


St. Athanasius School

Family Handbook

St. Athanasius School
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(*Updated July 2026*)

**PARENT/STUDENT HANDBOOK***

As we partner between school and home, we request your support, especially in the following areas:

- *Attendance*: Every child is expected to be present in the building by the start of the school day and until dismissal every day with the exception of illness or family emergencies. Appointments and travel for sports/activities must be minimized, as these disrupt children's learning and classroom participation.
- *Responsibility*: Every child should bring (and label) all items needed for the school day, including, but not limited to, their lunchbox, a water bottle, appropriate outerwear for rainy or cold days, homework, choice reading or library book, change of clothing for sports/extracurricular activities, etc. With the exception of a missing lunchbox, students will not be allowed to contact home (i.e. phone, email, text). Together, we will work to help the students develop executive functioning skills necessary to remember these things. Additionally, students are expected to follow through on their commitments and all classwork.
- *Participation*: We are a small Catholic school community run with the generous help of our parents via School Board, Development Committee, PSO, Athletics/ Boosters, chaperones & guest speakers, parish efforts, and more. More opportunities become available for students and families alike when everyone steps up to help.

**Any updates made to the Handbook during the school year will be communicated via the school's eRed newsletter.*

**ACCREDITATION**: St. Athanasius School is recognized by the Illinois State Board of Education and accredited as part of the Archdiocese of Chicago school district. The school participates in the Catholic school improvement model, in which each year the school collects and analyzes data; sets goals; and plans, implements and evaluates our school improvement efforts.




**A 2012 & 2019 NATIONAL BLUE RIBBON SCHOOL**

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## I. GENERAL INFORMATION

### SCHOOL MISSION

The mission of St. Athanasius School is to provide each student with an unsurpassed Catholic educational opportunity, to encourage strong academic achievement, to help develop each student's unique talents and gifts, and to inspire our students to become leaders in imitation of Christ.

### PHILOSOPHY, VALUES, AND CATHOLIC IDENTITY

St. Athanasius School is a ministry of St. John Henry Newman Parish and exists to educate the whole child—academically, spiritually, socially, and emotionally—within the tradition of the Roman Catholic Church.

Guided by our mission to help students "Love, Learn, and Lead," we provide a rigorous academic program that challenges students to reach their full potential while fostering critical thinking, creativity, responsibility, and a lifelong love of learning. We recognize the unique gifts and abilities of each student and strive to create a learning environment rooted in excellence, respect, and mutual care. Through academics, extracurricular opportunities, and meaningful relationships, we seek to nurture the development of the whole child.

Our Catholic faith is the foundation of all that we do. We believe that each person is created in the image and likeness of God and that a strong relationship with Christ is central to a meaningful and purposeful life. Through prayer, worship, religious instruction, service, and participation in parish life, students are encouraged to grow in faith and to live the values of the Gospel. We challenge students to be people of peace, justice, compassion, and service to others.

The faculty and staff of St. Athanasius School are committed to fostering both academic achievement and spiritual growth. Through effective teaching, meaningful relationships, and open communication with families, they serve as role models who inspire students to become confident learners and faithful disciples.

Parents are the primary educators of their children, and we value a strong partnership between home and school. Working together in a spirit of trust, respect, and shared responsibility, we support the intellectual, moral, and spiritual development of every student.

### RELIGIOUS FORMATION

#### Prayer

Students participate in daily prayer and are encouraged to develop a personal relationship with God. Morning prayer includes the recitation of the Pledge of Allegiance.

#### Religious Studies

Religion is taught at every grade level and is integrated throughout the life of the school. Students learn Scripture, Church teaching, prayer, and Catholic traditions in ways

appropriate to their age and development. The curriculum reflects Catholic social teaching and promotes respect for God, self, others, and creation.

**Sacraments and Liturgical Life**
Students regularly participate in Mass, prayer services, and seasonal liturgical celebrations throughout the year. Second-grade students prepare for and receive First Reconciliation and First Holy Communion. Eighth-grade students prepare for and receive the Sacrament of Confirmation. Non-Catholic students participate in preparation activities but do not receive the sacraments.

**Service**
Service is an essential expression of our Catholic faith. Students participate in individual, classroom, and school-wide service opportunities that foster compassion, generosity, and responsibility toward others. Parents are encouraged to support and participate in these efforts whenever possible.

**Non-Catholic Students**
St. Athanasius School welcomes students of all faith backgrounds and respects the religious traditions of every family. All students participate in religion classes, liturgical celebrations, and faith-based activities that are part of the school's educational program. While non-Catholic students do not receive the sacraments, they are valued members of our community and are encouraged to ask questions and learn about the Catholic faith.

## THE VISION FOR A ST. ATHANASIUS GRADUATE

A St. Athanasius Graduate is:

- A **faith-filled Christian leader** who is centered in Gospel values, prayerfully committed to the Church, and who witnesses to the faith by performing service and working for peace and social justice;
- A **well-rounded person** who is self-confident, self-disciplined, ethical, living a healthy lifestyle, curious and open to growth;
- A **loving, generous and compassionate person** who is a friend, a communicator, a collaborator, appreciative of diversity and a community builder; and
- A **life-long learner** who is academically and theologically knowledgeable, a critical thinker, a problem solver, a decision maker, articulate, technologically literate and responsible, appreciative of the arts and globally aware.

## ORGANIZATIONAL STRUCTURE

### Pastor

The pastor, by direction of the Cardinal and canon law, is directly responsible for all parish endeavors. One such endeavor is the parish school. As a religious leader, community builder and administrator, the pastor works together with the principal, faculty, parents and other parishioners to advance the education of the children. The pastor is responsible for hiring the principal and the renewal of the principal’s employment agreement.

**Principal**
This position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that nurtures academic excellence and the development of each student. The principal fosters community and high academic standards among faculty, students and parents. Understanding the Catholic school as part of larger communities, both religious and secular, the principal collaborates with parish, area and Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

**Assistant Principal**
The assistant principal shares the roles of faith leader and educational leader with the principal by assisting the principal with the administration of St. Athanasius School. The assistant principal acts as administrator in charge in the absence of the principal, making decisions in harmony with the principal's perspective as necessary.

**Faculty**
Faculty members support the faith and learning community at St. Athanasius School, working collaboratively with administrators, other staff, and parents in the best interest of students. Through strong teaching and personal examples they develop an atmosphere that challenges and nurtures each child's physical, intellectual, emotional and spiritual growth. Faculty members lead or serve on school committees, and regularly participate in professional development opportunities to enhance their skills. Faculty members include classroom teachers and teachers of special classes such as art, music, PE, foreign language and technology.

**School Counseling at St. Athanasius**
The school's counselor is available to work with students of all ages and administers the counseling program in three settings: whole-class social-emotional learning instruction; skill-building small groups; and individual, solution-focused student meetings. All students participate in lessons aimed at fostering one or more of the Collaborative for Academic, Social, and Emotional Learning's five core competencies. Small groups may be formed in response to identified student needs that impact multiple students of a similar grade level. Students may meet with our counselor individually on a weekly, periodic, or as-needed basis.

Student involvement in small groups or recurring individual meetings begins after parental consent has been secured. In general, parents are notified by the counselor of a meeting with their student if the subject matter discussed extends beyond typical school experiences or if he has met with them more than once, regardless of subject matter.

**Resource Teachers**
Learning specialists coordinate the efforts of administrators, faculty, parents, students, public schools and/or private agencies when identifying a student's learning differences. They work with individuals and groups, encourage the application of strategies, and support and monitor student progress in academics, executive functioning, and behavior.

**Teacher Aides**
Teacher aides primarily assist classroom teachers with the education of students. They assist the principal with the safe and efficient operation of the school. They are responsible for the performance of duties according to their job descriptions.

**Communication Coordinator**
The Communication Coordinator is the welcoming presence in the school, is responsible for the efficient operation of the school office, and for the performance of all clerical and other assigned duties related to the principal's office. The communication coordinator assists with marketing, recruitment and development efforts, and works closely with the principal to ensure excellent positive communication relative to school endeavors.

**Other Staff**
Maintenance staff, a business manager, an enrollment and marketing director, a nurse consultant, and a choir director provide services to the school according to their job descriptions. The enrollment & marketing director, nurse consultant, and choir director report to the principal. The maintenance staff, religious education director and business manager report to the Pastor.

**School Board**
The school board is comprised of elected members who advise the pastor and principal. School board members participate in decision-making by formulating and recommending, but not approving or enacting policy. The School Board's responsibility can be categorized into six distinct functions:

- To participate in and encourage strategic planning;
- To develop and defend policy;
- To offer financial advice;
- To serve as a good public relations source;
- To evaluate itself periodically; and
- To participate in the selection process of the principal, who is the school board's executive officer.

School board meetings are held during most months of the school year. The meetings are open to observers except when meeting in executive session. Observers may comment during a specified period of the meeting, but no discussion will occur. Parents wishing to suggest agenda items should contact the school board chair or the principal.

**Parent School Organization**
The Parent School Organization (PSO) is accountable to the principal and promotes parental support of school programs, increases mutual understanding between school and parents, fosters effective communication, and promotes a sense of community. The PSO funds most of the "extras" that enhance both the student life and teacher life. For example, they contribute to teacher bonuses, make purchases for students like sanitizing carts, etc. They supply

hospitality at most events and strive to be a liaison between the teachers, parents and students.

Parent School Organization meetings are held during most months of the school year. All school parents are members of the PSO, welcome to attend meetings, and encouraged to volunteer for activities that support the school.

**PSO EVENTS**
Book Fair
Santa pancake breakfast
Rummage sale

**PSO-SPONSORED**
Lunch Program
The Write Stuff (school supplies)
Parent Gift Fund
Room Parents
Sponsor Families
Teacher Appreciation
Uniform room
Yearbook
Community Outreach

**Development Committee**
The Development Committee oversees all fundraising and development activities and coordinates events that are sponsored to benefit St. Athanasius School. Members, including representatives of the School Board, PSO, Booster Club, and parents at large, work collaboratively with the pastor and principal to coordinate the Annual Fund, fundraising events, and other development activities.

**Booster Club**
Booster Club is comprised of parents (and alumni) who promote St. Athanasius School's athletic program. The club fosters school spirit and raises funds for athletic-related projects in keeping with school priorities.

## II. ATTENDANCE

Regular attendance and punctuality are essential to student success. Homeroom teachers take attendance at the beginning of each school day.
Students are considered tardy if they:

- Arrive at school after 8:30 a.m. (when the school doors close);
- Are not in their classroom by 8:35 a.m.; or
- Are not present and ready to begin work at the start of any class period throughout the day.

Students arriving after 8:30 a.m. must report to the school office to receive a tardy slip before proceeding to class.

Parents are responsible for ensuring that students arrive at school on time each day. Students are responsible for arriving promptly to all classes throughout the school day.

Because instructional time is lost with each tardy, more than three (3) tardies in a month will result in communication from the school. Continued excessive tardiness may require a conference with parents and the implementation of an attendance improvement plan outlining expectations and consequences.

For students in Units C and D, timely transitions between classes are expected. Students who arrive after instruction has begun are considered tardy unless they present a Transition Pass from their previous teacher.

**Reporting Absences or Tardiness**
If a student will be absent, tardy, or leave school early, a parent/guardian must notify both the school office and the homeroom teacher no later than 8:40 a.m. on the day of the absence. The notification should include the reason for the absence and, if applicable, the expected duration.

If a parent/guardian does not report an absence, it will be recorded as unexcused until appropriate documentation is provided. The school will attempt to contact the parent/guardian if a student's absence has not been reported.

**Excused and Unexcused Absences**
Excused absences include:

- Student illness, including mental or behavioral health concerns;
- Religious observances;
- Death in the immediate family;
- Family emergencies;
- Circumstances beyond the student's control;
- Concerns regarding the student's health, safety, or well-being; and
- Other reasons approved by the principal.

The school may require medical documentation for absences related to health concerns. Absences for family vacations, sports tournaments, travel teams, or similar activities are generally considered unexcused.
Students with excused absences will be permitted to make up missed work.

**Early Dismissal**
If a student must leave school before dismissal, a parent/guardian must notify the office and the student's teacher in advance. Upon arrival, the parent/guardian must report to the office and sign the student out.
Students may not arrange dismissal through direct communication with parents during the school day, nor may parents communicate dismissal changes through text messages to students or teachers.

**Appointments During the School Day**
Whenever possible, doctor, dental, and other appointments should be scheduled outside of school hours. Appointments should not be scheduled during Mass whenever possible.
If an appointment must occur during the school day, parents should notify the student's teacher(s) as soon as possible. Students are responsible for making up any missed work. Families should avoid repeatedly removing students from the same class or special area subject.

**Family Travel During the School Year**
The school calendar includes designated vacation periods, and families are strongly encouraged to schedule travel during those times.

Extended absences for family travel may result in missed instruction that cannot be fully replicated. If a student will miss three or more consecutive school days, parents should notify the school and meet with teachers and office staff as far in advance as possible.

St. Athanasius School does not provide vacation homework upon request. At the discretion of the teacher, some work may be provided in advance. Students remain responsible for completing all missed assignments upon their return.

**Participation in Co-Curricular Activities**
Students who are absent from school for any portion of the day may not participate in extracurricular activities, including practices, games, performances, or other school-sponsored events that day, unless approved by the administration.

A student who participates in a co-curricular activity after being absent without approval may be subject to additional consequences.

**Excessive Absenteeism**
Frequent absences, tardiness, and early dismissals negatively affect student learning and are strongly discouraged.

A student is considered excessively absent when absences total 10% or more of the school attendance days in the current school year, whether excused or unexcused.
When attendance concerns arise, the school may meet with parents/guardians to discuss contributing factors and develop a plan to improve attendance. Resources and support services may be recommended when appropriate. Continued excessive absenteeism or lack of cooperation with attendance interventions may result in withdrawal from St. Athanasius School.

**Arrival and Departure Times**

**Mondays, Tuesdays, Thursdays, and Fridays**

| Arrival Time | Grade Level | Where to Go |
|---|---|---|
| 8:15-8:30am | PK, JK, and Kindergarten | Enter through Lindley Park door; go to kindergarten classroom or Jr Kindergarten/ PK classroom |
| 8:15-8:30am | 1-6 | Enter through Lindley; go straight to homeroom |
| 8:15-8:30am | 7-8 | Enter through alley door; go straight to homeroom |
| After 8:30am | PK-8 | Enter through Ashland Avenue Door; get a tardy slip in office; go to homeroom |
| ***On Wednesdays, students must arrive between 8:05 and 8:15am and go to the locations noted above. This is to ensure arrival to Mass (8:30am) on time.*** | | |

| Departure Time | Grade Level | Where to Go |
|---|---|---|
| M, T, Th, F **3:15**pm | PK3 & JK4 | Ashland Ave - south gym door exit |
| M, T, Th, F 3:25pm | K-4 | Back parking lot (off Eastwood) to be picked up in car line or to get their bicycle |
| M, T, Th, F 3:25pm | 5-8th | Ashland Ave / Main entrance doors |
| Wednesdays **2:15pm** | PK3 & JK4 | Ashland Ave - south gym door exit |
| Wednesdays 2:25pm | K-4 | Back parking lot (off Eastwood) to be picked up in car line or to get their bicycle |
| Wednesdays 2:25pm | 5-8th | Ashland Ave / Main entrance doors |

Supervision in homerooms begins at 8:15 a.m (8:05 a.m. on Wednesdays). Students should arrive at school early/on time to be in their classroom ready to begin the school day at 8:30 a.m. (8:15 a.m. on Wednesdays).

