bringing reusable water bottles to school; however, water bottles must be translucent and made of plastic (no glass bottles).

- This policy does not apply to students in PK-2nd grade. We recognize that virtually all water bottles for young children are opaque and usually made of metal.
- Regardless of grade level, water is the only liquid students are permitted to have in the classroom

Amendment to the School Handbook

Statements in this handbook are subject to amendment 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.

The policies and guidelines in this handbook are Archdiocesan policies and guidelines that must be adhered to as well as local school policies based on the policies, guidelines and regulations from the Archdiocese of Chicago, Catholic Schools Office.