

Parent/Student Handbook

2020-2021

St. Albert the Great School
5535 State Road
Burbank, Illinois 60459
(708)424-7757



MISSION STATEMENT

St. Albert the Great School's mission is to promote the spiritual, moral, intellectual, physical, cultural, social and emotional development of each student.

We are committed to modeling and teaching Catholic Christian morals and values in a caring, respectful environment that encourages academic excellence, nurtures in our students the desire to be life-long learners, and instills in them a commitment to Christian service which exemplifies the teachings of Jesus Christ.

[FACULTY AND STAFF](#)[ADMISSION](#)[TRANSFERS](#)[PHYSICAL EXAMS](#)[VISION EXAMS](#)[DENTAL EXAMS](#)[TUITION/FEES](#)[FINANCIAL AID](#)[ATTENDANCE/ABSENCE PROCEDURES](#)[SCHOOL PROCEDURES](#)[HEALTH AND SAFETY](#)[MEDICATION PROCEDURES:](#)[STUDENT INFORMATION](#)[ACADEMICS](#)[REPORT CARDS:](#)[PROGRESS REPORTS:](#)[STUDENT/PARENT/GUARDIAN – TEACHER CONFERENCES:](#)[HONOR ROLL: .](#)[OTHER EDUCATIONAL ACTIVITIES](#)[TECHNOLOGY](#)[INTERNET ACCEPTABLE USE POLICY](#)[SCHOOL UNIFORM DRESS CODE](#)[DISCIPLINE AND CONDUCT](#)[SEXUAL HARASSMENT POLICY](#)[BULLYING](#)[CONFLICT RESOLUTION:](#)[SCHOOL ORGANIZATIONS](#)[HANDBOOK AMENDMENTS](#)[ACKNOWLEDGEMENT](#)[ST. ALBERT THE GREAT SCHOOL](#)[PARENT COMMITMENT AGREEMENT](#)[Acknowledgement Form](#)[APPENDIX](#)[EXTRA –CURRICULAR ACTIVITY AGREEMENT](#)

FACULTY AND STAFF 2020-2021

Rev. Mariusz Nawalaniec	Pastor
Rev. Bernardo Lozano Hernandez	Associate Pastor
Rev. Leslaw Prebendowski SCh.	Associate Pastor
Rev. Joseph Mol	Visiting Priest
Mrs. Jodi McLawhorn	Principal
Mrs. Tina Burzinski	Assistant Principal

EARLY CHILDHOOD FACULTY

Mrs. Lee	Preschool	Room 108
Mrs. O'Donnell & Ms. Kelleher	Kindergarten	Room 113

PRIMARY FACULTY

Ms. Albanese	Grade 1	Room 103
Mrs. McLaughlin	Grade 2	Room 104
Mrs. Karr	Grade 3	Room 106

INTERMEDIATE FACULTY

Ms. Hernandez	Grade 4	Room 203
Mrs. Burzinski	Grade 5	Room 201

JUNIOR HIGH FACULTY

Mrs. Messina	Grade 6	Room 204
Ms. Katello	Grade 7	Room 206
Mr. Kemp	Grade 8	Room 205

SPECIALS

Mrs. Schider	Band, Choir, and Music Teacher	Room 213
Mrs. Dikcis	Physical Education Teacher	SAH
Mrs. Seidelmann	Social-Emotional Learning	Room 214

SUPPORT SERVICES

Mrs. Joda	Extended Day	Room 208
Mrs. Kubil	Kindergarten Teacher's Asst.	Room 113
Mrs. Sanchez	Preschool Teacher's Asst.	Room 108
Mrs. Seidelmann	School Counselor & SEL teacher	Room 214

ADMINISTRATIVE STAFF

Mr. Ferreri	Head Engineer	Parish Offices
Mrs. Joda	Lunch Supervisor	Rogers Hall
Mrs. Krol	School Administrative Assistant	Main Office
Mrs. Franco	Marketing Director & Main Office Asst.	Main Office
Miss Harris	Office Staff	Main Office

See Educational Policy Manual 202.01 State Recognition

"All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education. School communities and their principals must comply with these requirements annually to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition."

St. Albert the Great School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Albert the Great School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese. The Pastor and Principal govern the school and set forth the policies and procedures of the school. Questions and/or concerns regarding discrimination should be directed to the principal (if applicable) the pastor (or parish administrator) and the Regional Director of the Archdiocesan Office of Catholic Schools. St. Albert the Great School is in general compliance with applicable sections of the Illinois School Code, relevant case law including Plyler v Doe, and 23 Ill Adm. Code Part 425.

RELIGIOUS FORMATION

The Catholic Faith and Gospel values are at the center of everything we do and teach here at St. Albert the Great School. Religion is taught formally one class period every day. All students who attend St. Albert must participate in Religion classes and liturgies. The children are formed into a community of believers who live and demonstrate the message of Jesus Christ. Catholic values and concepts are integrated throughout the curriculum, as well as during the entire school day and in all extra-curricular activities.

The faculty and staff exhibit Catholic values in their words, actions and their lifestyle. However, parents/guardians are the primary role models for moral values, as well as for what their children know and feel about God, and the Church. Therefore, it is important for Catholic values to be present in the home. These should include the practice of regular attendance at Sunday Mass, frequent reception of the Sacraments of Reconciliation and Eucharist, financial support of the parish, family prayer and the discussion of current events and how the Church's teachings may apply to them. Behavior issues should be addressed in line with the moral teachings of the Church.

SACRAMENTAL PREPARATION

The preparation for the reception of the Sacraments for the first time is done in cooperation with the Religious Education Office of St. Albert the Great Parish. This is done because the school is a part of the greater parish community, and reception of the Sacraments, especially for the first time, is a parish celebration in which all parishioners rejoice. The school children are taught the Sacraments in their regular Religion classes by their teachers. Parents/guardians are a very important part of the sacramental preparation process. Parent meetings are scheduled, and parent/guardians are required to attend these meetings in order for their children to receive the Sacraments.

- Reconciliation - Students in Grade 2 prepare to receive this Sacrament.
- Holy Eucharist – Students in Grade 2 prepare to receive this Sacrament.
- Confirmation – Preparation for the reception of this sacrament begins in 7th grade. Students in Grade 8 prepare to receive this Sacrament during the second semester of the school year according to the confirming Bishop's schedule. Eighth graders also are required to attend Confirmation meetings and a special retreat prior to reception of the Sacrament. Students must complete 10 hours of community service.

A Sacramental Fee of \$50.00 for Communion and \$100.00 for Confirmation is required. These fees help to pay for the materials and meetings needed in order to prepare the student and his/her family for reception of the Sacraments.

ADMISSION

ADMISSION POLICY: St. Albert the Great School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

See Educational Policy Manual 402.04 Enrollment of Non Citizens (Plyler V. Doe)

"Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admissions requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church." Resources for Migrants and Refugees (Office of Human Dignity and Solidarity).

St. Albert the Great School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges and activities generally available to students enrolled in the school.

St. Albert the Great School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, discipline and athletic or other school administered programs.

St. Albert the Great School will not deny admission to children with special needs unless it is determined that the facility or educational programs in place in the school will not sufficiently meet the needs of the student seeking admission. The final decision in these matters will be made by the Principal.

Admission will be determined according to the following levels of priority:

1. Students currently enrolled
2. The siblings of currently enrolled students
3. Parishioners whose children are now reaching school age for the first time
4. New parishioners whose children are transferring from Catholic Schools
5. Parishioners whose children are transferring from a public school
6. New parishioners whose children are transferring from a public school
7. Non-parishioners

Questions and/or concerns regarding discrimination should be directed to the principal (if applicable) the pastor (or parish administrator) and the Regional Director of the Archdiocesan Office of Catholic Schools.

Admission for Pre-School and Kindergarten will be in compliance with the State of Illinois cut-off birth date of September 1st.

TRANSFERS: When a child transfers out of SATG School, the office must generate the child's report card and up-to-date green attendance sheet. The office will forward the appropriate credentials and information to the new school when requested.

- Transfer students' records must be requested within 14 days of enrollment.
- School sends unofficial records of students transferring to other schools within 10 days of the request.

When a child transfers in to St. Albert the Great School, parents are required to provide us and fill out the following documents:

1. State Birth Certificate
2. Request of Student Transfer
 - Transfer in records must be sent to us from the previous school within 10 days of the enrollment request
 - Parents will have 30 days to provide Birth Certificate.