For safety, doors at the back of the school are closed and locked at 8:30 a.m. Students who arrive at school after these times enter through the Ashland Avenue door.

Children should not be on the school grounds before 8:15 a.m. or after 3:40 p.m. (after 2:40 p.m. on Wednesdays) unless they are engaged in school-sponsored, supervised activities. Parents must accept full responsibility for the welfare and actions of any child outside of supervised time.

**Students who arrive before 8:15 a.m. (8:05 a.m. on Wednesdays) or who must remain on school grounds after 3:40 p.m. (or after 2:35 pm. on Wednesdays) are expected to attend the Extended Day Program** (*see Section IV Student Services*).

## III. ACADEMIC INFORMATION

### ACADEMIC HONESTY

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (including, but not limited to, copying or sharing the work of another or copying and pasting internet content and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Students who violate academic honesty will receive a failing grade on that test or assignment, a discipline referral, and the principal and/or teacher may request a conference with the parent. Further violations of the policy will lead to suspension or possible expulsion.

### CURRICULUM

Curriculum development is the responsibility of the principal and faculty following approved Archdiocesan guidelines. The principal, in collaboration with the assistant principal and teachers, sets the daily schedule, keeping in mind the time requirements for specific curriculum areas. Instruction is in the English language.

There is a cycle of curriculum review, which provides for continuous improvement. At St. Athanasius School, students older than kindergarten are grouped into four Units: Unit A (grades 1-2), Unit B (grades 3-4), Unit C (grades 5-6), and Unit D (grades 7-8). This unique educational system strengthens academics and the sense of community among teachers and students.

### LIBRARY

- Check out all books and magazines before leaving the library.
- Return books and magazines on time.
- Pay to replace books you damage or lose.
- A **birthday book program** will be available this year. Parents may donate to the library to purchase a book in their child's name. This is handled by our school librarian, and information about the program will be communicated each year to families.

### FIELD TRIPS

- Field trips are part of the school curriculum and are supervised by classroom teachers. Parents assist as needed. Every student in the class will participate in the field trip, unless excused by the teacher and/or parent.
- Participating in a field trip is a *privilege*. Students may be denied participation if they fail to meet behavioral requirements.
- Parents have the right to refuse to allow their child to participate in a field trip.
- The Archdiocese of Chicago requires a permission slip for each trip. The form must be completed in its entirety for each event. Students without written permission from a parent or guardian will not be permitted to participate in the trip.
- Students are expected to behave in a responsible and courteous manner on field trips.
- Due to liability issues, only children who are registered students at St. Athanasius School may go on class/school field trips. (i.e. Parents may not bring a younger sibling.)

**Field Trip Chaperone Guidelines**

Teachers plan field trips that are valuable educational experiences for students and need chaperones to help ensure a safe and productive trip. Therefore, all chaperones must

- Be in full compliance with Archdiocesan Protecting God's Children (Virtus) Requirements;
- Travel with the field trip group unless specifically requested to do otherwise;
- Perform the supervisory tasks as assigned by the teacher;
- Be "on duty" throughout the trip;
- Refrain from texting, emailing and/or posting photos or information about the trip before it has concluded;
- Maintain full attention to the field trip (pre-schoolers or siblings who are not enrolled at St. Athanasius School may not attend).

## ELECTRONIC INFORMATION/COMMUNICATIONS

St. Athanasius School Acceptable Use Policy and Agreement

**Introduction:** St. Athanasius School recognizes that technology and electronic informational literacy skills are integral components of contemporary education. In order to prepare students to meet the state and national educational standards required to live and work successfully in the 21st century, St. Athanasius School provides access to available technology, to the school network, to the Internet, and to electronic communications for activities that comply with the stated educational mission, goals, and objectives of the School. The computer network, software, hardware, applications and Internet applications are provided to support the instructional, administrative, and informational needs of students, staff, parents/guardians, faculty, and administration. All use of technology is limited to furthering the educational and personal goals of users consistent with the mission of St. Athanasius School and its policies. Prior to gaining access to the available technology, every user and his/her parent or guardian must read, sign this agreement, and return it to the school office. It remains in effect until the end of the school year and is completed annually.

**Proper and Ethical Use:** All students, staff, faculty, and administration must attend training regarding procedures, ethics, and security involving the use of technology before they will be allowed access.

**Conditions and Rules for Use:**

- Acceptable Use
    - The purpose of access to technology, including the Internet, is to facilitate communications in support of education and research by providing access to unique resources and the opportunity for collaborative work. All use must be in compliance with state and national telecommunication regulations. To remain an eligible user, activities must support the educational purposes of St. Athanasius School, and must not be in violation of this Acceptable Use Policy.

- Unacceptable Uses

- Users may not use St. Athanasius School technology to violate any local, state, or federal law, rule or regulation, or to engage in any illegal activity.
- Prohibited activities include using the St. Athanasius School network to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - profane, obscene, offensive, fraudulent, deceptive, misleading, harmful or objectionable language or graphics
  - materials that advocate violence or discrimination toward other people or that may constitute harassment or discrimination
  - defamatory information about a person or organization
  - viruses or other harmful or destructive files
- Use of school technology for political lobbying is not acceptable.
- Use of school technology resources for commercial activities, including product advertisement is prohibited.
- Users may not engage in vandalism of the network, system, components, or data.
- Users will not use the St. A's technology system to violate copyright laws or usage licensing agreements, including downloading or exchanging of pirated software, music or movies or copying software- and will not plagiarize works they find on the internet.
- Users will not attempt to log in as another user, impersonate another user, or attempt to access another user's account.
- Users may not violate another's privacy rights or collect another person's personal information.

- Privilege
  - The use of school technology, including the Internet, is a privilege, not a right. Inappropriate or unacceptable use of the school technology system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under local, state, or federal laws.
  - Administration in consultation with the school technology coordinator will be the final determiner as to what is inappropriate/unacceptable use and the consequences for misuse, based on this policy and the standards and policies of St. Athanasius School. Decisions will be made on a case by case basis.
  - St. Athanasius School can cancel or suspend use and access privileges for any reason at its sole discretion.

- Authorization & Monitoring
  - Persons using St. Athanasius School's technology systems must be properly authorized. The necessary authorization forms and agreements must be on file at the school prior to use of the system. Students under the age of 18 must have the signature of a parent or guardian for Internet or network use.
  - All computers, hardware, and software and any and all work product or communication by any person using any of the St. Athanasius system is the

Property of St. Athanasius School. St. Athanasius School reserves the right to read, review, evaluate, confiscate or otherwise determine the use and content of all hardware, software and any work product or communication on any part of the school network. This includes, but is not limited to email, unauthorized or authorized software, files, pictures, and other content the user created.

- For their own safety and to maintain the integrity of the system, students will only be allowed access to the technology system, including the Internet, when a school-sponsored monitor is in the room.

- Security
  - Use of another individual's account (password) is a security violation. Attempts to log on as another user will result in cancellation of privilege and notification of the responsible administrators. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or part of the network.
  - Any breach in security where confidential records may have been accessed or secure information altered is a very serious problem and must be reported to the school technology coordinator immediately.
  - Each user is responsible for safeguarding one's username and password. Users may not share that information with any other person or allow any person to use one's username and password to access the system.
  - Failure to report any security incident that one becomes aware of may result in the cancellation or suspension of one's use and access privileges.

- Network Etiquette
  All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - You will be polite.
  - You will use appropriate language. Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages.
  - You will not reveal personal information including one's own address or phone number or that of other students, parents/guardians, staff, administration or faculty. Faculty, staff and the parent/guardian will respect the privacy of students and each other.
  - You will not engage in any *cyber bullying* behaviors such as harassing, insulting, attacking, or arguing with others on the Internet. Harrassing is persistently acting in a manner that distresses or annoys another person. If you are told by someone else to stop sending them messages, you must stop.
  - You are aware that no communications are private.
  - You will assume that all communication and information accessible via the network is public property.
  - You will not make any changes to school computer/mobile device programs or setups without the specific approval of the technology coordinator.

- No Warranties

St. Athanasius School makes no warranties of any kind for the service it is providing. St. Athanasius School will make every effort to provide error-free, dependable access to the computing resources, including the Internet, which will aid in its educational goals. However, St. Athanasius School cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Use of any information obtained through the Internet is at the user's own risk. St. Athanasius School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. All users need to consider the source of any information they obtain and consider how valid that information may be.

- Encounter of Controversial Materials
  Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. Using commercially available software, through education and this Acceptable Use Agreement St. Athanasius School will make every effort to protect users from misuses and abuse as a result of their experiences with an information service. However, on a global network it is impossible to effectively control the content of the data and an industrious user may discover controversial material.

  It is the user's responsibility not to initiate access to such material. St. Athanasius School, its administration, faculty, and staff will not be held accountable for any harm or problems resulting from the misuse of technology, including the Internet. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately notify the classroom teacher, technology coordinator, or principal.

- Applicability
  - These policies apply to all users: guests, students, staff, parents/guardians, teachers, and administrators who access the technology supplied by St. Athanasius School.
  - Every user will receive this policy, sign the policy agreement, and return signed agreement to the school office before access to the school's technology system is allowed.
  - Absence of a signed agreement on file will result in denied access to the St. Athanasius School technology system.

Questions regarding the St. Athanasius School Acceptable Use Policy should be directed to the assistant principal.

**AI Usage Policy & Framework (UPDATED as of July 2026)**

**St. Athanasius AI Policy**

**ACADEMIC HONESTY**

As members of a Catholic school community, we are called to live with honesty, integrity, and respect for the gifts God has given us. The St. Athanasius community values honesty as an integral part of life-long learning. Academic integrity reflects our commitment to truth and personal responsibility in all that we do. It is expected of students in the performance of all academic work.

Examples of academic dishonesty include, but are not limited to:

- Submitting work that is not one's own
- Giving or receiving answers on any graded assignment, test, quiz, paper, or homework
- Sharing or obtaining copies of tests, quizzes, papers, or homework assignments without permission
- Changing answers after an assessment has been graded and returned in order to receive additional credit
- Using notes, study aids, or technology during an assessment without teacher permission
- Communicating in any form during an assessment without approval
- Using another person's words or ideas without proper acknowledgment (plagiarism), whether intentional or unintentional
- Submitting work generated by artificial intelligence as one's own original work
- Using artificial intelligence tools without explicit permission from the teacher

Students who violate academic honesty will receive a failing grade on that test or assignment, a discipline referral, and the principal and/or teacher may request a conference with the parent. Further violations of the policy could lead to further consequences or suspension.

**AI Policy**

Using artificial intelligence technology is not a substitute for academic work that requires original thought in order to demonstrate learning. Therefore, students may not claim AI-generated content as their own work. To do so constitutes a violation of the St. Athanasius School Academic Integrity Policy.

The use of AI to take tests, complete assignments, create multi-media presentations, write papers, or complete schoolwork is prohibited without the express permission of the teacher. Using their professional discretion and guidance, teachers may permit the use of AI to enhance,  not replace, critical thinking, original work, and skill development.

The use of AI in a particular classroom may vary from assignment to assignment, and some classroom teachers may not allow it at all. Permission to use AI will always be communicated by the teacher if, when, and how it may be used.

Because St. Athanasius School serves students in PK- 8th grade, all AI use must be age-appropriate and carefully supervised. In order to ensure academic integrity, assignments may be checked by AI content detectors and/or plagiarism recognition software. In certain situations, teachers may permit the use of AI as a learning tool or a study aid as outlined in the "AI Acceptable Use Framework." (see the image below)

**Student Consequences**

Upon review of any incident of academic dishonesty, the administration reserves the right to apply consequences in addition to, or in place of, those outlined below. Consequences for academic dishonesty include, but are not limited to:

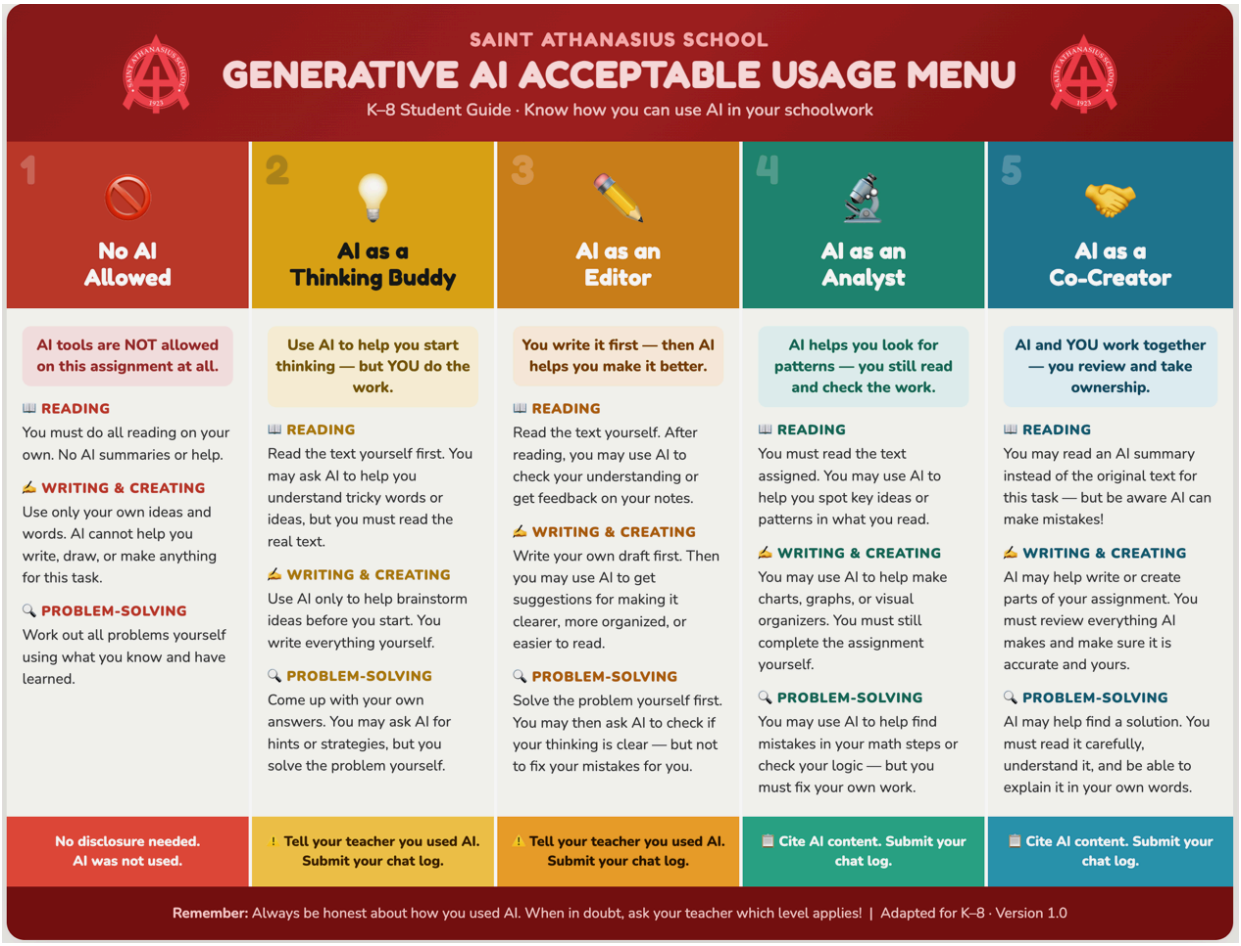
**Kindergarten – 5th Grade**

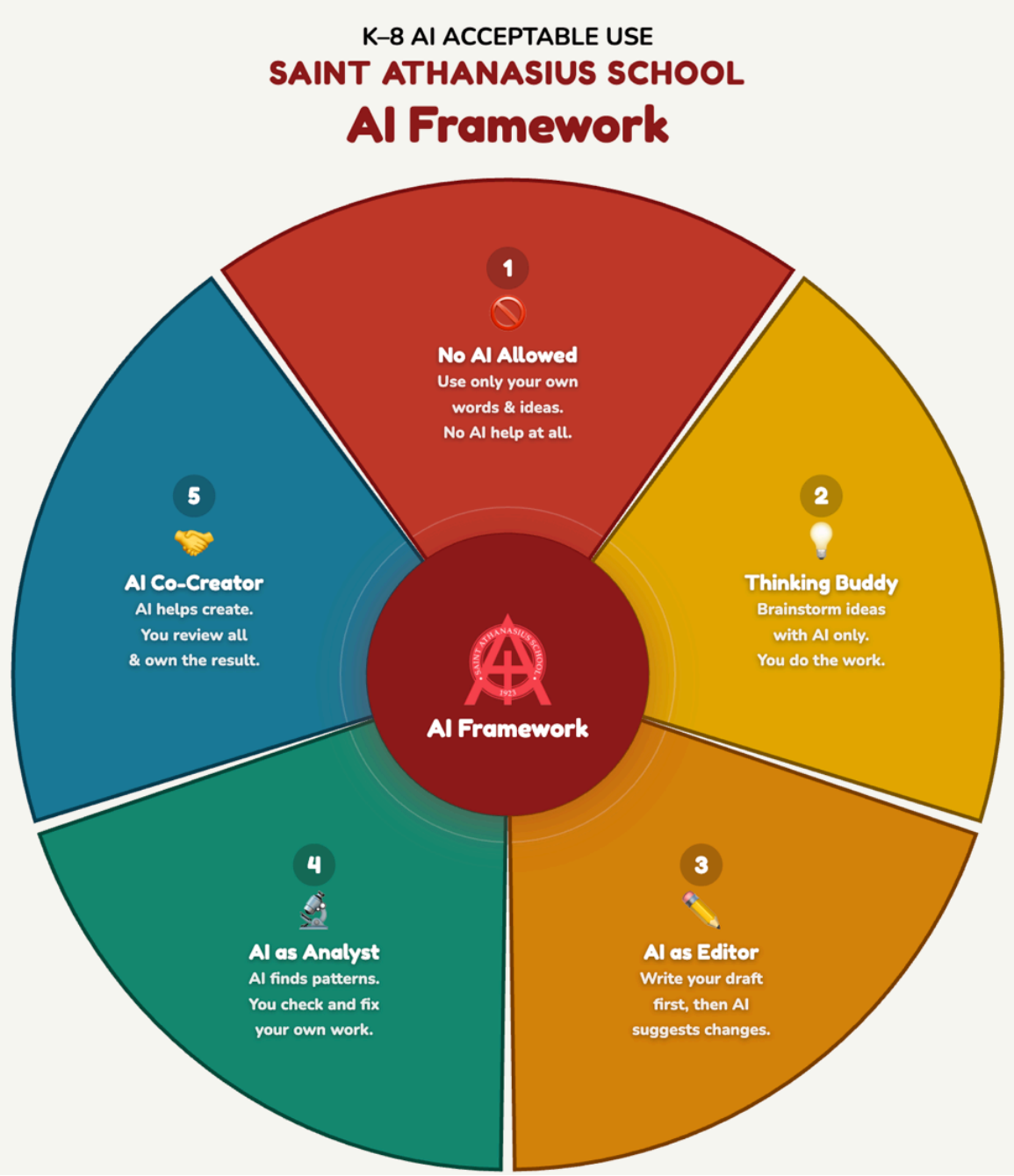
- **First Offense:**
    - Parent notification
    - Opportunity to redo the work; no credit will be awarded until the revised work is submitted
- **Second Offense:**
    - Parent notification
    - Student receives a zero on the assignment with no opportunity to make up the work
- **Third Offense:**
    - Meeting with the principal and parents
    - Student receives a zero on the assignment with no opportunity to make up the work
    - Loss of school technology privileges for an agreed-upon period

**6th – 8th Grade**

- **First Offense:**
    - Parent notification and demerit
    - Mandatory educational session on ethical AI use
    - Opportunity to redo the work with grade reduction; no credit will be awarded until the revised work is submitted
- **Second Offense:**
    - Parent notification and demerit
    - Loss of electronic device privileges for a specified period
    - Reflective assignment on the importance of academic integrity
    - Academic penalties may apply, including a grade reduction on the assignment
- **Repeated Offenses:**

- Loss of electronic device privileges for an extended period
- Detention or suspension, depending on the number of offenses
- Student receives a zero on the assignment with no opportunity to make up the work






**Electronic Devices**

Electronic devices (including, but not limited to iPads, Kindles, iTouch, iPods, iWatches) from home are not allowed on school grounds, except at the direction of the teacher. Technology is to be used only for academic purposes. Special permission will be granted in individual cases. When any of these rules are violated, the device is confiscated and given to the principal. It is kept in the principal's office until a parent comes to the office to reclaim it.

**Cell Phones and Smart Watches**

All parent contact with students during the school day should be through the school office. If a parent wishes a student to have a cell phone or SMART watch, the phone or SMART watch must be turned off and kept in the student's backpack/locker during school hours on school grounds.

Any use of a cell phone or SMART watch during school hours, including but not limited to phone calls, text messages, or photography is not allowed. If a student uses a cell phone or a SMART watch while at school, the phone or SMART watch is confiscated and kept in the office until a parent comes to the office to reclaim it.

**TECHNOLOGY USE OUTSIDE OF SCHOOL**

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school, including, but not limited to, email, text/game messaging, and social media. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name/logo, use of another student's name/photo, remarks directed to or about teachers/staff and /or other students, offensive communications including videos/photographs, and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

**GRADING AND ACADEMIC TOPICS**

Preschool and Junior Kindergarten: A parent teacher conference is held in November at the end of Trimester 1 in November (no written report). A written progress report is sent home at the end of Trimesters 2 and 3.

Kindergarten: a standards-based report card with narrative is issued at the end of each trimester.

Grades 1-2: A non-graded, standards-based developmental report card with anecdotal comments is issued at the end of each trimester.

Grades 3-8: Report cards based on the following scale are issued at the end of each trimester. Students and parents in grades 5-8 may access grades on PowerSchool (FACTS, as of 2025-2026) anytime throughout the year.

| Grade | Cut off % | Grade | Cut off % |
|---|---|---|---|
| A+ | 99% | C+ | 83% |
| A | 95% | C | 79% |
| A- | 93% | C- | 77% |
| B+ | 91% | D+ | 75% |
| B | 87% | D | 71% |
| B- | 85% | D- | 69% |
| | | F | 50% |

NG No Grade 0% (missing work)
EX Exempt assignment

**Academic Eligibility (updated Dec 2025)**

Participation Guidelines:

•A student must be in good academic and behavioral standing in order to participate in St. Athanasius athletic and extra curricular programs.

•Attendance at school is a prerequisite to attending practice or participating in that day's game, activity, practice, or event.

•Academic standing will be checked by administration every two weeks, including progress reports and report cards. If a student's class average is below a 70% in any subject area, that student will be ineligible to participate in athletic practices, games, competitions or extra curricular activities for a week. Grades will be rechecked on the morning of the 7th day. Eligibility will be reinstated if the grade is at a 70% or above.

•If a student receives three detentions, they will be ineligible to participate in athletic practices, games, competitions, or extra curricular activities for a period of one week. Any additional detentions received will result in losing the same privileges for an additional week. More than five behavioral detentions received between the start of the school year through the end of December and again January through the end of the year could result in removal from the athletic team or extra curricular activity. Consequences may be adjusted at the discretion of an administrator.

**Honor Roll**

Students in Units C and D (grades 6-8) receive "Honors" or "High Honors" based on their report card at the end of a trimester. Students achieve honors if they achieve at least six As, and no grade lower than B. Students achieve High Honors if they earn all As. *Specials classes that are seen one or two times/week are weighted accordingly.*

**Procedures for Academic Work**

Unit teachers distribute procedures for academic work in the fall of each year. The procedures are then posted to Google Classroom (3-8) for parent and student reference**.**

**Homework**

Homework is a positive learning opportunity designed to reinforce material already taught and to foster habits of independent study. Each child is expected to do homework and to submit it to the teacher on the due date. While it is the child's responsibility to do the homework, a parents' awareness of their child's homework and strong encouragement to do the work and turn it in helps ensure the child's success. Parents should not request that a child be excused from homework because of extra curricular activities. The following guidelines are followed regarding homework assignments:

- Assignments are geared to the individual student's age and abilities;
- Assignments are corrected in a timely manner and returned to the student.
- Parents (K-8) are encouraged to help students master math facts (grade-appropriate addition, subtraction, multiplication, division), work on special projects and provide wide opportunities for reading.

- The amount of time that different students in the same grade spend doing homework will vary; however, the following guidelines indicate the time the typical student spends daily on homework:

  Daily Homework Time, including reading (average):
  Unit A…….. 10-30 minutes
  Unit B…….20-40 minutes
  Unit C…….45-60 minutes
  Unit D…….60-90 minutes

- Homework left at home is not considered an emergency. Students will not be allowed to call home for it. *Please do not bring it to the office - let the mistake be learned and the consequence taken*.
- Extra credit work is not provided to make up for missing assignments or late homework.

**Late Work**
Any assignment turned in after the due date is considered late. Assessments that are missed due to absence must be coordinated with the specific teacher. *It is the student's responsibility to make arrangements for the test with the specific teacher.*

**Unit C & D (Grades 6-8) Late Work**
We believe that students must be held accountable for their work. Just as there are deadlines in the workplace, there are deadlines at school. We also believe that homework is given to practice skills relevant to the current content and curricula being studied; therefore, it is not beneficial for the student to complete the work at the end of the term to raise their grade.

Specific policies are at the discretion of each individual teacher and will be communicated at the start of each school year through their syllabus and FACTS.

**Make-Up Homework**

- **Illness**
  - If the assignment was given more than a day before a student was absent and was due on the day the student was absent, it should be turned in on the first day the student returns to that class.
  - It is the student's responsibility to request all missed assignments from the teacher and to make up all missed assignments. The day the student returns to class, he/she should ask the teacher for explanation of assignments missed and arrange for a due date, generally one day's time for each day's absence.
  - In the event of a brief illness, parents must telephone the communications coordinator before 8:40 a.m. to arrange for homework. Parents of Kindergarten and Unit A and B students will be put in touch with the teacher to make arrangements for homework the following day. In Units C and D, the student's "sick buddy" may gather the work, or the student may see the teacher when he/she returns to class. Homework may also be picked up at the school office

at the end of the school day or sent home with a sibling, if requested by the parent in the morning.
    - In the event of prolonged illness, additional time may be needed to gather necessary materials. Homework may be picked up at the school office at the end of the school day or be sent home with a sibling.

- **Vacations or other extended absences.**

  **Parents are strongly discouraged from taking students from class for extended periods (3 days or more) during the school year.** Students miss valuable instruction and discussion which can be difficult to make up and they can experience emotional difficulty upon re-entry to the class. If a family must take the student out of school for an extended period, parents should notify and/or meet with the student's teachers and office staff as far in advance as possible.
    - **St. Athanasius School does not provide homework for families to take on vacations. It is the student's responsibility to meet with his/her/their individual teachers and make up the missing work upon his/her return.**
    - iReady diagnostic tests are administered to students in grades K-8 in the fall, winter, and spring. Parents should especially avoid taking students out of school during these times.

**Legal Rights of Parents**

St. Athanasius School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the parents' right of access to their child's school records. Access to the academic records and other official school-related information regarding the student will be provided to the custodial and the non-custodial parent, unless there is a court order specifically removing a parent's right of access to their child's school records. It is the parent's responsibility to provide the principal with an official copy of any court orders specifically removing the other parent's right of access to their child's school records. If parents wish to view their child's official record, an appointment with the principal should be made at least twenty-four hours in advance.

**Missing Persons**

Records for Missing Children: As required by the Illinois *Missing Children Records Act,* 325 ILCS 50/5(a), and the Illinois *Missing Children Registration Law,* 325 ILCS 55/5(a), the education record of a current or former student who has been identified as a missing child must be flagged as such when the school is notified that the student is missing. Whenever a flagged record is requested or knowledge as to the whereabouts of any missing child, the school is required to immediately report the request or information pertaining to the child's whereabouts to the Illinois Department of State Police. The Illinois Department of State Police will notify the school when the flag may be removed from the student's file.

**Supplies**

The Parent School Organization provides school supplies at the beginning of the school year. Parents are strongly encouraged to order and pay for this in early May, prior to the upcoming school year.

If a pack of supplies is not ordered, parents should make every effort to purchase the brands specified on the school supply list. Students are responsible for maintaining their own basic school supplies. Some supplies might need to be replenished throughout the year. Please purchase only the supplies indicated on the list.

**Textbooks**

All students are responsible for the care and maintenance of their textbooks. Please do not use contact paper on books. Lost books or damaged books will be replaced at the parents' expense. There will be no refund if the book is later found. Individual damages will be assessed at the end of the year and appropriate charges made. Parents may purchase extra textbooks for tutor or home use - Contact the student's teacher for information.

**Graduation**

- **Graduation Ceremony.** Graduation from elementary school is marked by a simple and dignified celebration that recognizes the unique value of the Catholic education just completed.
- **Graduation Attire.** Caps and gowns are worn over dressy attire for the graduation Mass and ceremony (e.g. shirt and tie, dress pants; dress, skirt and blouse or pants suit; appropriate dress shoes; simple hairstyle).
- **Fee.** The 8th Grade Social Committee collects a fee from 8th graders early in the school year to cover the cost of cap and gown rental and the various activities that take place throughout the year in anticipation of graduation.

**Promotion and Retention**

- **Promotion.** Students who satisfactorily complete each grade's work will be promoted to the next grade. According to state law, all eighth grade students must pass the test on the Constitution of the State of Illinois to graduate.

- **Retention.** Archdiocesan guidelines regarding promotion and retention are followed. Recommendation for retention of students is made by the unit teachers in consultation with the principal, the resource teacher and the parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

- Summer school/summer tutoring may be required for students who are not making adequate progress. Summer school/summer tutoring is a parental expense.