PHYSICAL EXAMS: Illinois State Law requires a complete physical examination by a physician for all students entering school for the first time (Pre-School, Kindergarten or 1st Grade), before entering 6th Grade, and of all transfer students from out of state. This exam shall include proof of up-to-date immunizations as required by the Illinois Dept. of Public Health. Proof of this examination is to be on file in the school office on or prior to the first day of school. Any student who is not in compliance by September 20th must be excluded from school until examination (including immunization update) results are on file in the school office.

VISION EXAMS: Eye exams are required for all children enrolling in Kindergarten or enrolling in school for the first time. Proof of an eye examination completed either by a physician licensed to practice medicine in all its branches, or an optometrist by the first day of school.

DENTAL EXAMS: Complete dental exams are required by the State of Illinois for children in grades Kindergarten, Second and Sixth. A completed form is required by the first day of school.

HEALTH PROGRAM: The Stickney Township Department of Health provides a Vision (does not fulfill the Vision Exam requirement) and Hearing Screening and Scoliosis Screening on a yearly basis. Parents/guardians will be notified before these screenings take place.

Stickney Township also provides the services of a nurse to review all student health records to assess that they are in compliance with the State of Illinois requirements.

TUITION/FEES

COST OF EDUCATION: Through the dedication and sacrifices of our parish, faculty and staff, St. Albert the Great School has been able to keep the cost of educating children to as low of a cost as possible, while offering its tradition of academic excellence in the spirit and discipline of a Catholic learning environment. The parish provides the school with a generous subsidy to help meet school expenses. The generosity of this subsidy enables the school to keep tuition rates reasonable.

K-8 Tuition: Multiple child rates are only available for grades K through 8. Preschool is not included in this discount.

GRADES K-8	TUITION RATES
Parish family with one student	\$6,600.00
Parish family with two students	\$9,430.00

Parish family with three or more students	\$11,130.00
Non-Parish family	\$9,480.00 per student

Preschool tuition is configured differently than the K-8 program and operates under its own tuition base calculations, due to the demands of the program. The preschool program is required to meet standards set forth by the State of Illinois in order to be accredited. Additionally, the preschool program requires that we employ an aide in the classroom. Nonetheless, our preschool tuition is a great bargain for your child compared to daycare options.

\$5200.00 for 175 days comes out to \$30.00 per day, which is \$4.28 per hour for a 7 hour day!

PRESCHOOL	3 YEARS OLDS & 4 YEAR OLDS	SCHOOL DAY TIME	TUITION RATES
3 days	Half Day	8:00 am - 11:15 am	\$1900.00
3 days	Full Day	8:00 am - 3:00 pm	\$3800.00
5 days	Half Day	8:00 am - 11:15 am	\$2800.00
5 days	Full Day	8:00 am - 3:00 pm	\$5200.00

Registration Fees and Materials Fees for the 2018-2019 School Year:

- The Registration Fee is due to secure your child's seat for the 2018-2019 school year.
- The Materials Fee is due before school begins in August, but is more affordable the sooner you pay it. See the chart below of months and dollar amounts.
- Registration Fees and Materials Fees must be paid in order for your child(ren) to begin the school year in August 2018.
- Your Materials Fee includes the \$5 family registration for your family to be a part of our Family-School Association.

	REGISTRATION FEE
Preschool	\$50.00
1 child: K - 8th	\$50.00
2 children: K-8	\$75.00
3 children: K-8	\$100.00
4 children +: K-8	\$125.00

- The Materials Fee is due before school begins in August, but is more affordable the sooner you pay it. See the chart below of months and dollar amounts.

	MATERIALS FEE			
	if paid in February	if paid in March	if paid in April	if paid in May and after
Preschool	\$100.00	\$150.00	\$175.00	\$200.00
1 child: K - 8th	\$200.00	\$250.00	\$300.00	\$350.00
2 children: K-8	\$300.00	\$375.00	\$450.00	\$525.00
3 children: K-8	\$400.00	\$500.00	\$600.00	\$700.00
4 children +: K-8	\$500.00	\$625.00	\$750.00	\$875.00

TUITION AGREEMENTS:

At the time of registration a tuition agreement with FACTS Tuition Management is signed by parents/guardians. This agreement contains the terms and amount of tuition due, as well as monthly payments. FACTS offers many options for how tuition may be paid, and when payment is due.

The Principal is not the person that you speak with to make arrangements for tuition. The Archdiocese of Chicago oversees our tuition plans and transactions, and has formalized how tuition is handled here at St. Albert the Great. The Finance & Tuition Officer who will be able to work out something with you in regard to tuition repayment. This person represents the Finance Committee that has been established at St. Albert the Great. The email address for our Finance & Tuition Officer is: satgsfinances@gmail.com. All financial and tuition correspondence should go through this email. Phone number for the Finance & Tuition Officer is 708-529-5506.

If you have an outstanding balance from last school year, your child(ren) may not attend school this school year until that balance is paid in full.

TUITION PAYMENTS: The first tuition payment for Grades K – 8 is in July. The first tuition payment for Pre-School is in September.

LATE FEES: FACTS will charge a \$30.00 late fee to any payment not made on or by the day of the month in which tuition is due.

NON-SUFFICIENT FUNDS: A \$25.00 fee will be charged for any check that is returned by the bank on which it is drawn for NSF reasons. Repeated occurrences of NSF checks will require that all future payments be made in cash, certified check or money order.

REFUND OF TUITION: If it is necessary to withdraw your student(s) from school before the end of the school year for any reason, any pre-paid tuition may be refunded on a pro-rated basis at the discretion of the Finance Committee.

FINANCIAL AID: It is recognized that families may experience unexpected financial hardship for a variety of reasons. Families may apply for financial aid through the FACTS Tuition Management Company. Applications for aid are a part of the registration packet, and they are also available in the school office. Every family who feels that they are in need of some financial assistance must apply through FACTS.

All information shared regarding financial hardship will be kept strictly confidential. The Finance Committee will review all such requests.

If you are interested in receiving financial aid for this school year:

1. Apply through the FACTS website to determine eligibility.
2. If you have received CARITAS funds previously, you will continue to do so for this school year.
3. The Archdiocese will notify you if you qualify for "CARITAS" funds. They will let us know too.
4. Applications for The St. Albert the Great Endowment were due on April 15, 2017. Financial Aid was awarded to families in June of 2017. If you are in need of financial assistance from our Endowment, please know that limited funds are available beyond June of 2017.

REPORT CARDS: All financial obligations (tuition, fees, extended day, candy, etc.) must be paid to date in order for your child to participate in any field trip or to receive his/her report card at the end of each trimester.

PARISH SUPPORT: All school families are asked to support the parish to the best of their ability. If you are not a registered member of St. Albert the Great Parish, but would like to be, please stop in or call the school office at 708 424-7757 or the parish rectory at 708 423-0321. The parish is very generous to the school, so in turn it is very important that all school families support the parish.

CARNIVAL RAFFLE: All school families are required to sell/purchase \$100.00 in raffle tickets for the Carnival Raffle that takes place in the late summer. The \$100 fee will be added to your FACTS tuition and financial management account. Please hand in the paid raffle stubs to the school office prior to Friday, August 24th.

FUNDRAISING: As part of our ongoing efforts to keep tuition costs down, each family is obligated to do mandatory fundraising. The fundraising efforts offset the ongoing operational costs of the school as well as new investments into new materials and technology for the children. Here is how this obligation is fulfilled:

Mandatory Fundraising:

- Candy sales – 1 case per child = \$120.00 (Maximum required for families with 3 or more students is 3 cases)
- Carnival Raffle Tickets = \$100.00*

PARISH SERVICE: The actual cost of educating your child is approximately \$8500.00 per year. St. Albert the Great Parish helps to subsidize these costs in order to keep your tuition as low as possible. All that is asked in return is your involvement and service to the parish community. Parents of students in Grades K-8 are required to do 15 hours; Preschool parents are required to work 5 hours. Service hours are easy to complete by volunteering and getting involved in our Family-School Association or our Parent Ambassadors.

- Parish Carnival: All families are required to work 3 hours at the parish carnival in August.
- FSA (Family-School Association): Host ongoing fun events for our school and the children. Call school office to volunteer.
- Bingo: Hosted every Tuesday evening in Rogers Hall by the Holy Name Society. The money they raise comes back to our school 100%. Parent volunteers are highly encouraged. Call the school office to volunteer.
- Parish Events (Harvest Festival, etc.): Are held throughout the year, stay tuned for dates and times.
- GREAT Event: Held in early spring and honors our Hall of Fame inductee, our Alumni, and benefits our SATG Endowment.

- And many more fun events that are held throughout the year.....

ATTENDANCE/ABSENCE PROCEDURES

DAILY SCHEDULE:

Pre-School	8:00 AM – 11:15 AM (1/2 sessions)	8:00AM—3:00PM (Full day)
Grades K – 8	8:00 AM – 3:00 PM	

Upon arrival students are to go to their assigned entry door area and wait until the 8:00 AM bell rings to come into the building. Please try and not bring your child to school before 7:55 AM. Prior to this time supervision will not be available outside the building and all students arriving early will be placed in Extended Day to ensure their safety until the bell rings. Parents will be charged for this service. If you arrive before 7:55 a.m., parents should remain with their children.

When the 8:00 AM bell rings, students head towards their classrooms, and begin the process of unpacking their book bags, coats, and other important belongings. We pray together as a whole school starting at 8:07 AM. Instruction begins for all grades by 8:15 AM sharp. This includes classroom instruction as well as our Specials Classes (Gym, STEM, Spanish, SEL, Library, etc.). This tight schedule leaves little room for tardy students.

ATTENDANCE, TARDIES, AND TRUANCY:

By law, all students in the State of Illinois (whether they are in a private or public school) are required to be in class for a set amount of minutes per day, as determined by the calendar of the school. Our school calendar is required to be on file with the State of Illinois and approved to keep us in compliance. We are ultimately responsible to be in good standing and in compliance with the rules of the State of Illinois in regard to attendance, tardies, and trancies.

When students miss time away from school that is chronic, then they are considered truant. This is true for attendance, and it is also true for tardies. If a student is late on a chronic basis, then they are truant. By law, all of the school employees are trained and required to be Mandated Reporters. We are obligated to report any chronic trancies.

The school is required by law, to report trancies. If your child has chronic absences or tardies, the school must call the Burbank Police to report it. Here is the guide for truancy in the State of Illinois:

Attendance Rate: Percentage of days present out of total days enrolled; attendance rate includes both excused and unexcused absences

Absence Rate: Percentage of days absent out of total days enrolled; absences include excused, unexcused, suspensions.
Chronic absentee: Student who has missed 18 or more days annually (10% or more of days enrolled) or who are averaging more than 6 days per trimester.

Truant: Student with one or more unexcused absences (unexcused absences are those that are not called into the school office).

Chronic Truant: 9 or more unexcused absences per year (5% or more of days enrolled)

ATTENDANCE: Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at St. Albert the Great School are required to attend school daily. The responsibility of compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

TARDINESS: It is important that every effort be made to see to it that students arrive on time for school. Students who come to school consistently late are disruptive to the early morning classroom routine.

The tardy bell will ring at 8:05 AM every morning. Students arriving at school after this time must enter the building through the main entrance, and stop in the office to receive a tardy slip before proceeding to their classrooms.

Reasonable excuses for tardiness are always considered. In the case that a student has a good reason for his/her tardiness, an excused tardy slip will be issued.

ABSENCES: In the event that it is necessary for a student to be absent from school the following procedures are to be followed:

1. Parents/guardians are required to call or provide the school office with written notification before 8:30 AM of their child's absence for the day. If the office is not informed by this time and their child is not in school, the school office will contact the home of the parents/guardians, or their places of employment in order to be sure the child is safe. *Please note that a verbal report of absence from a child's sibling or friend is not considered a valid report.
2. Requests for homework may be made at the time a child's absence is reported. Homework may be sent home with a sibling or friend, or it may be picked up outside the school office at the end of the school day – 3:00 PM..
3. Please do not send your child to school if they are ill, especially if they are exhibiting flu-like symptoms. They should be kept home until they are symptom free and fever free for 24 hours.
4. Parents are required to report any contagious illness to the school office when reporting an absence. In accordance with policy, some contagious diseases are required to be reported to the Health Department (i.e. H1N1 Virus, Lice, Whooping Cough, Flu, etc.).
5. Please note that if a student is absent due to a communicable disease for more than three consecutive days, he/she needs to bring a doctor's note indicating that it is all right for him/her to return to school.
6. Please try and avoid scheduling any medical or dental appointments for students during school hours.

EARLY DISMISSAL: In the instance that it is necessary for a student to leave school early (i.e. doctor's appt, etc.), a written request is to be given to both the office and the student's homeroom teacher. Parents/Guardians should also call the school to notify them. Parents/guardians should come to the school office to pick up their child. Parents/guardians must sign their child out before leaving the building. If the student will be returning to school after the appointment, he/she is to come to the office first to be given an admit slip before returning to their classroom.

VACATIONS: The taking of family vacations during the school year is strongly discouraged. Assignments may be made up. However, class discussions and interactions along with teacher instruction that occurs during the absence cannot be made up.

Teachers are not responsible for assigning work ahead of time that will be missed during a special vacation time. The student will complete all missed work upon returning to school. Students are responsible for obtaining and making up missed assignments according to the same procedures outlined in the Absence Section in this Handbook.

PERFECT ATTENDANCE AWARDS: Perfect Attendance Awards will be given to a student who has been present and on time every day of the school year (students who come to school late or leave early because of special services (i.e. speech therapy will not be penalized for this time out of school – they will be eligible for perfect attendance awards). Students who are absent, tardy, or leave early for reasons other than receipt of special services or school related business, will not be eligible for perfect attendance awards.

WITHDRAWAL PROCEDURE: The procedure for withdrawing a student from St. Albert the Great School is:

1. Inform the Principal as soon as possible that you are withdrawing your child(ren). Please include the reason for withdrawal with your notice of intent, which should be a written note signed and dated by the parent.
2. Fill out a request for transfer form. In order for records to be transferred all accounts must be paid to date.
3. Return all textbooks, library books and other materials that belong to the school.
4. Student records/transcripts will not be released until all tuitions and fees have been paid in full.

SCHOOL PROCEDURES

SCHOOL OFFICE HOURS: The School Office hours are 7:45 AM – 3:15 PM Monday thru Friday. All school business will be addressed during this time frame. The phone number for the office is (708) 424-7757.

CONTACTING THE PRINCIPAL: The Principal welcomes contact from parents/guardians. Often, the day of the Principal is filled with meetings, classrooms visits, and participation with downtown Archdiocesan commitments. If you have an immediate concern, parents should contact the classroom teacher; followed by the School Counselor; followed by the Assistant Principal in order to ensure a quick and timely response. The preferred method of communicating with the Principal is email. Most days walk-ins cannot be seen due to the tight schedule of the principal. Please call the school secretary to make an appointment or please email: jmclawhorn@satgschool.org

SCHOOL SECURITY: All entrances to the school are locked during the school day. St. Albert the Great School observes the Illinois School Code for the safety of all. The new secured entrance to the school prohibits anyone that is not employed by St. Albert the Great School to enter the building.

VIRTUS/PROTECTING GOD'S CHILDREN TRAINING: In accord with Archdiocesan Policy, anyone who works with children in Archdiocesan schools must have a background check and Virtus training. All faculty, staff, coaches and long/short term volunteers must have a background check and Virtus training. Anyone who does not have a background check and has completed the Virtus training will not be allowed to work with the children in any capacity.

VISITORS: For safety, security and insurance purposes any person entering the school building for any reason must check in at the school office. If you will be staying, you must sign in, state the purpose of your visit and receive a visitor/volunteer badge.

- Parents/guardians are welcome in the school at any time, but the educational environment of the school must not be disturbed. They must not roam around freely going to classrooms or any other area of the school without permission. Any items (lunches included) needing to be brought in for the students/classrooms are to be dropped off at the office. The office staff will deliver these items to the student's classroom.
- If parents/guardians would like to visit their child's classroom, they must arrange for the visit with both the teacher and the Principal.
- Upon leaving the building visitors must sign out in the office and return their badges.
- Students are not allowed to bring visitors with them to class without first receiving permission from both their teacher and the Principal. This permission must be received before the date of the visit.
- Please contact a teacher you wish to meet with in advance. Walk-in requests for teacher meetings cannot be honored.