**Learning Resources**

In junior kindergarten through grade 4, a learning specialist monitors student learning, intervenes when learning concerns are present, supports the classroom teacher, and/or provides enrichment. In grades 5-8, a learning resource teacher provides small setting support

to students with diagnosed learning needs and/or provides enrichment. Service is provided during the regular school day and may occur in the classroom or on an out-of-class basis. St. Athanasius School staff members take pleasure in working with a wide-range of student needs. St. Athanasius School provides support for students within the academic program, but does not have the resources to fully serve children with severe learning disabilities, severe behavior disorders, or severe physical limitations. Parents who are concerned about their child's learning should contact the homeroom teacher or content area teacher, who will consult with resource teachers as needed.

**Additional Testing**

St. Athanasius School's learning specialists coordinate an intervention process that includes teachers, parents and school administrators when any of these parties is concerned about a student's academic or behavioral development. If the need is warranted, parents will be asked to have their child tested at their expense. If testing is performed, complete test results must be shared with the principal, learning specialists, and the child's teachers. Testing services are available through District 65, through the Archdiocese of Chicago's Office of Inclusive Education or through a professional in private practice. Using the test results, a Student Support Plan is developed for the child with diagnosed learning differences.

**Student Support/Accommodations Plan**

The school will formulate and implement a Catholic Educational Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. Upon receipt of requests from parents/guardians, the school will meet with parents to review/discuss the precise nature of the special need(s), medical documentation provided, and any and all proposed strategies, educational accommodations / modifications, and interventions proposed. The school will determine what, if any, strategies, educational accommodations / modifications, and interventions it is able to provide to the student based upon its available resources. The school will document any such strategies, educational accommodations/modifications, and interventions they are able to provide in a Student Support Plan / Student Accommodations Plan ("SSP" and "SAP"). SSPs and SAPs require the affirmation of both the student's parent/guardian as well as school officials.

An evaluation of the child's learning/behavioral needs is typically provided via a public school district evaluation pursuant its obligations under IDEA or the parent's licensed private practitioner. Either type of evaluation may be provided by parents in support of their request for a SSP/SAP. School personnel shall not attempt to diagnose students with a defined learning/ behavioral need. If a school official suspects that a student may have a defined learning/ behavioral need, he/she shall speak with the principal (or designee). The principal (or designee) will meet with the student's parent/guardian to share their observations with parents/ guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider

If a student is enrolled for the first time with an existing IEP or SSP/SAP from another school, the principal (or designee) shall meet with the parents to review the IEP/SSP/SAP, and formulate a new, local SSP/SAP based upon its local resources and the child's current needs. SSP/SAPs represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school may provide. Catholic schools are not legally obligated to implement any services recommended on an IEP. SSP/SAPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that SSP/SAP goals, strategies, accommodations/ modifications, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the SSP/SAP.

**iREADY TESTING**

The Archdiocesan Office of Catholic Schools mandates that schools administer i-Ready testing to students in Kindergarten through 8th grade. These assessments measure student growth in reading and mathematics. Analysis of the data derived from i-Ready assessments will aid administrators when creating the following year's Continuous School Improvement Plan (CSIP) required by the Office of Catholic Schools. i-Ready is a computerized adaptive test that measures each student's growth throughout the year. The assessment itself is unique in that it adapts to the student's ability, accurately measuring what a child knows and needs to learn (questions increase or decrease in complexity based upon the student's responses). Most importantly, the results our teachers receive have practical application to daily teaching and learning.

**i-Ready** tests provide results that can be used to:

- identify the skills and concepts individual students have learned
- diagnose instructional needs
- monitor academic growth over time
- make data-driven decisions at the classroom and school levels
- place students into appropriate instructional programs

Students with Student Support Plans may be eligible for accommodations when taking these standardized tests.

## IV. STUDENT SERVICES

**Extended Day Program (*Information/Fees to be updated for the 2025-2026 School Year*)**

**Beginning with the 2025-2026 School Year Start:**
Students may attend the After School program every session, a few days a week, several days a month or for emergencies. Sign up will be done via your FACTS Portal.

Students who must remain on school grounds after regular supervision has concluded at the end of the school day are expected to attend the Extended Day Program, and parents will be billed accordingly. Care costs $25/student/session for After School Care regardless of how long the child is in the Before School or After School program each session.

Any children in the program after 5:00pm Monday-Friday will be charged a late fee of $25 per 15-minute interval per child. The first interval begins immediately after the end of the program and at the beginning of every 15 minute period interval thereafter.

The following schedule is maintained *except half days, holidays and break periods*:

**After School Care:**

| | |
|---|---|
| 3:25-5:30 pm Monday, Tuesday, Thursday, Friday | $35/student/afternoon session |
| 2:25-5:30 pm Wednesdays | $35/student/afternoon session |

After school care consists of snack, outside playtime (weather permitting), activities, games and homework time. Call the office or send a note or email on the day your child needs care.

The Extended Day Coordinator may be contacted through the school office.

**Lunch Service**
Parent School Organization (PSO) provides lunch on Mondays, Tuesdays, Wednesdays, and Fridays from September through May of each school year. Orders are placed in advance according to the procedures of the PSO. Pre-Kindergarten through grade 8 students may participate in the lunch program.

**Office Telephone**
Students may use the school telephone only in case of emergency and upon requesting permission from the classroom teacher and the communications coordinator. All after school arrangements should be made before students come to school. **We respectfully ask that you do not deliver students forgotten items from home unless they are medically necessary (e.g. medication, glasses, etc). Forgotten homework, lunches and PE clothes are not emergencies.** Students may not use their cell phones to call or text their parents during the school day/while in the building. Please help us build responsibility and independence in our students. Students will experience the natural and logical consequences, and these can be used as learning opportunities for future situations. Your cooperation and support in this matter is greatly appreciated.

## V. CO-CURRICULAR ACTIVITIES

**Altar Servers**
Students in Units B, C and D (grades 3-8) who are trained to serve Mass are encouraged to volunteer to serve at weekend liturgies, school liturgies, and other parish liturgies Training takes place with the parish each year.

**Assemblies**
Assemblies may be held for the student body at various times during the year.

**Athletics**

- The purpose of the interschool athletic program is to develop character, leadership, sportsmanship and athletic skills.
- The school belongs to the Council II-3-A League for football, boys and girls volleyball (grades 6-8), boys and girls basketball (grades 6-8), cross country (grades 5-8), golf, and track and field (grades 4-8). St. Athanasius School participates in the Evanston Parks Department league for grades 4 and 5 boys and girls flag football and basketball. St. Athanasius School, Pope John XXIII School, and the Academy at St. Joan of Arc School collaborate to field the Evanston Catholic Knights tackle football team JV (5th and 6th grade) and Varsity (7th and 8th grade). St. Athanasius School also sponsors a cheerleading squad for eighth graders.
- All forms/fees must be submitted to the Athletic Director before a student is allowed to practice or play each season.
- All participants must meet the Academic Eligibility criteria and maintain a positive behavioral record.
- An Athletic Handbook, including athletic policies and procedures, is posted online on the school website.
- To participate, at least one of the student's parents must attend the team parent meeting held by your child's coach at the beginning of each season.
- Booster Club sponsors 'Lil Redhawk Tournament, and the Roundball Tournament.
- Coaches are recruited from the St. A parent and teacher community and the local community. Parents may not coach their own child's team at the grade 6-8 level.

VISIT our athletics website for more information as well as to find required forms, the athletic handbook, Council information, and more.

**Band**
Students in grades 4-8 may participate in the school band, which performs at concerts, pep assemblies and other activities. Band is provided through an outside contractor. Payment for lessons and band participation are made directly to the band company.

**Buddies**

To foster a sense of community among all students, older students are matched with younger students for reading, prayer and other activities throughout the year. Traditionally, 8th grade buddies with kindergarten, and 7th grade buddies with 1st and 2nd grade.

**Chess Club**
The Chess Club is open to students of all grade levels and meets once or twice per week to develop skills and to socialize. Members may participate in weekend chess tournaments. A fee is charged.

**Parish Choir**
Choir is a function of the parish, and will serve school children and parish children alike. Students in grades 3-8 may participate in the school choir, which sings at concerts, liturgies, and special events. They will rehearse every Wednesday morning before Mass at 7:30am. Please contact Emma at the parish office with questions. (No fee is charged.)

**Eighth Grade Play or Special Performance**
Under the direction of a parent committee, students in grade 8 perform in the graduating class's annual production at the end of the school year. The fee is included in the Eighth Grade Social Committee fee paid at the beginning of the school year.

**Recess Retreat**
During the winter months, students in grades K-8 may participate in lunch/recess enrichment classes on a variety of topics or skills. A fee is charged.

**Redhawk Justice**
This group, under the direction of parent volunteers, meets biweekly to learn about, plan, and execute service in the community.

**Scouts**
Scouts provide skill-building opportunities and nurture an attitude of service. St. Athanasius School sponsors Girl Scout and Boy Scout troops when parents volunteer to lead them. Scouts may wear their vests or shirts on meeting days.

**Service Projects**
School-wide service projects to put faith into action by supporting local, national and international causes are sponsored during Advent and Lent.

**Student Council**
Student Council is comprised of eighth grade officers. Elections take place in the fall of each year. The Student Council organizes service projects and student activities. Members must meet the Academic Eligibility criteria and maintain a positive behavioral record. No fee is charged.

## VI. UNIFORM CODE ST. ATHANASIUS SCHOOL

**POLICY:**
Students enrolled at St. Athanasius School in grades 1-8 follow a uniform code. Junior Kindergarteners and Kindergarteners wear appropriate school clothing.

**PHILOSOPHY:**

*Wearing a St. Athanasius uniform is a source of pride and school spirit. Respect for individual, for others, and for the school is demonstrated by an attitude of "dressing up" for school. Following a uniform code develops personal responsibility and self-discipline. A student's personal appearance has an impact on his/her attitude, behavior, and the learning environment.*

*At St. Athanasius School, we acknowledge there are outside trends - there is a time and place for certain or trendy looks. Unless these fall within our dress code, school is not the time or place for these; though, we recognize students may choose to wear these clothing options outside of school and school-related functions.*

*We realize that students grow over the course of the year. It is expected that appropriate steps be taken (e.g. ordering ahead of time, visiting the uniform exchange, etc) to ensure that your child is in proper uniform at all times.*

*Preschool, Junior Kindergarten, and Kindergarten students follow the guidelines for non-uniform dress.*

**Uniform Requirements for GRADES 1-6:**

- TOPS
  - White polo with St. A's logo (long-sleeve or short-sleeve) *tucked in at all times*
- BOTTOMS
  - Macbeth plaid jumper (1-4) or skirt (5-6)
    - Skirts and jumpers are required to be no more than 2 inches above the knee
  - Navy walking shorts (before Oct 15 and after April 15) or slacks (Oct 15-April 15)
    - Belts are optional
    - Pants should fall no more than 1 inch above the ankle
- SOCKS, TIGHTS/LEGGINGS, & SHOES
  - Solid colored, no logo socks in navy, black, white, or gray
  - Tights (black or navy) or leggings (black or navy) are required to be worn with the jumper or skirt between October 15 and April 15 (when under 70 degrees)
    - Flare leggings are not permitted
  - Sneakers must be worn
    - Boots, crocs, ballet flats, heels, sandals are not permitted

- ACCESSORIES, HAIR, NAILS
    - Earrings, necklaces, and bracelets - not excessive or distracting
    - Watches: simple digital or regular watches (i.e. no SMART watches or Apple watches allowed)
    - Hair must be groomed and kept out of the face
- OUTERWEAR
    - St. A's ¼ zip navy sweatshirt
    - St. A's ¼ zip navy fleece
    - V-neck sweater vest in navy or red
    - V-neck cardigan sweater in navy or red
    - St. A's navy crewneck sweatshirt
    - No other St. A's spiritwear or other school/logo sweatshirts & hoodies permitted

**Uniform Requirements for GRADES 7-8:**

- TOPS
    - Navy polo with St. A's logo (long-sleeve or short-sleeve) *tucked in at all times*
- BOTTOMS
    - Macbeth plaid skirt
        - Skirts and jumpers are required to be no more than 2 inches above the knee
    - Khaki walking shorts (before Oct 15 and after April 15) or slacks (Oct 15-April 15)
        - Flare Khakis are permitted
        - Belts are optional
        - Pants should fall no more than 1 inch above the ankle
        - Shorts should not be altered
- SOCKS, TIGHTS/LEGGINGS, & SHOES
    - Solid colored, no logo socks in navy, black, white, or gray
    - Tights (black or navy) or leggings (black or navy) are required to be worn with the jumper or skirt between October 15 and April 15 (when under 70 degrees)
        - Flare leggings are not permitted
    - Sneakers must be worn
        - Boots, crocs, ballet flats, heels, sandals are not permitted
- ACCESSORIES, HAIR, NAILS
    - Earrings, necklaces, and bracelets - not excessive or distracting
    - Watches: simple digital or regular watches (i.e. no Smart watches or Apple watches allowed)
    - Hair must be groomed and kept out of the face
- OUTERWEAR
    - St. A's ¼ zip navy sweatshirt
    - St. A's ¼ zip navy fleece
    - V-neck sweater vest in navy or red
    - V-neck cardigan sweater in navy or red
    - St. A's navy crewneck sweatshirt
    - No other St. A's spiritwear or other school/logo sweatshirts & hoodies permitted

**PE Uniform Requirements for ALL GRADES 1-8:**
On assigned PE days only, PE uniforms should be worn in place of the regular uniform:

- Gray St. Athanasius t-shirt (clearly marked with student's name)
- Navy St. Athanasius PE shorts (clearly marked with student's name)
- Sneakers
- White, black, gray, or navy socks
- Navy St. Athanasius sweatpants (Oct 15-April 15)
- Navy St. Athanasius crewneck sweatshirt can be worn on PE or regular uniform days
- No other St. A's spiritwear or other school/logo sweatshirts & hoodies permitted

**Our Uniform Vendors are**

- **Schoolbelles - code is s3229**
- **Land's End - https://www.landsend.com/900031907**

**Out of Uniform:**
The following times students are permitted to dress out of uniform: birthdays (or half birthdays), last Friday of each month, spirit days (e.g. Catholic Schools Week), out of uniform passes purchased at Progressive Dinner or Angel Night. As with the traditional uniform, students are expected to take pride in their appearance and to dress appropriately as members of our Catholic school community.

| Allowed | Not Allowed |
|---|---|
| *Leggings<br>*Jeans<br>*Sweatpants or gym pants<br>*Khakis<br>*Jersey with t-shirt underneath<br>*Opaque tops (i.e. no mesh or sheer)<br>*Basketball shorts<br>*Shorts with 4.5"+ inseam | *Pajama pants (unless specified for pajama or spirit day)<br>*Clothing with inappropriate or offensive language/messaging<br>*running shorts at length 2.5" or less<br>*Athletic skirts at length 2.5" or less<br><br>*Plus all items noted in the never allowed section directly below* |

For both uniform and non-uniform days, the following items and dress are **never allowed**:

- Uggs, boots, crocs, shoes without backs, slippers
- Makeup (with the exception of foundation or concealer)
- Non-natural hair color
- Clothing related to weapons, drugs, or other illegal substances
- Hats/caps inside the building
- Spaghetti strap tops

**Uniform Violations**

*We are a Catholic school, where we seek to be inclusive. We have a brand, such that when others see our students they see students taking pride in their school and students who wear the uniform the way it is meant to be worn.*

*When the uniform requirements are not met, the following will happen (grades 5-8):*

1. A uniform demerit will be issued.
2. Four uniform demerits will result in an additional consequence.

**ALL SCHOOL UNIFORM ITEMS ARE AVAILABLE AT**

Schoolbelles, our code is s3229

**WHITE OR NAVY INTERLOCKEN 100% COTTON POLO SHIRTS WITH ST. A LOGO AND NAVY AND KHAKI PANTS OR SHORTS (Do not purchase pants or shorts with cargo pockets) ARE AVAILABLE AT**

Land's End Uniform Catalog*
1-800-469-2222
Preferred School #9000-3190-7

**UNIFORM EXCHANGE**

The Parent School Organization (PSO) coordinates a uniform exchange located outside the school STEM lab. Parents are encouraged to donate outgrown uniform clothing in good condition to the uniform exchange. Parents are encouraged to take items of clothing (free) for their child's use. It is not necessary to donate an item(s) to be eligible to take an item(s). See the school communications coordinator for details.