TELEPHONE CALLS: Part of a good education is the learning of responsibility and organizational skills, therefore, student use of the office phone should be limited. The office staff will not call teachers or students to the office to receive phone calls unless there is a real emergency. If the call is not an emergency, the staff will deliver phone messages to teachers and students. In the case of an emergency, the office staff will notify the teacher of the situation, and the student may be allowed to come to the office.

EMERGENCY CARDS: In the case of illness or emergency, parents/guardians are notified first. It is essential the office have the correct information on how to reach parents/guardians. At the beginning of the school year all parents/guardians are asked to fill out emergency information cards listing phone numbers where they can be reached during the day. They are also asked to list the names and numbers of those who they authorize to act in their behalf in the case they cannot be reached. This information is extremely important as we utilize School Messenger, a text, voicemail, and email notification system to alert families of emergency school closings and calendar updates.

It is the parents/guardians responsibility to be sure that the information on their child's emergency card is kept current. Also, if cell phone numbers are given as contact numbers, please have the cell phone turned on during the school day.

CHANGE OF ADDRESS/PHONE NUMBER: Please keep the office informed regarding changes in residence, or phone number—including work numbers, or emergency numbers. The office must be able to reach you if there is an emergency situation regarding your child.

EXTENDED DAY: This program offers before and after school care for our school children. There is an annual registration fee and an hourly rate charged for the hours of attendance. The program is open from 6:30 – 8:00 AM and 3:00PM - 6:00 PM, and is open for students from Pre-School – 8th Grade that are enrolled in St. Albert the Great School. There is a nominal fee for Emergency Extended Day Care in the event that you may be delayed in picking up your child after school or on occasion need to drop them off early. Unless a student has made prior arrangements to meet with a teacher before school for tutoring, students who arrive early will need to go to Extended Day.

Extended Day Rates

\$6.00 per hour – 1 child (\$3.00 for any portion of ½ hour)
 \$7.00 per hour – 2 children (\$3.50 for any portion of ½ hour)
 \$7.50 per hour – 3 or more children (\$3.75 for any portion of ½ hour)

HEALTH AND SAFETY

STUDENT ILLNESS/ACCIDENTS: Please do not send your child to school ill, especially if your child is exhibiting flu-like symptoms*, or has NOT been fever free for 24 hours. A sick child can spread his/her illness to those they come in contact with at school.

If a student becomes ill at school, a parent/guardian or their designee will be notified, and must come to pick the student up at the school office and take them home. Students who are running temperatures must be taken home. No ill child will be allowed to go home unless accompanied by a parent/guardian or authorized responsible party.

*Please note that if your child does have the flu, or a flu-like illness, they must stay at home for at least 24 hours after there is no longer a fever or signs of a fever (without the use of fever-reducing medicine). Keeping sick children at home means that they keep their viruses to themselves rather than sharing them with others.

Every effort is made to prevent accidents/injuries. However, should an accident/injury occur at school, the following procedure will be used:

- First Aid is given—paramedics may be called if the accident/injury is serious
- The parent/guardian is notified if the accident needs their immediate attention
- An accident report is completed

Sometimes accidents/injuries occur that the students do not report. The school will not assume responsibility if students fail to inform either their teachers, the Principal, office staff, or playground and lunch supervisors of their injury when it occurs.

*Per Illinois School Code, the school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist, and that the parents or guardians must sign a statement acknowledging this protection.

MEDICATION PROCEDURES: Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of St. Albert the Great Catholic School that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication found in the OCS Handbook for Elementary and Secondary Administrators.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. (Handbook for Elementary and Secondary School Administrators)

Prescribed medicine may only be dispensed to a child under direct order, signed and properly filled out and signed by a licensed physician. Forms for this purpose are available in the school office.

Parents/guardians are responsible for bringing medications to the school office in properly labeled pharmacy containers. They will be kept in a locked cabinet in the Main office. Please bring in only enough dosage for school hours. Students are not to carry medications back and forth to school on a daily basis unless they are asthmatic and their parents/guardians have filled out the proper forms (available in the office) and have them on file in the office enabling the student to keep his/her inhaler or EpiPen with them.

The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature, both of which are maintained in the school files.

If your student is on medication and you wish to come to the school office to administer it to him/her, you may do so.

Non-prescription medicines, such as aspirin, may only be dispensed through written authorization from parents/guardians. Parents/guardians must bring the medication in a clearly labeled container with the child's name and the proper dose to be given. Medication should not be sent in a plastic bag.

If a student needs cough drops, chapstick, etc., please write a note to the student's homeroom teacher. If a student does not have a written note, the teacher will not allow these items to be used in the classroom. If at all possible, please send cough drops in the original container.

EMERGENCY SCHOOL CLOSINGS: Should severe weather or a local emergency necessitate the closing of school for an entire day, an announcement will be made through the Emergency Closing Center on the following radio and television stations:

WGN Radio (720)	WBBM Radio (780)	CBS (Ch. 2)
NBC (Ch. 5)	ABC (Ch. 7)	WGN (Ch. 9)
WFLD (Fox TV)	CLTV (Cable)	

The school principal will also do an “all call” voice mail message and email by 6:45 a.m.

You may also check on the status of our school by going to the Emergency Closing Center public website www.emergencyclosings.com and look for our school's information. In addition you may also get closing information by using a touch-tone phone and calling (847) 238-1234 and entering the school's phone number (708) 424-7757.

Please do not call the school or parish offices to check on emergency school closings.

FIRE AND TORNADO DRILLS: Fire and tornado drills are conducted throughout the school year. The procedure for these drills is:

- Silence and order are required
- Running, pushing and shoving are not allowed
- Students are to respond immediately to directions
- Evacuation routes are posted in all the rooms of the school
- Any person in the building when a drill occurs must participate

In the event of a tornado warning for the local area, children will be kept in school until the weather permits them to leave. However, students may be released to their parents/guardians who come to the office to pick them up.

CRISIS MANAGEMENT PLAN: In addition to procedures for tornadoes and fire emergencies, the school does have a Crisis Management Plan in place for other emergencies (i.e. bomb threats, intruders, etc.) Practices will be held during the course of the school year, so that staff and students know what to do in the event that these situations should occur. Parents will be told when these practices are to take place.

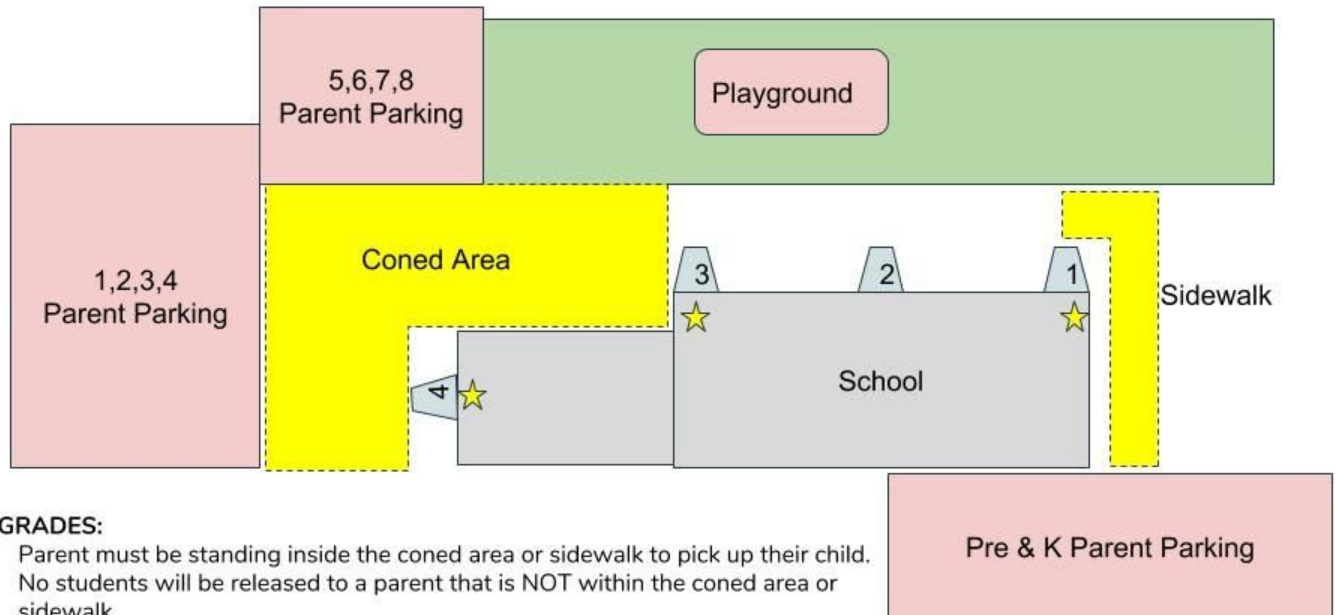
EMERGENCY SCHOOL EVACUATION: In the event that it becomes necessary to evacuate the school building the procedure will be to inform Parents/Guardians if evacuation is necessary through our School Messenger system. Appropriate details will be given pending the nature and severity of the issue. Parents/guardians will be informed if evacuation for any reason is necessary, and where they may come to pick up their students. The “on campus” evacuation holding area is St. Albert the Great Church. The “off campus” holding area will be either Burbank School or Stickney Township Medical Office.

ASBESTOS COMPLIANCE: St. Albert the Great School is in compliance with all regulations regarding asbestos. All policies and procedures are in place to responsibly protect the safety of all in the school.

TRAFFIC/PARKING PROCEDURES: Parents/guardians who are dropping off/picking-up students in Grades 1-8 should use the South Parking Lot (church). Kindergarten and Pre-School parents/guardians should use the East Parking Lot (behind the school). The parking area off State Road in front of the school is for faculty and staff use only.

ALL GRADES:

- Parent must be standing inside the coned area or sidewalk to pick up their child.
- No students will be released to a parent that is NOT within the coned area or sidewalk.
- Students are not permitted to walk without their parent/ride outside of the coned area or sidewalk.
- Parents/Rides are not to be on cell phones in the parking lot or while walking with children.
- All drivers will maintain a 5 MPH speed limit within the parking lots of SATG.



ALL GRADES:

- Parent must be standing inside the coned area or sidewalk to pick up their child.
- No students will be released to a parent that is NOT within the coned area or sidewalk.
- Students are not permitted to walk without their parent/ride outside of the coned area or sidewalk.
- Parents/Rides are not to be on cell phones in the parking lot or while walking with children.
- All drivers will maintain a 5 MPH speed limit within the parking lots of SATG.

STUDENT INFORMATION

PERSONAL PROPERTY: St. Albert the Great School will not be responsible for any personal items students bring to school. This includes but is not limited to footballs, baseballs, playground toys, collector's cards, etc. In addition, any articles brought to class that, in the judgment of the classroom teacher, interfere with the learning environment, may be taken from the student.

CELL PHONES/ELECTRONIC DEVICES: Students may carry a cell phone with them to school in the morning, HOWEVER, the student must place the phone on his/her teacher's desk at the beginning of the school day, and pick it up and take it with them at the end of the day. There is no need for a student to use a cell phone to make calls or text message during the course of the school day. If there is an emergency, students will be allowed to come to the office and call home. Students who disregard this policy will have the item in question confiscated and returned at the end of the school day.

LOST AND FOUND: Lost items are placed in the counter area outside the school office. Because of space issues lost articles will be kept approximately two (2) weeks. After this time, the articles will be given to the St. Vincent DePaul Society or disposed of.

CHROMEBOOK, COMPUTERS, AND TEXTBOOK CARE: All students are expected to take excellent care of their chromebooks, computers, and textbooks. Textbooks must be kept covered at all times. At no time should non-consumable textbooks be written in or damaged in any way. The replacement of these books is very expensive. Students who damage or lose a book will be assessed a minimum damage fine of \$5.00, or up to the full cost of a new book depending upon the book damage. Chromebooks and computers that are damaged or vandalized in any way will need repair or replacement at the expense of the parents.

PARTY INVITATIONS: Party invitations are not to be passed out at school unless a student has the teacher's permission to do so, and if they are inviting the entire class, or all of the boys or girls in their class. This restriction is being made to avoid hurt feelings. Please cooperate in this matter. If your child would only like to invite just a few students to their party, then it is the parent's responsibility to pass out those invitations before or after school.

ACADEMICS

STUDENT EXPECTATIONS: All students who attend St. Albert the Great School are expected to do all of their work to the best of their ability. Students are expected to come prepared for class, pay attention, study for tests, ask for help when they do not understand, have all assignments in on time, and take pride in the quality and neatness of their work. Students will be asked to do work over if it is poorly done (i.e. not legible, lacking in neatness, doesn't follow format or directions, etc.).

GRADE SCALE: The grading scale used here at St. Albert the Great School for Grades 4 - 8 is:

Percent Score	Letter Grade	Honors Points
100-99	A+	9
98, 97, 96, 95	A	8
94-93	A-	7
92-91-90	B+	6
89-88-87	B	5
86-85	B-	4
84-83-82	C+	3
81-80-79	C	2
78-77	C-	1
76-75-74	D+	0
73-72-71	D	0
70-69	D-	0
68 or below	F	0

A slightly different grading scale is used in the Primary Grades (1 – 3) because the nature of teaching being different. There is more teacher directed work and less independent work than in Grades 4 – 8. Letter grades are still used, however the percentages used when determining the grades is slightly different. The grading scale that is used is:

Percent Score	Letter Grade
100-95	A
87-94	B
79-86	C
71-78	D
70 and below	F
Incomplete	I

For students in Preschool and Kindergarten, each are assessed by the following:

Grade	Meaning
4	Advanced
3	Proficient
2	Progressing
1	Beginning
> Evaluate Later	Not Evaluated

The Preschool and Kindergarten teachers include additional detailed commentary related to strengths and areas in need of improvement for each child on the report card.

STUDENT EVALUATION: It is essential to the learning process that students understand how they are progressing, experience success in their schoolwork, and have a goal for improvement. The following evaluation process is designed to enable the student, teacher, and parents/guardians to work together to achieve this:

- **Daily Work** – In Grades K – 4 students work is brought home daily or in a packet each week. In Grades 5 – 8 student work is returned according to the procedure established by the teacher. Assignment Notebooks – Assignment notebooks are required for students in Grades 3 – 8. The students will purchase these from the school. Students are expected to make note of daily, long-term assignments as well as tests in these books.

Parents/guardians should ask to see these books on a daily basis. In checking assignment books, parents/guardians should also ask to see their Yellow Communicator Folder. Corrected written work will be sent home at regular intervals (determined by each teacher). Many times the teachers will ask for parents'/guardians' signature on assignments, so that the teacher knows that the parent/guardian is aware of the child's work, needs and progress. Please check with your teacher to determine if these signatures will count as graded homework assignments.

- Homework – All assigned homework is expected to be completed, and turned in when it is due. Homework is not always a written assignment. Students may be assigned material to study for a test, pages to read, gather information, watch something on TV, material to drill, etc. All homework assignments are posted daily by each teacher in Grades K-8. Teachers may post assignments in their classrooms. Extra-curricular activities are never to be used as an excuse for not having homework done or being prepared for tests.

Vacations and/or extra-curricular activities (whether they are school sponsored or not) are insufficient cause for due date extensions to be given.

It is also important for a student to do his/her own homework. Parents should check over their student's homework and give assistance when it is needed. Remember that homework is one of the ways that a teacher can tell if a student understands what is being taught and if they can apply the skills that are needed to achieve mastery.

When a student is absent from school, it is the student's responsibility to find out what the assignments were and to make them up. As many days as a student is absent, is the number of days that a student has to make-up his/her work. Requests may be made for homework when an absentee is called in. This request will be passed on to the teacher, and at the end of the day the assignments may be picked up outside the office at 3:00 PM. Homework may also be sent home with a designated student.

If a student will be going on vacation during the school year, their teacher is not required to give assignments to them before they leave. It is up to the individual teacher to determine if it is possible to do so. Students will be given an adequate amount of time (same as for regular absence) to make up their assignments when they return. **It is important to note that if a student knew about an assignment being due or a test to be given before they left, they are to have the assignment done and ready to be handed in when they return. They should also be prepared to take the test(s) when they return as well.

Parents/guardians are expected to log into Power School weekly to check on student progress in the classroom. Teachers are allowed reasonable period of time to grade and enter this information into Power School. Teachers will make every effort to update their grades on Power School on a weekly basis. It is through this PARTNERSHIP between parents and teachers that students can achieve success in school.