## VII. STUDENT DISCIPLINE

### STUDENT CODE OF CONDUCT

The word “discipline” comes from DISCIPLE. Jesus told us how to recognize His disciple: “They shall have love for one another.” In line with His teachings, St. Athanasius School staff strive to provide a positive learning environment for all students. Students have a responsibility to contribute to that environment so that all may learn and grow in a healthy way. Students at all times are expected to comply with the student code of conduct, thus always conducting themselves with the highest standards. **By signing the signature page at the end of this handbook, the student pledges and the parent supports as follows:**

As a student of St. Athanasius School I pledge to behave with respect, integrity and responsibility and to follow the Golden Rule (treat others as you wish to be treated).

I will respect God by:

- Practicing my faith and giving good example both in and out of school;
- Attending Mass on Sundays and participating in school liturgies;
- Studying my religion diligently and enthusiastically and developing my relationship with God;
- Respecting and learning about other religions;
- Behaving reverently in church and sacred places;
- Being attentive and participating at liturgies; and
- Using language that shows respect to God and sacred things.

I will respect those in authority by:

- Cooperating with them and obeying their instructions;
- Speaking and acting in a courteous manner;
- Following the established rules and procedures.

I will respect my peers by:

- Being inclusive and welcoming others;
- Appreciating differences;
- Acting in a way that is free from violence or threats, either physical or verbal.

I will respect myself by:

- Developing my skills and virtues;
- Practicing good grooming and adhering to the uniform code;
- Developing good health habits and remaining free from substance abuse.

I will act with integrity by:

- Doing what is right even when classmates choose otherwise;
- Taking credit only for work that is mine and giving others credit for theirs;
- Speaking only what is known to be true;
- Behaving appropriately at school, at school sponsored events, while traveling to and from school, and while communicating with others.

I will act with responsibility by:

- Being accountable for my actions and accepting the consequences of my actions;
- Adhering to the expectations of the school;
- Being on time to school and class;
- Being prepared with required work and materials;
- Defending others against bullying;
- Encouraging others to act responsibly and follow school rules.

I strive to know, love and serve God, to develop to my fullest potential and to respond to the call to be of service to others.

**SCHOOL-WIDE EXPECTATIONS & RULES**

St. Athanasius school-wide expectations - click HERE.

School-wide rules:

- Be safe.
- Be kind.
- Be respectful.
- Be responsible.

**STUDENT DISCIPLINE GUIDELINES**

A well-disciplined environment is an atmosphere conducive to learning. Discipline is also an aspect of moral guidance. St. A's administration, faculty and staff nurture strong moral character and self-discipline within students. These Discipline Guidelines are developed to support students as they learn to contribute to the positive learning climate.

The procedure for disciplinary action pertains to all St. Athanasius students. In unusual circumstances, the principal and teacher may decide on alternative actions as needed.

Corporal punishment is not used as a means of student discipline. There are times, however, when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not the event is held on school property. Physical restraint may also be used to prevent a student from harming him/herself, other students, staff and/or school or staff property.

All property of the school, including student 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 that are left unattended on the school campus.

**Disciplinary Action – Minor Offense: Demerits (Units C & D)**

Students who violate expectations for Middle School conduct can expect a prompt, firm, and fair response. All disciplinary matters are handled on an individual basis. When students do not adhere to the rules and expectations set forth in the handbook or by a teacher, a demerit can be issued. Four demerits equal a detention in 6th-8th grade. Five demerits equal a detention in 5th grade. Demerits will reset once at the end of the first Semester (January).

Outside of a demerit, students can earn a straight detention. Any member of the St. Athanasius faculty may issue a detention to students for violation of expected behaviors, including, but not limited to, the following behaviors:

- Lack of courtesy and respect toward adults or peers
- Defiance or willful disobedience
- Dress code violations
- Inappropriate behavior
- Use of inappropriate or demeaning language
- Unexcused absence from class or repeated tardiness
- Careless use of school property or the property of others
- Chewing gum or eating/drinking at inappropriate times or without permission
- Use of prohibited items during school hours such as laser pointers, rubber band/paper clip slingshots, etc.
- Misuse of electronic devices (inappropriate gaming, emailing, etc.)

The first detention is a lunch detention. The second detention earned is after school. The third will result in a morning detention and a mandatory meeting with the parents, student, and administrator. If the detention is not served, or if a student misbehaves while serving detention, the student will be issued another detention. The administration will inform the parents that a detention has been issued. Consequences may be adjusted at the discretion of an administrator.

**Disciplinary Action – Major Offense; Illegal Acts**

If a student commits an act that endangers the emotional, academic, physical or spiritual well being of other students, himself/herself or staff, that student is immediately referred to the principal and a Discipline Referral will be issued.

Major offenses include, but are not limited to:

- Actions or talk that is detrimental to the moral or spiritual welfare of other students or staff or the school community.

- Assault, battery, or any threat of force or violence directed toward any school personnel or student. School officials are required to report incidents of battery committed against school personnel at school. School officials will notify local law enforcement and Illinois State Police through the Incident Reporting System (SIRS).
- Individuals who engage in hazing behavior or who fail to report instances of hazing will be investigated thoroughly by law enforcement. Faculty and staff report incidents to the principal, who will contact law enforcement and the Department of Children and Family Services about the situation. Hazing is a crime in Illinois.
- Sexual harassment.
- Acts of racism or that are characterized as racist.
- Other actions that are inappropriate and/or detrimental to the physical well being of other students or staff.
- Spitting directly on/at another student or staff.
- Habitual profanity or vulgarity.
- Violation of the Acceptable Use Policy regarding technology.
- Activating a false fire alarm.
- Cheating or plagiarism.
- Prolonged and open disregard for school authority, including, but not limited to, open, persistent defiance of the authority of a teacher, substitute teacher, administrator or staff member or continued willful disobedience.

Illegal acts for students include, but are not limited to:

- Possession, use, or sale of narcotics. School officials are required to report incidents related to drugs. School officials will notify local law enforcement and Illinois State Police through the Incident Reporting System (SIRS);
- Possession, use, or sale of any alcoholic beverage on or off school premises;
- Burglary: Stealing of personal or public property after forcible entry into a building, office or locker;
- Larceny: Theft or taking of personal or public property;
- Robbery: Stealing from an individual by force or threat of force;
- Extortion: (Blackmail, Coercion): Obtaining money or property (even lunches) by violence or threat of violence or forcing or threatening to force someone to do something against his/her will;
- Habitual truancy;
- Arson: The intentional setting of fire to property or facilities;
- Vandalism: Willful cutting, defacing, or otherwise damaging property in any way;
- Explosives: Use or possession of any kind of explosive on school property or at school-sponsored events;
- Assault: Physical violence to persons;
- Loitering: Being in or near a school building or on school grounds without a specific legitimate reason for being there;
- Trespassing: Being present in an unauthorized place or refusing to leave when ordered to do so;

- Unlawful Interference with School Authorities: Interfering with teachers or administrators by intimidation with threat of force or violence.

Other prohibited student acts include, but are not limited to:

- Possession or use of tobacco;
- Possession or use of vaporizers;
- Possession or use of inhalants unless prescribed by a physician;
- Possession or use of fire starters such as matches, lighters, accelerants, etc on school property;
- Conduct, whether inside or outside school, that is detrimental to the reputation of the school.
- Weapons: To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment, students shall not carry, possess, or use weapons in school, or on school premises. Weapons include but are not limited to the following: knives, guns, brass knuckles, billy clubs, bats, pipes, sticks and any other object that causes bodily harm. School authorities have the right to inspect and search lockers, desks, parking lots and school property. Parent/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report incidents related to firearms. School officials will notify local law enforcement and Illinois State Police through the Incident Reporting System (SIRS); The weapon is turned over to the local police jurisdiction.

Depending on the circumstances of the major offense, the principal will take one of the following actions:

- **Warning**: The student is alerted to the transgression. The principal or assistant principal calls the parent(s) and issues a Discipline Referral to the child. A copy is sent to the parent.
- **Probation**: The student and parents are informed of the serious or repeated offense. The principal and assistant principal conference with the student, parent(s) and teacher. The action taken is noted on the Discipline Referral. A copy of the Discipline Referral is given to the parents.
- **Class Exclusion**: If a student continually disrupts the class, he/she may be removed from the classroom and be expected to work on classroom assignments while under the supervision of other teachers or staff members. The teacher(s) consult with the principal who determines the duration of the period of exclusion (usually less than one day).
- **Suspension**.
  1.) An investigation of the alleged misconduct by a qualified school employee
  2.) An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations

3.) Written notice to parent(s)/guardian(s) citing the misconduct and the length of the of the proposed or actual suspension (typically provided after the in-person conference described in #2)
4.) Written notification to the Director of School Operations (DSO) and Pastor (when applicable)

- **Expulsion**. The student and parent(s) are informed of the serious or repeated offense. The principal meets with the student and parent(s), including assistant principal and teacher(s) as needed. The student is prohibited from returning to St. Athanasius School and must transfer to another school. (*See expulsion explained below.*)

**Disciplinary Action – Serious Offense**: **Expulsion of Students for Disciplinary Reasons**

Any student may be expelled for serious or repeated violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; repeated or serious behavior that is inconsistent with Catholic teaching; serious and repeated lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., the principal may, in their discretion, offer parents/guardians the opportunity to voluntarily withdraw from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled. Parents/Guardians of Archdiocesan schools may submit a request for review of the expulsion, in writing, to the Superintendent.

**Withdrawal of Students Based Upon the Conduct of Parents/Guardians**

As partners in the sacred mission of Catholic education, parents and guardians are expected to conduct themselves in a manner that consistently reflects the teachings, values, and moral standards of the Catholic Church. This obligation applies to all interactions with school personnel, students, and volunteers—whether on school property, at school-sponsored events, or in any context associated with the school community.

The conduct of parents and guardians must be guided by Christian charity, respect for the dignity of every person, and a spirit of cooperation and humility, in accordance with the Gospel of Jesus Christ and the principles of Catholic social teaching.

Behavior that is contrary to the moral and spiritual mission of the school will not be tolerated. Such behavior includes but is not limited to: actions or speech that oppose Catholic values; any

form of disrespect, harassment, verbal or physical abuse; threats, intimidation, or any conduct that disrupts the peace, order, and Christian witness of the school environment.

Should a parent or guardian engage in conduct that, in the judgment of the Principal and/or Pastor, seriously undermines the mission or well-being of the school community, the school reserves the right to take the following actions:

- Restrict or revoke the parent/guardian's right to be present on school property, either temporarily or permanently.

- Dismiss the student(s) of the parent/guardian from the school, either on a temporary or permanent basis.

**Attacks on School Personnel**
Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack. Additionally, schools must report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year.

**Leaving School Grounds during the School Day**
No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian. Consequences for leaving the school grounds will be determined by the principal.

**Public Displays of Affection**
Handholding, kissing and/or inappropriate touching are not allowed at school or at any school function. Students who violate this policy will be issued a Behavior Action Plan.

**Valuables**
Valuables or large sums of money should not be brought to school. Neither the teacher nor the school is responsible for a student's personal possessions.

**Vandalism/Property Damage**
Students and their parent/guardian are liable for all damage beyond normal wear and tear to equipment or school property, including textbooks and electronic equipment.

**Bullying**
As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic community.

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,

- 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.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying. Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical—which includes, but is not limited to, repeated punching, poking, stalking, destruction of property, strangling, hair pulling, hitting, biting, spitting, stealing, pinching and excessive tickling;
- Verbal—which includes, but is not limited to, repeated name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- Emotional—which includes, but is not limited to, repeated intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- Sexual--which includes but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators, and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

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

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

Harassment includes, but is not limited to the following examples:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

**Mental Health Protocol and Assessments**

St. Athanasius takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. 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, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at St. Athanasius.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community 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. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.

a. Treat information received from the student/family/treating medical provider confidentially.

b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the 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 school 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 school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to St. Athanasius academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

    a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.

b. 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. Athanasius.

4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.

5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.

a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/ guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

## VIII. ADMISSIONS AND WITHDRAWAL

### NON-DISCRIMINATION POLICY

St. Athanasius School, operated under the auspices of the Catholic Bishop of Chicago in the Archdiocese of Chicago, admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made
available to students in these schools. Archdiocesan schools do not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic, or other school-administered programs.

The School complies with applicable federal and State laws prohibiting discrimination, including but not limited to the following:

A. Title IX of the *Education Amendments* of 1972 (20 USC 1681 et seq.)
B. The *Individuals with Disabilities Education Improvement Act* (20 USC 1400 et seq.)
C. The *Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.)
D. Title VI of the *Civil Rights Act of 1964* (42 USC 2000d et seq.)
E. Title VII of the *Civil Rights Act of 1964* (42 USC 2000e et seq.)
F. The *Americans with Disabilities Act of 1990* (42 USC 12101)

### ADMISSIONS POLICY

Students shall be admitted to St. Athanasius School in accordance with the following:

- St. Athanasius School endeavors to educate all students within the limits of the school's educational program.
- It is assumed that preschool, junior kindergarten, kindergarten, and Unit A students (grades 1-2) will be accepted to the school without prior testing. *All students must be toilet-trained before admission to school.*
    - **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.

- **Temporary Program Suspension**
  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 temporary removal of the child should be considered until complete toilet training is achieved.