INCOMPLETE/LATE/MISSING HOMEWORK: Work that is incomplete, late, or missing may result in a lowering of the original grade. Individual teachers will determine what the due date and cut off date is for incomplete, late, or missing assignments. In addition, any student who participates in extra-curricular activities (athletics, etc.) who has three missing assignments in a week, will be ineligible to participate in these activities for the following week (Sunday – Saturday).

REPORT CARDS: Report cards are issued three (3) times each school year. Only those students whose financial obligations are up to date will receive their report cards. Parents/guardians are asked to sign the report card envelope and return it to their child's teacher.

PROGRESS REPORTS: In addition to trimester report cards, progress reports are also sent to all students in Grades 1 – 8. The purpose of these reports is to let parents/guardians know how well their child is doing in school, and to act as an early warning system to inform them that their child as to progress to meeting goals. Parents/guardians are asked to sign these reports and return one (1) copy to their child's teacher by the date designated. Families should log into Power School on a weekly basis to follow the progress of their child.

STUDENT/PARENT/GUARDIAN – TEACHER CONFERENCES: Time is scheduled twice a year for formal student/parent/guardian - teacher conferences. All students/parents/guardians are required to attend the conference scheduled at the end of the first trimester of the school year. The formal conference time in the spring is not required, but parents/guardians are encouraged to schedule a time with their child's teacher at this time. Additional conferences may be scheduled at the request of parents/guardians or teachers throughout the school year. Parents should feel free to request a conference with their child's teacher whenever the need arises.

STANDARDIZED TESTING PROGRAM: The Archdiocesan Office of Catholic Education mandates that students in Grades 3 through 8 take the ACT Aspire Test. Results of this test are used as indicators in evaluating both individual student performance and academic programs. Reports on the test results for all grades tested are sent home to all school families. The parents/guardians of students who took the test also receive an individual report for their student. We do not use these test results to compare St. Albert students to students in other schools in the Archdiocese.

HONOR ROLL: Students in Grades 4 – 8 are eligible to be placed on the Honor Roll for their outstanding academic achievement. Honor Roll placement is determined at the end of each trimester when report cards are given. To be placed on the High Honor Roll a student must have an average of A or A+ which equals a point average of 7.6 – 9. Students who have an A- or B+ average which equals a point average of 5.0 – 7.5 will be placed on the Honor Roll.

To see "Honors Points", please see the grade scale chart above.

The subject areas that are averaged for Honor Roll placement are: Religion, Reading/Literature, Language, Spelling/Vocabulary, Math, Science and Social Studies. Any student receiving a D+, D, D- or F in any academic area including Computers, Geography, Spanish, Library and PE will be ineligible to be on either Honor Roll. In addition, any student receiving three conduct referrals in a trimester, a poor effort grade in any subject area or found to be culpable of academic dishonesty will not be eligible to be on either Honor Roll.

ACADEMIC POLICY - GRADES 6, 7 & 8: Any student who fails two trimesters of a major academic area (Religion, Literature, Language, Math, Science and Social Studies) must satisfactorily repeat the course in an approved summer school course. Promotion to the next grade level depends upon successful completion of a summer school course. If a summer school course is not available, a student may repeat the course with the help of a tutor that has been approved by the Principal. All students are required to achieve a passing grade in their specials courses for the entire school year. Failure to achieve a passing grade in a "specials" course for the entire school year (Computers, Geography, Spanish, Library, and PE) may result in denial to be promoted to the next grade level.

GRADUATION REQUIREMENTS: In order to receive a diploma, participate in graduation and/or graduation activities graduate from St. Albert the Great School all 8th Grade students must:

1. Pass all 8th Grade subjects satisfactorily. No student will be allowed to graduate if he/she is failing any class. Any class that is failed must be repeated and passed in an approved summer school program before a diploma will be issued.
2. Pass tests on both the Federal and State of Illinois Constitutions.
3. Have all financial obligations paid to date.

STUDENT RECORDS: Academic and health records for all students are kept on file in the school office. These records include: registration information, birth, baptismal, other sacramental records, test scores, attendance records and health records. Parents/guardians may have full access to the entire contents of their student's records. Examination of student records takes place in the presence of the Principal. Parents/Guardians are asked to make an appointment with the Principal if they would like to review their student's records.

St. Albert the Great School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide (upon request) the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's/guardian's responsibility to provide the school with a copy of the court certified order.

ACADEMICS & EXTRA-CURRICULAR ELIGIBILITY: Any student who participates in any extra-curricular activity is expected to put his/her schoolwork first. Therefore, if a participating student has three (3) academic conduct referrals in one week (Thursday-Thursday) in addition to receiving an academic detention, he/she will be ineligible to participate in any extra-curricular activities for the following week (Sunday-Saturday). Parents/guardians, teachers and coaches will be notified of this ineligibility on Friday afternoon.

OTHER EDUCATIONAL ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES: St. Albert the Great School provides the opportunity for several extra-curricular activities (i.e. Student Council, Athletics, Band, etc.). All of these activities associated with the school fall under the supervision of the Principal.

Students must remain eligible both academically and behaviorally. Anyone who participates in extra-curricular activities is given an extra-curricular activity sheet, which explains the eligibility requirements for participation in all extra-curricular activities. This sheet must be signed by both the student and his/her parents/guardians. The sheet will be kept on file in the office. A sample copy of this agreement can be found in the back of this book.

FIELD TRIPS: Field trips are planned by teachers with the approval of the Principal. They must be educational and relate directly to the curriculum. According to Archdiocesan Policy, overnight field trips of any kind will not be taken. Field trips are arranged according to class size, and fees are determined according to these numbers. Therefore, refunds for missed field trips cannot be made. If the cost of a field trip creates a financial hardship for you, please contact the Principal to see what arrangements can be made.

Permission to attend field trips sponsored by St. Albert the Great School must be given in writing on the authorized form provided by the school. No other forms of permission, either verbal or written, will be accepted. If your student does not have written permission on the authorized form on the day of the trip, he/she will be excluded from the trip and the parent/guardian will be asked to provide out of school supervision of his/her child during the time of the trip.

A student may be denied participation on any field trip for academic or behavioral reasons.

Parents/guardians may choose to not have a child attend a scheduled trip. Written notification must be given to both the teacher and the school office of a student's non-participation. It is the parents/guardians responsibility to provide care and supervision during the scheduled field trip. All field trips are considered attendance days, therefore, an absence will be recorded if a student is not present.

TECHNOLOGY

St. Albert the Great School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to Chromebooks, iPads and computers provide the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of Chromebooks, iPads and computers, is not different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the Chromebooks, iPads and computers and computer networks in a responsible and ethical manner. All technology users are required to read and sign the Archdiocesan Acceptable Use Policy before they are given access to the technology.

In January, 2015, Illinois Public Act 098-0129 was put into law. The law requires students to provide social networking website passwords or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. Parents/guardians are advised to please be aware of the age requirements for social networking websites. St. Albert the Great school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website; the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

INTERNET ACCEPTABLE USE POLICY

Purpose: Access to the internet at St. Albert the Great makes educational resources, global research and communications easily available for the purpose of promoting academic excellence and personal growth. The purpose of this policy is to guide and direct students in their use of the Internet and technology at St. Albert the Great.

Privacy: A student shall have no expectation of privacy when using the internet at St. Albert the Great School, whether the device is personal property, or that of St. Albert the Great.

Guidelines: The use of the internet, computers, devices, and technology is a privilege, not a right. Any violation of these guidelines, as determined by teachers and/or supervisors, will result in disciplinary action.

1. All internet activities should be consistent with St. Albert the Great's Philosophy and Objectives.
2. Be polite and exemplify good citizenship.
3. Downloading files is not permitted.
4. Respect the copyright laws. Give credit to the author of reproduced resources. Assume the information posted by another person is copyrighted.
5. Use appropriate language. Swearing, vulgarities or any abusive language are unacceptable.
6. Respect another person's right to privacy and confidentiality. This includes using another person's account or sending information about another person.
7. From time to time files may be reviewed for integrity and to see that users are using the system responsibly. Storage of personal files other than those, which pertain to a student's academic work, are not to be stored on the computers or devices.

8. Report to a supervisor or teacher any e-mail messages that make you feel uncomfortable, are inappropriate or are threatening.
9. Notify a supervisor or teacher immediately if any breach of security is noticed.
10. Notify a supervisor or teacher if you inadvertently access inappropriate information. This will protect you against any accusations of violating this Acceptable Use Policy.
11. Conserve storage space and consistently delete any of your files that are no longer needed.

Unacceptable Behavior:

1. Using another person's account.
2. Disclosing personal information about yourself or another person such as name, address, phone number, social security number or credit card number.
3. Giving your password to anyone other than a teacher or supervisor when needed for maintenance or assistance.
4. Authoring, accessing, sending, or receiving information that would be considered offensive, defamatory, abusive, harassing, obscene, sexually oriented, illegal, unethical or inappropriate for a Catholic school setting.
5. Unauthorized downloading of software.
6. Sending anonymous messages.
7. Plagiarizing ideas or works of another person.
8. Destroying or damaging software or hardware equipment of the network or of another user. This includes spreading of viruses, destroying another user's data or defacing/damaging computer equipment.
9. Removal from the premises of any computer equipment, software, accessories, devies, or peripherals.
10. Attempting to break into the security of the network (Looking for a breach in security will be interpreted as an attempt to break into security).
11. Agreeing to meet with someone who was contacted on-line.
12. Wasting limited resources such as printing unnecessary information.

It should be noted that the violations of this policy may result in discipline, suspension, or expulsion. Students should also be aware that use of social sites or the internet in general, which violates any St. Albert the Great policy may subject the student to discipline, including suspension or expulsion.

Technology Use Outside of School: Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. 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 school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases to the school are the responsibility of the student and his/her family.

SCHOOL UNIFORM DRESS CODE

Students must be in appropriate school uniform beginning the first day of school. Uniforms can be purchased from Schoolbelles – Bridgeview Court Plaza – 7763 S. Harlem Ave. – Bridgeview- (708) 598-8008. Catalogs are available in the school office.

Students and their uniforms are expected to be neat and clean when they come to school each day. Shirts and blouses (unless the bottom of the shirt is banded as an over blouse) should be tucked in.

GIRLS' UNIFORM:

Item	Grade	Description
Blouses	K-3	white/light blue, round collar, long/short sleeves
	4-8	White/light blue, tailored collar, long/short sleeves; oxford, long/short sleeves or White/light blue ribbed bottom knit shirt, long/short sleeve
Slacks	K-8	Navy blue 2 pocket dress slacks
Shorts	K-8	Navy blue uniform 2 pocket short (Aug.-Nov.1 & Apr.1 – end of school year)
Jumpers	K-3	v-neck pleated jumper **no more than 2 inches above the knee**
Skirts	4-8	kick pleat/split skirt **no more that 2 inches above the knee**
Sweaters	K-8	navy blue sweaters (v-neck pullover, pullover vests, cardigans)
Sweatshirts	K-8	navy blue dress (with school monogram) sweatshirt or the embroidered fleece jacket with school monogram
Shoes	K-8	soft-soled leather dress shoes, heels no higher than 2 inches
Socks	K-8	navy blue, powder blue or white knee highs or tights; white over the ankle crew socks. Socks must cover the ankles.
Hair	ALL	Should be appropriately styled for school. No fad or extreme hairstyles are allowed. Hair color should look natural and not be a source of distraction.
Make Up	ALL	make-up of any kind is not permitted
Earrings	ALL	girls may wear one pair of small earrings (no long, dangling or hoop earrings are allowed); if ears have more than one piercing, only one (1) pair of earrings may be worn; earrings must be worn in the ear lobe, not anywhere else on the ear.
Jewelry	ALL	keep it simple and in good taste
Nail Polish	ALL	clear nail polish or light pastel colors are the only colors permitted
Tattoos	ALL	tattoos of any kind are not permitted
Shoes	ALL	Soft sole leather dress shoes; no boots, sandals, flip-flops, or canvas shoes are permitted; athletic shoes that are worn for P.E. classes may only be worn on the days

		(Wednesdays & Thursdays) that classes are held. Sandals, flip-flops, open toe, moccasins, clogs, slippers, backless shoes, canvas shoes or boots are not permitted. The list of shoes prohibited is related to school safety, no higher than 2 inches.
Snow boots	ALL	If the weather requires snow boots to be worn, a change of shoes must be provided

BOYS' UNIFORM:

Item	Grade	Description
Shirts	ALL	White/light blue broadcloth/oxford shirts – long/short sleeves or White knit shirts – long/short sleeves – no logos allowed except for the school's monogram
Slacks	ALL	Navy blue 2 pocket dress slacks
Shorts	ALL	Navy blue 2 pocket dress shorts (worn Aug.-Nov.1 & Apr. 1-end of the school year)
Belts	ALL	Belts must be worn with all slacks/pants/shorts that have belt loops
Sweaters	ALL	navy blue sweaters (v-neck pullover, pullover vests, cardigans)
Sweatshirt	ALL	navy blue dress (with school monogram) sweatshirt or the embroidered fleece jacket with school monogram
Socks	K-8	navy blue, black or white socks must cover the ankles designs) no below the ankle or ¼ socks are permitted
Hair	ALL	must be worn off the collar; hair color should look natural and not be a source of distraction; extreme/fad hairstyles or haircuts are not permitted.
Jewelry	ALL	keep it simple and in good taste – it should not be a distraction for anyone
Earrings	ALL	Boys are not allowed to wear earrings to school.
Tattoos	ALL	tattoos of any kind are not permitted
Facial hair	ALL	Facial hair is not allowed, the student's face is to be clean shaven
Shoes	ALL	Soft sole leather dress shoes; no boots, sandals, flip-flops, or canvas shoes are permitted; athletic shoes that are worn for P.E. classes may only be worn on the days (Wednesdays & Thursdays) that classes are held. Sandals, flip-flops, open toe, moccasins, clogs, slippers, backless shoes, canvas shoes or boots are not permitted. The list of shoes prohibited is related to school safety.
Snow boots	ALL	If the weather requires snow boots to be worn, a change of shoes must be provided

GYM UNIFORMS: Navy blue St. Albert the Great sweatpants/shorts, navy blue t-shirts/sweatshirts, and gym shoes are worn by both girls and boys. Gym uniforms are purchased at Schoolbelles – 7763 S. Harlem Ave. – Bridgeview. Gym shorts may be worn Aug. 1-Nov. 1 & Apr.1- the end of the school year. No jewelry may be worn during gym classes. Students are to wear their gym uniforms to school on the days that they have P.E.

PRE-SCHOOL UNIFORM: Gym uniforms are the daily uniform for pre-school students.

OUT OF UNIFORM DAYS: There will be times throughout the school year that are designated as Out of Uniform Days. On these days students may wear the following: jeans (must be fitted at the waist – no low cut jeans, or baggy pants), khaki pants, capri pants, skirts no shorter than 2 inches above the knees (no mini-skirts of any kind), t-shirts & sweatshirts (no inappropriate pictures or slogans, shirts/tops may not have spaghetti straps, and midriff tops are not allowed), sweaters, casual shoes (they must have backs), and socks must be worn. Shorts may be worn during the times that uniform shorts are worn. Tight fitting and short shorts are not allowed. All clothing **MUST** be appropriate for school.

SCHOOL PICTURE DAYS: School pictures are taken in the fall and spring. Pictures taken in the fall will be taken in school uniforms only. For spring pictures students are expected to wear nice dress up or casual clothes. Jeans, t-shirts/sweatshirts, athletic shoes, mini-skirts of any kind, low cut or tight blouses/tops are not allowed. Shoes must have backs (no sandals/flip-flops) and socks/stockings/tights must be worn. If a student fails to follow these guidelines, his/her pictures may not be taken.

SCHOOL SOCIAL OCCASION DRESS CODE: During the course of the school year there are special socials, dinners and dances that are held. While these are special occasions, they are not formal occasions. Students should come dressed in nice clothes. Suits are not required for boys, but they should wear nice slacks, dress shirts and a tie. The girls should not wear formal dresses. Nice dresses, skirts, pants suits, blouses or sweaters should be worn. Dresses/skirts should not be more than two (2) inches above the knee. Backless, off the shoulder, or spaghetti strap dresses should not be worn unless a jacket or sweater is worn with them. Remember that these occasions are not proms! Please keep these guidelines in mind when planning what to wear for these occasions.