- AGE: For Three-Year-Old Preschool Programs, children must be 3 years of age on or before September 1 of the current school year with no exceptions. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.
- Preschool 3's and Junior Kindergarten 4's: Preschool and Junior Kindergarten students have the option to choose a full or part time schedule. Tuition credits for schedule changes will not be offered after September 30th.
- A review of students' previous academic program will help determine their appropriate placement at St. Athanasius School. Reading and math levels for students entering Units B, C and D (grades 3-8) will be reviewed before an admissions decision is made. Placement testing may be administered as needed. Contact will be made with the previously attended school when appropriate. Transfer students are admitted based on a 9-week probationary period.
- Students seeking admission to grades 3-8 will be invited to spend a day in the regular program at St. Athanasius.
- During first round consideration, St. Athanasius School gives preference in admission in the following order:
  - Siblings of current students
  - Catholic students that are St. Athanasius (St. A's) parishioners
  - Catholic students from other parishes
  - Non-catholic students.
- Admission or registration for those who submit forms and/or the registration fee after the first round deadline will be on a first-come, first-served basis.
- The classification of a school family as St. A's parishioners assumes a meaningful commitment to the school and parish. The following criteria are used to determine parishioner status:
  - The family is registered in the parish.
  - The family regularly and consistently participates in Sunday liturgy.
  - The family actively participates in various areas of parish life.
  - Each family contributes annually a minimum of $750 via the parish envelope system or Give Central to the financial support of the parish and its ministries. Contributions made during the calendar year preceding the beginning of the school year are counted toward this criteria.

**Tours**

Prospective parents and students are encouraged to attend St. Athanasius School's Open House, which is offered during the winter months, usually aligned with Catholic Schools Week

in late January. During this event, the enrollment & marketing coordinator, principal, parents and students are available to give tours and answer questions.

Prospective parents are also welcome to make appointments with the enrollment & marketing coordinator to inquire about enrollment at St. Athanasius School. They are provided a tour of the school and a meeting with the principal. During these tours every effort is made to minimize disruption of class time.

**WITHDRAWAL & DISENROLLMENT**

Parents who wish to withdraw their student(s) from St. Athanasius School meet with the principal to discuss the reasons for withdrawal, to make financial arrangements, and to complete a withdrawal form. Tuition adjustments are made based on the number of instructional days that occurred prior to the student's official withdrawal from school. Records will be sent to another school only when parents sign a transfer of records form at St. Athanasius School and all current tuition has been paid.

Tuition agreements are terminated according to the following schedule:

- Up to July 1st. 2026: $0
- July 1st, 2026 - August 18th, 2026: 10% of school year tuition
- August 18th, 2026 - November 7th, 2026: 20% of school year tuition
- November 8th, 2026 - February 27th, 2027: 30% of school year tuition
- February 28th, 2027 - End of school year: Full tuition payment

**Withdrawal of Students Based Upon Financial Delinquency**

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) will be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. The Principal may establish "Exclusion Days" in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days will be announced ahead of time so that the family and teachers can make appropriate plans.

**Disenrollment of Students with Medical or Developmental Needs Impacting Learning or the School Environment**

The school may reach an evidence-based decision as to their ability to serve a student with special needs when it is learned that the child's needs are greater than initially understood or when the available resources dedicated to serve the child are not effective. In such circumstances, the school may disenroll the student because it does not have the resources to meet the child's needs.

Disenrollment is not the same as expulsion, which is a removal from school for disciplinary reasons. Disenrollment is not the result of a disciplinary proceeding, but a school determination that the support required by a student exceeds what the school can provide.

Common indicators include:

• The student's behavior results in disruptions in the school environment and/or jeopardizes the health and safety of the student and/or others. The behavior has not been managed by the supports offered .

• The school cannot meet the student's safety needs.

• Benchmark assessments (e.g., iReady scores) show insufficient academic progress.

• Parent No Longer Collaborates Respectfully with School Staff or refuses to cooperate with school staff and such behavior impedes student progress.

• Academic assessments, new private psychological evaluations, or public school evaluations evidence new diagnoses.

## IX. FINANCIAL

Parents of children who attend St. Athanasius School are primarily responsible for paying the cost of the educational program. Tuition and fees are the largest source of school revenue. Other fundraising and development activities, in which all parents participate, make up the gap between revenue generated by tuition and fees and the actual cost of educating each child.

### TUITION AND FEES

The principal and pastor, in consultation with the St. Athanasius school board and the parish finance committee, develop the school budget, tuition rates and fees. The classification of a school family as parishioners of St. Athanasius parish assumes a meaningful commitment to the school and to the parish. (See Admissions Policy for specific criteria for parishioner status.) "Parishioner" and "Non-Parishioner" tuition rates are established.

In cases of mergers, consolidations and students coming from parishes that have no schools, reasonable financial arrangements to offset per pupil costs shall be agreed upon between pastors of sending and receiving parishes per Archdiocesan policy.

**Students may not begin to attend class until all fees are paid and either tuition has been paid in full or a tuition payment plan has been established on the FACTS tuition management system.**

**Tuition and fees from one year must be paid in full before the child may attend school the following year.**

### Tuition Assistance

Tuition Assistance is available to students in need. Applications for Tuition Assistance are available in the school office. Parents complete this form and the Needs Assessment on the FACTS system. Only the pastor and principal review these applications, and all information is kept confidential.

### Fee Payment

**Registration Fee:** a non-refundable, per family fee paid by cash or check made out to St. Athanasius School at the time of Registration (current students).

**Materials Fee:** a per student fee, paid to FACTS annually by parents who sign up for a tuition payment plan.

**FACTS Fee:** a per family fee, paid to FACTS annually by parents who sign up for a tuition payment plan.

**Technology Fee:** a per student fee, paid to FACTS annually by parents who sign up for a tuition payment plan

### Tuition Payment

Tuition is paid using one of the following options:

- Tuition payment in full by August 15.
- FACTS Tuition Program**.**
    - Tuition payments may be extended over ten months (July through April), four months, or a family may make two payments.
    - All payments are automatically deducted from the family's bank account.
    - All payments must be completed by the end of April.
    - See the Director of Operations/Business Manager for complete details.

**EXCLUSION POLICY**

A Catholic school's financial success is dependent on the income reflected in the annual school budget. Therefore, it is imperative that the school collect all of its budgeted revenue monthly in order to meet operational expenses such as salaries, benefits, utilities, maintenance, and instructional program costs.

The St. Athanasius School Board has agreed upon the following policy to keep parents current on all financial obligations to the school:

The school board, pastor, and principal annually determine the cost of tuition. The specified registration fee is due in full at the time of registration. A child may only begin school when tuition and materials fees have been paid in full or a FACTS payment plan is in place by August 15 prior to the beginning of the school year.

After the school year has begun, if tuition/materials fee payments owed to the school have not been paid within 30 days of the due date, the school will contact the parents in writing and by telephone. If 30 days after such notification, payment remains outstanding and no adjusted agreement has been put into place on FACTS, it is the policy of the school to have the child (ren) remain at home until tuition is paid according to the agreement.

Official records will not be released from the school for students transferring, nor will students be allowed to register for the following school year if a family's complete financial account is not current. 8$^{th}$ grade students may be denied participation in graduation activities if all tuition and fees are not current or paid in full by the date of the activity.

**FUNDRAISING AND DEVELOPMENT**

There are three groups who fundraise for specific initiatives, the Development Council, the Parent School Organization (PSO), and the Booster Club. We rely on parents to participate and provide financial support and volunteer hours to make them successful.

The Development Council (DC) fundraises to bridge this gap between tuition and the actual cost to educate a student, and to support other curricular enhancements.

**Development Council initiatives and events:**

- Annual Fund (direct donation campaign)
- Progressive Dinner with Buy-In parties
- Angel Night
- St. Patrick's Day Party/Irish Fest
- Run'n'Walk

**Parent School Organization Activities:**

-Participate in the Rummage Sale;
-Purchase School Lunches and/or School Pack (The Write Stuff);
-Attend Breakfast with Santa;
-Contribute to Teacher Appreciation events, stock the teachers' lounge, give to the Parent Gift Fund

**Booster Club Fundraiser for Athletic Projects:**

-Attend Poker Night

Any request to school families for monetary support or relating to new programs or activities to take place at or under the name of the school requires the approval of the principal, and any such funds raised for these activities shall be paid to St. Athanasius School. The principal will advise the Development Committee of such requests. The Development Committee coordinates all fundraising and development activities.

## X. HEALTH POLICIES AND PROCEDURES

### ST. ATHANASIUS SCHOOL WELLNESS POLICY

St. Athanasius School is committed to providing a learning environment that supports, promotes, and models good nutrition and an active lifestyle. We recognize the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Therefore, we have implemented the following health-promoting policies in compliance with the goals for student wellness established by the Archdiocese of Chicago.

**Lunches**

Parents are expected to provide healthy lunches for their children. Lunch should be prepared at home and brought with the student to school. Delivering a student's lunch to school is a disruption of the school day; therefore, students who arrive without lunches will not be allowed to call home for them.

Do not order (or drop off) fast food lunches to school - *Door Dash or other forms of delivery (including parent drop off) are not allowed.*

- If a parent chooses to bring lunch for their child, it must be in a lunchbox or paper bag clearly labeled with the child's name and grade/HR.
- If outside food is dropped off for a student, that student will eat in the front office, regardless of circumstance.

The PSO provides lunches M, T, W, & F when school is in session. Parents sign up and pay for their child's lunch in advance.

**Snacks**

- Students in grades PK-8 have snack (mid-morning or mid-afternoon, depending on lunch schedule). Students are encouraged to bring a snack for this time period during the day.

**Physical Activity**

- All students participate in weekly physical education class and daily supervised recess.
- School staff members try to limit extended periods of inactivity for students by providing periodic breaks for moderate physical activity throughout the school day.
- Reasonable accommodations are made for students with physical limitations.
- Standard Practice: Participation in recess or physical education class is not withheld as punishment. In occasional circumstances when needed, teachers or administrators may require students to sit out for a period of time from recess, PE class, or other classes.
- Students are encouraged to walk or bike to school.
- Students are encouraged to participate in school-sponsored extracurricular activities and sports.

**School Parties, Birthdays, and Treats**

- Simple holiday celebrations such as Halloween, Christmas and Valentine's Day are arranged among teachers and room parents.
- Units host occasional educational activities that incorporate food.

- Treats outside of those outlined in this policy or specifically requested by school staff are not permitted.
- In keeping with efforts to provide a healthy environment, small portions and nutritious foods are encouraged.
- Each child's birthday is recognized with an out-of-uniform pass, not a treat.
- In an effort to be sensitive to nutritional and allergy concerns and to minimize costs, parents do not send or bring treats or token gifts on their child's birthday.

**Gum**

- St. Athanasius is a gum-free campus. Chewing gum is not allowed at school. Students will be requested to spit out the gum. Repeated violation will result in disciplinary action.

**Implementation**

- The principal is responsible for monitoring the overall implementation of St. Athanasius School's Wellness Policy.
- Parent School Organization (PSO) volunteers manage the school lunch program.
- The Communication Coordinator, a trained Food Service Manager, ensures that safe food practices are followed during the school day.
- Qualified teachers provide health and PE instruction.
- All faculty, staff, and parents share responsibility for implementing this policy in classrooms and at student activities and events.
- School staff members and parents are encouraged to model healthy eating and physical activity as a valuable part of daily life.

**FOOD ALLERGY PROCEDURES**

St. Athanasius School recognizes that food allergies are a growing concern in American society. Faculty, staff and administration also realize that any food could cause a potentially fatal anaphylactic reaction, and that not all children experiencing anaphylaxis have been previously diagnosed with a life-threatening food allergy. The health, safety and inclusion of all children is important.

As parents of children with food allergy know, it is not possible to guarantee an allergen-free environment. St. A's focuses efforts on Education, Preparedness and creating an Environment of Inclusion. Avoiding food-allergic reactions requires the committed efforts of parents, students, teachers and administration. St. Athanasius School's policy provides a framework for partnering with all families to build a safe, loving and supportive environment for children suffering from life-threatening food allergies and for their classmates.

**Education & Preparedness**

- Each child with a diagnosed food allergy must have an up to date food allergy action plan on file with the office and up to date medications in the office.
- In addition to CPR and First Aid, teachers and staff undergo training on Food Allergy symptoms and treatment at the beginning of each school year.
- Staff members work with families to provide access to emergency medications (in the office, classroom and other environment) as appropriate to the age of the child and doctor's recommendations.
- St. Athanasius School maintains epinephrine not designated for a specific student, to be used in accordance with IL Public Act 97-0361.

- Students with food allergies are encouraged to wear medical identification bracelets or shoe tags.

**Environment of Inclusion**

- St. Athanasius School prohibits all students from sharing food with one another in class or at lunch to minimize the opportunity for allergic reactions.
- In all classes, procedures encourage attention to cleanliness, including wiping down desks before and after food is consumed and having all children wash their hands or use wipes before and after eating.
- As teachers cannot be responsible for reading every label every time a food is consumed in the classroom, St. Athanasius School strongly encourages children with severe food allergies to bring approved lunches and snacks from home and to maintain a student-specific box of approved treats in their homeroom.
- For the health of all children, food-based birthday treats have been eliminated from classroom celebrations in all units.
- ***Given that a student's ability to prevent allergic reaction has age-related considerations, all preschool, junior kindergarten, kindergarten, and Unit A classrooms are designated as "nut-free."*** Families in these classes should refrain from packing or sending nut or peanut products to school with their children. This aspect of St. Athanasius' policy should not create a false sense of security nor does it address concerns for students with other allergies. The policy is intended to help teachers more efficiently address nut-allergy considerations for the youngest students.

Circumstances can vary for any student with a diagnosed food allergy. Faculty and staff work with students, teachers, families and their physicians to address accommodations that consider the health and well being of all St. Athanasius students.

The following publications from FARE (Food Allergy Research and Education) helped inform development of this policy:

FARE Managing Food Allergies at School
http://www.foodallergy.org/managing-foo-allergies/at-school

School Guidelines for Managing Food Allergies
Http://www.foodallergy.org/document.doc?id=135

Managing Food Allergies in School—A Guide for Parents
http://www.foodallergy.org/document.doc?id=123

**Communicable Diseases**

In the school environment, many communicable diseases are easily transmitted from one individual to another. The more common communicable diseases among school-aged children include but are not limited to, strep throat, conjunctivitis (pink eye), impetigo, chicken pox, measles, mumps, and pertussis (whooping cough). **Parents must report all cases of communicable diseases to the school office.** Students who have a communicable disease must be excluded from school during the period of communicability. Parents must follow the

recommendations from their health care provider regarding the period of communicability and when their child may return to school.

**Head Lice**

Head lice are not a disease but a nuisance. The earliest and most common symptom of head lice infestation is itching, particularly in the area behind the ears and at the nape of the neck. Additional signs of infestation include the presence of lice on the scalp and/or nits (eggs) attached to the hair shaft. Infestation caused by head lice can occur in all students regardless of socioeconomic standing, race, sex, age, or cleanliness. Head lice are directly transmitted through close contact with a person who is infested, or indirectly transmitted through contact with an object that has been contaminated with lice (hairbrush, comb, clothing, or towels).

**Exclusion from School**

Students who have been infested with head lice are to be excluded from school until the day after treatment. Both prescription and over the counter treatments are effective in treating head lice. Parents are advised to seek the appropriate treatment as recommended by their health care provider or a pharmacist. The student may return to school when the parent presents a box label from administered treatment or a note from their health care provider. The student will be re-checked for head lice before readmission to the classroom.

**Advice to Parents**

Parents are advised to check all family members and to treat all who are infested with head lice at the same time. Please check with your health care provider regarding treatment recommendations for pregnant women and infants. Since treatments that kill lice may not kill nits (eggs) completely, those infested with head lice should be treated again in 7-10 days, as directed by your health care

provider or pharmacist. For two to three weeks after treatment, continue to check treated children for lice and nits daily. During these daily checks, removal of visible nits and lice is recommended to decrease the chance of self-reinfestation.

All objects with the potential to harbor head lice and serve as means of transmission should be treated. Clothing or bedding should be machine washed on the hot cycle (above 125 degrees) followed by at least 20 minutes of machine drying on high heat. Non-washable clothing, bedding, or stuffed animals can be placed in the dryer on high heat for at least 20 minutes; dry cleaned, or sealed in a plastic bag for a minimum of 10 days. Combs and brushes can either be soaked for an hour in a phenol solution (Lysol) or placed in a pan of water heated to 150 degrees for 10 minutes. Thoroughly vacuum all upholstered furniture and all rugs and carpets.

Car seats and car upholstery should also be vacuumed. Fumigating rooms or using insecticidal sprays on furniture and carpets is <u>not</u> recommended. To prevent the spread of head lice, please remind children not to share combs, brushes, hats, coats, towels, or other articles of clothing that come in contact with the head, neck, and shoulders.

For more information on Head Lice please go to: www.cdc.gov/parasites/lice/head www.idph.state.il.us/home.htm and click on "H" to find info on Head Lice.

**Health Requirements and Immunizations**
All children in Illinois shall present proof of having received immunizations against preventable communicable diseases as required by the Illinois Department of Public Health. Children at various grade levels are required to have a health examination and/or dental and vision examinations.

All of these **records must be presented to school before the first day of school.** If a child is not in compliance with health and immunization requirements, the principal **will exclude** the child from school until the child presents proof of having had the health, dental and/or vision examination and having received the required immunizations.

Please inform the school of any serious health condition, i.e. severe food allergies, asthma, diabetes, or any other condition.

**Health examinations are required as follows:**

- All new students entering St. Athanasius School for the first time
- All students entering kindergarten and 6th grade
- All athletes (grades 4-8) must have a health examination *every year prior to the start of practice or the athlete will not be allowed to participate.*
- Most insurance policies pay for one physical examination per year. Please establish a cycle for children in which physical examinations are completed during the summer well before the beginning of fall sports, August 15.

**Dental Examinations are required as follows:**

- All students and those entering kindergarten, 2nd, and 6th grades.

**Vision Examinations are required as follows:**

- All new students and all kindergartners

All forms (health, dental, and vision) are available in the school's office or on the school's website @ www.saintas.net

**School Medication Procedures**
Parent/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. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

**Procedures**

1. **Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the School Principal.

   A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. Medication Authorization Forms and Physician's Orders are available in the school office and on the school's website www.saintas.net.

   The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee of the parent/guardian administer the medication in school.

2. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form and Physician's Order. Students who suffer from asthma, allergies, or other conditions that require the immediate use of medication shall be permitted to carry such medication, and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form and Physician's Order. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

3. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

   a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
   b. Manufacturer-labeled for non-prescription over-the-counter medication.

4. **Storage of Medication.** Medication received by the School in accordance with a completed Medication Authorization Form and Physician's Order and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regimen, the student's parent/guardian will be responsible for removing any unused medication from the school. If the

parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

**Administration of Medical Cannabis:**
Students are not permitted to use or possess cannabis in our schools except in accordance with the law, school policy and permission of the superintendent. If a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

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

**SCHOOL SUPPLY OF EPINEPHRINE AUTO-INJECTORS**

Pursuant to the provisions of Section 22-30(f) of the Illinois School Code, St. Athanasius School maintains a supply of undesignated epinephrine auto-injectors in the name of the school and may provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the school. Trained staff, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. No one, including without limitation parents/guardians of students, should rely on the school for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication. An undesignated epinephrine auto-injector would only be used if it is perceived in the best judgment of trained staff to be an anaphylactic emergency and the school does not have access to medication prescribed specifically to the student. *Parents may submit a request in writing to the school that their student not be administered this treatment in case of emergency.*

**TOPICAL SUNSCREEN USAGE**

A student may possess and use topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

**CONCUSSION PROTOCOL**

Please refer to the Archdiocese of Chicago Athletic Handbook (updated 2023). St. Athanasius School follows the IESA required concussion protocol and trainings for elementary/middle and high schools.

> **Return to Sport:** Anyone who has suffered a concussion needs to rest their brain until all the symptoms are gone. This means they should be able to read, do math and think at their usual pace with no headaches, fatigue or other symptoms. This can mean a few days resting at home, not doing schoolwork and no exercise. There is no timetable chart to follow; each child needs a treatment program tailored to their symptoms and circumstances. Younger children may take longer to recover than adults and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers a concussion, they are more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeated concussions.

## Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in 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:

school hours: 8:30-3:30pm (M, T, Th, F) & 8:30-2:30pm (W)
after-school hours: N/A
maintained in the following designated secure locations: main office

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.

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 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.

**Steps for Implementation/Procedures**

- Determine internally where opioid antagonists will be stored.
- Maintain a list of expiration dates of opioid antagonists.
- Determine who will be "trained personnel" to administer opioid antagonists and ensure they receive the necessary training. Per the statute, the training must include:
    - o How to recognize symptoms of an opioid overdose;
    - o Information on drug overdose prevention and recognition;
    - o How to respond to an emergency involving an opioid overdose;
    - o Opioid antagonist dosage and administration;
    - o The importance of calling 911, or if 911 is not available, other local emergency medical services;
    - o Care for the overdose victim after administration of the overdose antagonist; o Documentation of training demonstrating competency of the knowledge required to recognize an opioid overdose and administer a dose of an opioid antagonist; o Where the opioid antagonist is stored and how to access the drug;
    - o The method by which the school nurse or trained personnel will be notified of an incident that could require the administration of an opioid antagonist;
    - o The process for administering the specific opioid antagonist available at the School and
    - o Any other additional statutory requirements set forth in the Substance Abuse Act or regulations promulgated thereunder.
- Maintain a list of "trained personnel" and determine who is responsible for maintaining it. • Anytime an opioid antagonist is administered, convene a team meeting to ensure all appropriate notifications are made and documentation is submitted.

o Immediate notification is required to 911.
o Immediate notification is required to the student's parent/guardian/emergency contact. o Notification to the prescribing provider is required within 24 hours of the administration of the opioid antagonist.
o Notification to ISBE is required within three days of administration of the opioid antagonist.

## XI. PARENTS: GENERAL GUIDELINES

### CLASSROOM INTERRUPTIONS

All visitors, including parents, must report to the office and sign in. Spontaneous visits to the teachers and classrooms are not allowed, as teachers have supervisory responsibilities and this is a disruption of student instructional time. At the end of the school day, parents should wait for students outside the school building, not in the classroom hallways.

### PARENT/TEACHER AND PARENT/ADMINISTRATOR COMMUNICATION

Our priority during the school day is the learning and safety of our students. As a result, response to emails will not be immediate. If a parent wishes to communicate with a teacher or administrator, he/she should send an email or a note to the teacher/administrator or call the school office. The teacher or administrator will communicate with the parent as soon as it is practical (usually within 24-48 hours) during the school week. Emails received during the weekend will be responded to as soon as it is practical during the school week.

### CONCERN/ISSUE RESOLUTION

Although St. Athanasius School strives to establish an open and harmonious relationship between parents and school staff, it is recognized that misunderstandings or differences of opinions sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. Concerns regarding individual school staff members should first be directed to that staff member/classroom teacher. If the issue is not resolved, then the parent should make an appointment with the principal.

### PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held in accordance with the following:

- Parent-teacher conferences (grades K-8) are held in person at the conclusion of the first trimester of the school year (November). **All parents are expected to schedule and attend.** *Parents desiring longer conferences than those scheduled by the school are encouraged to contact the teacher to arrange an appointment.*
- Preschool,Junior Kindergarten, and Kindergarten hold conferences in November (no written report sent home) and throughout the year as needed.
- Teachers, the principal, or parents are encouraged to initiate appointments for individual conferences (grade PK-8) throughout the year, whenever it seems to be in the best interest of the student.
- *Students in Unit D are strongly encouraged to attend conferences with a parent or guardian.* Students should prepare for their own conference by sharing with their parents or guardians their academic and social progress in advance of the parent-teacher conference.

It is important to remember that when we host parent teacher conferences, parents should make themselves available for a conference on the school-scheduled date if they would like a conference. Conferences are held **in person** and **only on the scheduled dates**.

**PARTIES AND TREATS**

**In School:** Simple holiday celebrations for holidays such as Halloween, Christmas and Valentine's Day are arranged with individual teachers by the room parents. Room parents may donate treats or choose to fund parties with donations from families in the class. Each child's birthday is recognized with an out of uniform pass. *To be sensitive to nutritional and allergy concerns and to minimize costs, parents should not bring treats or token gifts to school on their child's birthday.* In keeping with our efforts to provide a healthy environment we encourage small portions and nutritious foods.

**Out of School Party Invitations:** Unless everyone in a class is invited to a party, students should not bring and/or distribute invitations at school.

*Additionally, gifts for peer birthdays may not be given at school - the giving of gifts must be arranged by students/families outside of school hours.

**ADVERTISING, FUNDRAISING AND PURCHASING**

The principal's approval is required for the following:

- Use of the school logo
- Fundraising activities
- Service Projects
- Purchasing materials and equipment

**LOST AND FOUND**

**Label each item** of clothing, lunch boxes/bags, and backpacks **with the family last name** before the items come to school. Lost and found is located near the school office. Unclaimed items are donated to ESCCA (Evanston School Children's Clothing Association) at the end of each month.

**MESSAGES TO STUDENTS**

Students should be aware of and plan after school activities before leaving home in the morning. ***Parents must refrain from contacting their child(ren) directly via email, text, or phone call***; instead, communication must be handled with the communications coordinator in the front office. Only in emergencies will a student be given a message during the day.

**OFFICE HOURS**

Official office hours are 7:45 a.m. to 3:45p.m. Monday through Friday when school is in session. Office staff is not available at other times.

**PARKING**

The parking lot is used during the school day by the children for recess and PE classes. There is ample parking on the streets surrounding the school after 9:00 am. (Please abide by parking signage to avoid tickets.) Please do not park in the parking lot during school hours.

**PHOTOS/VIDEOS**

For the safety and privacy of our students, parents are strongly discouraged from posting photos or videos of students or school events on any social media without the express permission of the student's parents.

**eRED**

On Friday of each week the principal's letter and various communication attachments are emailed to parents and staff. The eRed includes important information, upcoming dates, and various updates. Parents should quickly inform the communications coordinator of changes to email, home address or phone number so the school can maintain accurate records for easy communication.

**RELEASING STUDENTS DURING THE SCHOOL DAY**

Students will be released only to a parent or authorized person as listed on the Emergency Information Card. Students must be signed out at the school office. To minimize disruption, students who must leave during the school day will leave the classroom when classmates are transitioning between classes, not during a class.

**SCHOOL COLORS AND MASCOT**

St. Athanasius School colors are true red and white. The school mascot is "Reggie the Redhawk". One or more upper grade student(s) is selected annually to serve as the Redhawk mascot. The name of the Evanston Catholic Football team, comprised of students from St. A's, St. Joan of Arc, and Pope John XXIII School, is the "Knights," and their colors are navy and gold.

**SCHOOL DIRECTORY**

A school directory of family contact information is provided free to all St.Athanasius School families. This information may not be used for commercial or political purposes.

**SUPERVISION DURING FAMILY EVENTS**

Parents supervise their own children or make arrangements with other parents to supervise them at school family events, for example Ice Cream Social, St. Patrick's Party, or Pancake Breakfast. All children must be supervised at all times.

**ALCOHOL POLICY (ARCHDIOCESAN)**

No alcohol of any kind may be distributed or consumed at school and/or parish-sponsored sporting events or athletic banquets where children are present, whether on or off campus. **This policy is non-negotiable.** Parents, relatives and guests attending games and athletic banquets are expected to follow this policy. Expectations and restrictions are the same for indoor and outdoor activities.

**VERIFICATION OF COMPLIANCE**

A written statement signed by the parents and students must be returned at the beginning of each school year verifying that the parent and student are aware of and will comply with all regulations as written in the Parent/Student Handbook. (See Signature Page at the end of the handbook.)

**VISITORS**

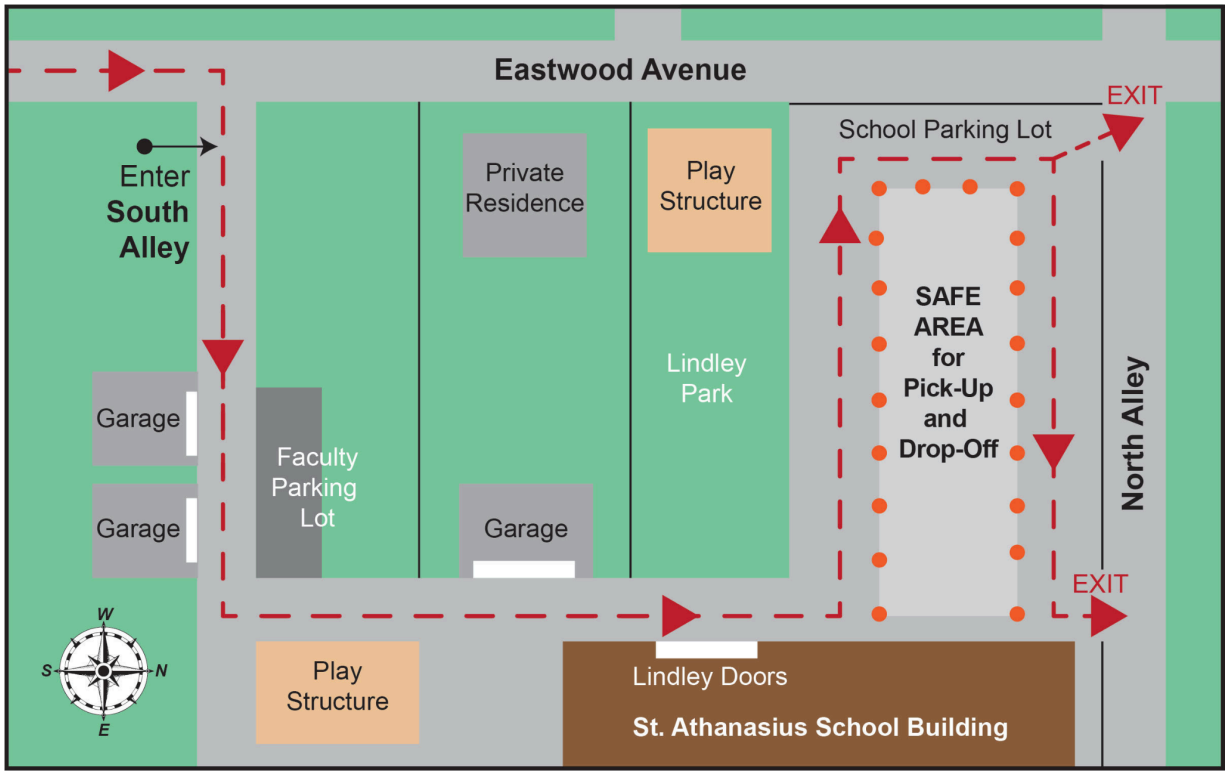
- All visitors must report to the school office, state the reason for the visit, present identification, sign in and wear a visitor badge while they are in the school.
- Students are not allowed to bring student guests from other schools without pre-arranged permission from the Unit leader and principal at least one day in advance. Permission will be granted only in exceptional circumstances.
- Children who are not enrolled in St. Athanasius School may not loiter at the school.

## XII. SAFETY

St. Athanasius School staff members endeavor to create a physically and emotionally safe environment for students. Children are to conduct themselves in an orderly manner in the school building and in all areas related to the school. Students should maintain a calm atmosphere conducive to learning in halls and in classrooms. Students are taught to be alert to safety concerns.

### DROP OFF AND PICK UP PROCEDURES

Drive north on Eastwood Avenue from Lincoln Street and enter the first alley on the east side of the street. Evanston traffic enforcement officials remind us that cars should not double park on Lincoln Street while waiting to turn onto Eastwood at dismissal time, but should drive around the block until traffic eases.




**Please do not block the entrances to the two garages that are on the south alley.** Proceed past the playground equipment and the back door of school (Lindley Park door) and form a solid line around the entire "U" on the big playground. Follow the safety cones, driving your car as close to the cones as possible. Students should debark on the passenger side of vehicles. Students can thus safely enter the "safety zone" from both sides of the "U".

Students should walk to the school building between the two rows of cones (safety zone) at drop off time in the morning. Students wait in the safety zone between the cones at dismissal time. Faculty and staff members supervise in the morning and in the afternoon.

**Pick up locations:**
STARTING IN 2025-2026, PK3 & JK4 will be picked up on Ashland (via the south gym doors).
Grades K-4th will be picked up in the back parking lot.
Grades 5-8 will be picked up on Ashland.

- If an older sibling needs to pick up a younger sibling, that student should exit on Ashland and then proceed to pick up sibling(s).

**Pedestrians**
**Arrival:** Those who walk or ride bikes to school may use the sidewalk on the west side of the church to gain entry to the parking lot near the playground equipment. Pedestrians and cyclists may also use the sidewalk between the school and the fence along the north alley, and then follow the safety zone to the back door of school or to the bike rack in the Redhawk Alley courtyard.

**Pedestrians and cyclists should not use the south alley, which is the entrance for cars.**
Do not use the Parish House driveway. Parish staff members drive and/or park their cars there.

**Dismissal:** Pedestrians may depart from the Ashland Avenue entrance.
Cyclists must walk their bikes from the bike racks in the Redhawk Alley courtyard to Lincoln Street, using the sidewalk between the church and parish house or past the back of the school and along the north alley to Ashland Avenue. Bicycles may not be ridden on school grounds.
**Never walk or cycle in the south alley where the cars enter.**

**BICYCLES**

- Bicycle riders must wear helmets.
- Park bicycles in the rack at the back of the school building.
- Lock bicycles at all times. The school assumes no responsibility for the bicycles; however, damages should be reported to the school. School staff will try to identify the culprit.
- Do not ride bicycles on school grounds during school hours.
- Walk bicycles when the rider is entering or leaving the school grounds.
- No child is permitted to borrow a bicycle with or without the owner's permission.
- Only one person may ride a bicycle at a time.

**SKATEBOARDS AND SCOOTERS**

- Lock skateboards and scooters to the bike rack at the back of the school building.
- Carry skateboards and scooters while on school grounds.
- Do not use skateboards or scooters during the school day.
- Wear a helmet, wrist and elbow pads and knee guards while riding a skateboard or scooter to and from school.

**PLAYGROUND**

**<u>Behavior</u>**

- Always follow the instructions of the playground supervisors.
- Play away from the building. No knocking on windows to distract students in the building; no playing on steps. Play away from parked cars.
- Play on the play structure only when a supervisor is present.
- Always stay on the playground during recess. If a ball goes off the playground, tell an adult supervisor.
- Students may reenter the building only with permission of a teacher or supervising adult.
- Honor the bell. Stop playing immediately when the bell rings and proceed to line up in assigned areas.
- Honor the whistle. A teacher is trying to get your attention. Stop and pay attention to instructions.
- Throwing snow is not allowed anywhere on school grounds.
- No foods, candy, gum, pop or electronic devices are allowed on the playground during recess times.
- Always walk a bike on school property.

**Playground Equipment**

- Use all equipment appropriately
- Use jump ropes for jumping only
- Use only soft sponge or soft inflated rubber balls. Exception: regular basketballs may be used at the basketball hoops.
- No roller skates, roller blades, skateboards, or wheelie shoes.
- No wooden bats or lacrosse sticks.
- Snow pants, snow boots, and gloves must be worn to play on snow mounds.
- Stay away from the cars parked on the lot.

Games not allowed:

Red Rover

Any game using tackling, pushing or shoving, such as:

Pom Pom

Tackle football

King of the Mountain on snow mounds

Play Structures

- The play equipment near the Hartke Room is for Junior Kindergarten, Kindergarten and Unit A students during recess times.
- The play equipment on Lindley Park is for grades 3-8 during their lunchtime recess. Younger students may play on it at other times.
- Play on a play structure only when a supervisor is present.
  - Only one student may use each Lindley Park play structure feature at a time. Others wait in the line designated for that play feature.
  - No climbing up the slide or sliding down backwards or head first.
  - No climbing on top of Lindley Park play structure features.

End of Recess:
At the end of recess, students cease playing with the balls; they hold the balls and bring them and other portable play equipment back to their homeroom. Each homeroom is responsible for keeping their equipment in usable condition. Make sure each piece of equipment is labeled with the homeroom number. Students in the homeroom replace lost or damaged equipment.

**NOTE:** ***The south alley and the area between the garage and the back of the building are considered a public alley. This space is also a fire lane and may not be blocked at any time.***

**AFTER SCHOOL ACTIVITIES**

St. Athanasius School faculty and staff provide supervision until 3:35 p.m. No supervision is available after 3:35 p.m. or beyond fifteen minutes after an earlier dismissal. For all other school activities, students must be picked up within ten minutes after the end of the activity (e.g. clubs, sports, etc) or they will be sent to the Extended Day Program. Parents will be charged the daily fee. In particular, please note the following:

- Students may not remain on the school grounds unsupervised.
- Students may not leave the school grounds and then return.
- Students, their friends and siblings who attend St. Athanasius athletic events after school must be under the supervision of the parents or an adult in attendance. Parents must arrange for other adults to watch their children if the parents cannot attend or if they will be late.
- Students who remain on school grounds after school supervision hours will be escorted to the Extended Day Program. Parents will be charged the daily fee.
- Students who must leave early to participate in after school activities must bring a written note from parents on the day of the activity.

**RELEASE OF CHILD FROM SCHOOL**

Except in unusual circumstances, a student will not be released to anyone other than the parent or guardian without the express written permission of the parent or guardian. The school will release a student to either parent unless the school has been given a copy of a court order giving one parent exclusive custody.

**REPORTING CHILD ABUSE**

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation or suspicion of child abuse or neglect.

**SAFE LOCATIONS**

Students must be supervised by an adult at all times. Students are allowed in classrooms, library, computer lab, cafeteria, gym, school office, restrooms, hallways , playground and other common areas during the school day while supervised by faculty or staff members. They are not allowed in the kitchen, the Teachers' Lounge, or faculty/administrator offices unsupervised.

At no time are students authorized to be in storage closets or maintenance areas of the school building.

**SCHOOL SECURITY**

The exterior school doors are locked during the school day. DOORS SHOULD NEVER BE PROPPED OPEN. Unauthorized persons should be directed to walk around the school building to enter through the Ashland Avenue doors or should be personally escorted to the school office. All school windows are shut and locked and all computers turned off after school hours every day. Surveillance cameras are stationed at internal and external locations throughout the building to enhance security.

**GANG ACTIVITY**

Gang activity shall be considered a violation of school rules and cannot be tolerated in Catholic schools. School personnel monitor student behavior and the school environment for signs of gang activity. In cases where gang activity occurs, the school will address the situation through its defined Student Code of Conduct, and appropriate disciplinary actions shall be taken. The Principal will contact local law enforcement when, in his/her opinion, the safety and welfare of students and/or staff are threatened by illegal gang activity, the illegal use of drugs/alcohol, or use or possession of weapons.

**SMOKE FREE ENVIRONMENT**

The Smoke-free Illinois Act protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment.

No individual, including students, staff members, or school visitors, is permitted to use any tobacco product at any time including non-school hours:

- in any school building or school vehicle
- on school grounds and/or property of the school which may include athletic fields and parking lots

**FIREARM FREE ENVIRONMENT**

No firearms are allowed on school property.

**ASBESTOS AWARENESS**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires that all K-12 schools be inspected and that they identify any asbestos-containing building materials. The law further requires the development of a Management Plan, which is based upon the findings of the inspection. This outlines the intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least

some asbestos in pipe insulation and structural fireproofing. We, too, have a building that contains asbestos material. The primary concern arises when these materials begin to deteriorate or become damaged.

Throughout the years, our school has been inspected regularly and some asbestos containing materials have been identified in the building. The materials are distributed in various locations and include areas not readily accessible to building occupants or students. Our school's inspection report and management plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program. A copy of the inspection report and the management plan is on file at the school.

**STUDENT ACCIDENT INSURANCE**

St. Athanasius School does not provide student accident insurance. It is recommended that parents provide accident insurance for their children. Students who participate in school sponsored sports and activities are required to demonstrate proof of accident insurance (Archdiocesan Policy ES 156.1/HS315.1).

**STUDENT INCIDENT REPORTING SYSTEM (SIRS)** *(added July 2024)*

The Illinois State Board of Education and the Illinois State Police have developed the School Incident Reporting System (SIRS) in IWAS to collect incident data. The Illinois Compiled Statutes mandate that this incident data be reported as it occurs during the year. All applicable incidents occurring within the school year must be submitted and approved in SIRS by August 1 of that year.

## XIII. STUDENT INFORMATION DISCLOSURE

St. Athanasius School discloses the following information on occasion: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received and the most recent school attended.

A parent is entitled to refuse to designate any or all of these items concerning the student as directory information. Notice from a parent that he or she does not want any or all of these types of information concerning the student designated as directory information must be made in writing to the principal by August 15 at the beginning of each school year.

On occasion a student's photo might be used on school-related information. At the beginning of each school year, parents must sign and return the Publicity Release form at the end of this Handbook.

## XIV. EMERGENCIES

### EMERGENCY DISCLOSURE OF INFORMATION

If knowledge of the information is necessary to protect the health and safety of the student or other individuals, the school is required by law to disclose personally identifiable information from a student's education record to law enforcement. The school gives that information to child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency.

### EMERGENCY INFORMATION FORM

The school maintains a file containing each student's current emergency care information. Each parent is responsible for updating the following information on an annual basis before the beginning of the school year, or immediately if such information changes during the school year. For each child's safety, students will not be allowed to attend school until this information is received:

- The name of the student, his/her home address, telephone and birth date;
- The business addresses and telephone numbers of the parents/guardians and the hours during which they will be at their place of work and the cell phone and/or pager numbers of parents (if applicable);
- The date of the latest tetanus immunization/booster.
- The name of the family physician and dentist, office addresses and telephone numbers; Special health conditions or allergies to which the student is susceptible, emergency measures to be applied; and any current medication;
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary; and
- The signature of responsible parent(s) or legal guardian(s).

## XV. CRISIS PROCEDURES

### FIRE

Fire drills are held regularly at unannounced and varied times. All persons must evacuate in a quiet, orderly fashion; it might be necessary to issue further directions. Talking is not allowed at any time during a fire drill. Students receive instructions on how to evacuate the building in an emergency.

### TORNADO

Tornado drills are held during the year. Students and staff are directed within their Units to the safest areas of the building and are taught to assume the tornado protective position and what to do in a tornado's aftermath.

### EARTHQUAKE

An earthquake drill is held during the year. Students and staff are instructed in "Stop, Drop, and Hold On" procedures and what to do in an earthquake's aftermath.

**LOCKDOWN**

Lockdown drills are held during the year. Appropriate procedures will be used when a dangerous or armed intruder is on campus or in the surrounding neighborhood.

**THREATS**

The administration of St. Athanasius follows the Office of Catholic Schools' policy when dealing with written or verbal threats. ANY threat to ANYONE in the school community is taken seriously. **If a student or parent suspects or receives a threat of any kind, he/she should notify a staff member immediately.**

**INCLEMENT WEATHER OR OTHER SCHOOL CLOSURE**

- In the event of school closure due to inclement weather or other unpredictable circumstances, parents and staff will be notified via the FACTS System. Notice will also be posted on St. Athanasius School website and delivered via local radio or TV stations.
- On school closure days, all school activities, sports, and meetings are canceled.
- Archdiocesan policy requires a minimum of 180 instructional days per year. Make up days will be instituted as needed.

**CANCELLATION OF SCHOOL ALREADY IN SESSION AND EARLY DISMISSAL:**

- Parents are notified via the FACTS Emergency System (and by email via Constant Contact).
- Children will be supervised until parents arrive. Parents should arrive as promptly as possible.

**REUNIFICATION IN CASE OF EMERGENCY:**

- Parents will be notified via FACTS Emergency System and via email.
- St. Athanasius School's reunification site is at the Chandler Newberger Center (1028 Central St, Evanston, IL 60201).
- Children will be supervised until parents arrive. Parents should arrive as promptly as possible.
- Students will only be released to their parents or the parent's designee.
- To minimize confusion and maximize safety, all faculty, staff and parents must follow the reunification protocol.
- The school's Reunification Plan for emergencies can be found on the school's website. The plan is also sent home via the school newsletter at the beginning of the school year.

## XVI. VOLUNTEERS

*As of the 2021-2022 school year, volunteers are NOT required to be vaccinated or, if vaccinated, to submit proof of vaccination.*

St. Athanasius School encourages and appreciates parent involvement. Volunteers assist the school by providing classroom and fundraising assistance; committee leadership; and by coaching athletics.

Volunteers must be in compliance with the following Archdiocese of Chicago Office of Protection of Children and Youth guidelines before being allowed to work with children in any capacity, including lunchroom, classroom, and field trips:

- Complete a CANTS (Child Abuse/Neglect Training System) Form and return it to school;
- Complete an on-line background check;
- Complete Virtus training.

Volunteer Application forms are available on the school website (www.saintas.net) or in the school office. Volunteers who work directly with students must undergo a criminal background check and a reference check.

Ordinarily, any person with an adult criminal conviction is not eligible to serve. The school reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities when, in the judgment of the principal, it is in the best interest of the school to do so.

The Archdiocese of Chicago requires that all school staff and volunteers who work with children participate in Virtus training to help ensure our students' safety from abuse. Opportunities for this training are offered online (www.virtus.org). Please see Judy Berg with any questions.

## XVII. JURISDICTION

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus.

## XVIII. AMENDMENTS

Statements in this handbook are subject to amendment with or without notice. The school principal notifies school families of all changes as soon as practical via our weekly eRed communication. Some changes might have to be made immediately due to unforeseen circumstances.