- Students who violate the Dress code will receive an out of uniform slip, and they will have to call home for appropriate clothes.
- Students who receive three (3) out of uniform slips will be given a detention, which will affect their eligibility to participate in extracurricular activities.
- If there are emergency situations that make it necessary for a student to come to school out of uniform, parents/guardians are asked to call the office and send a note to the student's teacher.
- The Principal is the final authority in determining if any part of the student's dress (shoes, hair, etc.) is appropriate for school or the occasion.

DISCIPLINE AND CONDUCT


The behavior code of the students attending St. Albert the Great School is expected to be a demonstration of Catholic Christian values. Such a code asks that the students show the proper respect for themselves, others and property. It encourages responsibility and self-discipline, resulting in self-understanding and self-esteem. Our students will begin to integrate religious truths and values into their lives when we expect them to assume more responsibility for their own actions. Therefore, it is important that the parents/guardians, teachers, and administration have the same high expectations for student behavior.

In order to grow academically, socially and emotionally, children need to be in a safe environment where there are concerned adults who set firm, consistent, positive limits while providing encouragement and support for appropriate behavior.

Here at St. Albert's firm, fair and consistent guidelines for discipline are used. Discipline is enforced in a positive manner keeping the dignity and the self-esteem of the student as a primary concern. Students are not to be publicly ridiculed, humiliated, and subjected to corporal punishment or other indignities.

The rules for behavior and the negative and positive consequences for them are presented and explained to the students the first week of school.

All students, faculty, staff, and parents are required to abide by our Core Values and the expectations set forth within them:

St. Albert the Great		CV Expectations
VERITAS <i>truth</i>	MENS <i>mind</i>	SANCTITAS <i>holiness</i>
I will be honest in all that I do.	I will be prepared for class.	I will be kind.
I will make truthful statements.	I will put in time and effort into all that I do.	I will be respectful.
I will ask meaningful questions.	I will complete my work on time.	I will act responsibly.
I will use facts to support my statements.	I will follow directions.	I will make good choices.
I will be considerate of others.	I will work towards my goals and always try my best.	I will stop, be quiet, and give reverence to our faith.

GUIDELINES FOR STUDENT BEHAVIOR:

- Upon coming to school in the morning students are to go to their assigned areas and wait to come into the building. If a student has an appointment to meet with a teacher in the morning, he/she may come into the building and check in at the office before going to meet with the teacher.
- Students are to enter the building quietly in the morning and leave quietly at the end of the day.
- Show respect for yourself, other students, teachers, staff, administration, priests, volunteers, maintenance personnel, visitors and property.
- Reverence is to be shown at Mass and all liturgies/prayer services. Silence is expected when entering and leaving church.
- Honesty is expected at all times. Dishonesty on schoolwork or forging of parents/guardians signatures is a serious offense, and will be dealt with as such.
- The use of foul, offensive or vulgar language is not allowed.
- The school dress code is to be followed.
- Appropriate social behavior must exist at all times during the school day and in all areas of the school, both inside and outside the building. This guideline extends to all school sponsored activities (athletics included) before and after school. It does not matter if the activity takes place at another location – the guidelines still apply.

In addition to the above stated guidelines, students are expected to follow all other school rules and those classroom rules set by their teachers.

The school and parents must share the responsibility for promoting positive student behavior at all times in all places. The St. Albert the Great School administration and teachers must maintain a safe school atmosphere. While at St. Albert, this supervision can be maintained as structured classroom management. Off campus school sponsored events are extensions of the school's philosophy and therefore students' conduct must reflect earning the privilege to represent themselves as members of the St. Albert's Christian community.

Consequences occur when actions take away another person's rights and opportunities. Teachers will articulate and display rules and expectations that are necessary for successful classroom management. Children will be aware of the consequences for their chosen actions. It is important that parents, teachers, and students have a common commitment to ensure a peaceful and productive environment.

St. Albert the Great School places a strong emphasis on student discipline. The school and the parents must share the responsibility for promoting positive student behavior. The shared goal is to create a safe and orderly school environment in which teaching and learning are the highest priorities.

As stated in the school's mission statement, the school is committed to reach out through prayer, service, and education. The St. Albert the Great Discipline Policy will foster our mission through respect of self, others, and the environment.

Respect of Self, Others, and the Environment:

- Students will be courteous, responsive to faculty, staff members, lunchroom supervisors, and each other.
- Students will respond silently, immediately, and respectfully when given a direction.
- Students will exhibit courteous, respectful, and non-abusive language and gestures in school, or at school events, acting as representatives of the school at all times.
- Students will listen and follow directions of teachers, staff, and supervisors.
- Students will keep hands, feet, and all other objects to themselves.
- Students will do their own work and respect the work of others.
- Students will accept responsibility for their actions

Contribute to the Learning Environment

- Students will come to school prepared to learn.
- Students will arrive promptly at designated areas.
- Students will leave and enter class in a quiet and orderly manner.
- Students will display a positive attitude.

Follow All School Procedures:

- Students will wear the proper uniform.
- Students will know and follow lunch and playground rules.
- Students will follow and respect all classroom rules.

Incidents of inappropriate and/or disruptive behavior are dealt with in the classroom whenever possible. The teachers work with the children to make sure that classroom and school rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to help them follow the rules.

Major Incidents

These require immediate removal from the classroom. These include:

Physical or Psychological Danger

Examples include:

- Fighting.
- Leaving school without permission.
- Possession, use, sale, or distribution of dangerous, noxious, or unlawful objects*, including pornography.
- Tampering with protective fire equipment, violating fire codes or emergency services systems.
- Threats or mentions to use violence, weapons, or to endanger the safety of the school community.
- Intentionally harming another person.

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

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include, but are not limited to the following:

knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.

- School authorities have the right to inspect and search lockers, desks, backpacks, purses, bags, parking lots, and school property.

Parents/Guardians of any students involved shall be notified as soon as possible.

Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

*Unlawful objects include, but are not limited to, cigarettes, e-cigarettes, synthetic cannabis, prescription medicine, chewing tobacco, smoking materials, alcohol, cannabis, drugs or related paraphernalia, matches, lighters, knives, weapons, Chinese stars, fireworks or related items, razor blades, laser pointers, etc.

Abusive in Tone, Gesture, or Word

Examples include:

- Any form of obscene or vulgar language, including racial, sexual, or ethnic slurs.
- Physical contact.
- Stealing.
- Deliberate damage to school or personal property.
- Wearing gang related clothing or colors, or using gang signs.
- Bullying.

Out of Control, Or Unwilling to Gain Self-Control Despite Request To Do So

Examples include:

- Truancy, cutting classes.
- Disrespect for teachers.
- Chronic classroom disruptions.
- Provoking behavior.
- Unwilling to take direction.
- Failure to follow the terms of the Internet Access Policy.

In addition to the above, a Major Incident may be anything that, in the opinion of the principal, constitutes a serious and significant disruption of learning, endangers the safety of students or staff, or undermines the school's philosophy and goals. An Office Referral Form will be completed and action will be taken by school administration that may result in suspension.

Academic Dishonesty: The submitting of work that is not original (plagiarism), sharing of test/quiz material, collaboration on individual projects and lying or misrepresenting facts are unacceptable behaviors. Any instance of academic dishonesty will result in discipline that may include suspension with a view to expulsion.

LUNCH & RECESS RULES

Every day the students have twenty five (25) minutes for lunch and twenty five (25) minutes for recess. All students eat lunch in the lunchroom monitored by faculty, lunchroom staff, and 8th Grade helpers. Students are not to leave the grounds for lunch unless they have the Principal's permission to do so. Preschool and Kindergarten eat lunch in their classrooms under the supervision of their Aide.

Lunches should be nutritious. Please try and avoid sending cans of pop to school with your child's lunch. Milk is available through the school. Milk orders are placed at the beginning of the school year. It is not sold on a day-to-day basis. Juice boxes and bottled water are acceptable alternatives to pop and milk.

Hot lunches are available through Food Service Professionals (FSP). Meals are nutritious and may be purchased online. Once a month, our 8th grade parents sponsor a Pizza Lunch for the whole school that is ordered ahead of time.

If a student leaves his/her lunch at home and you wish to drop a lunch off for them, there will be a basket outside the school office to leave the lunch. Be sure that the lunch is clearly labeled with name and grade, and if at all possible please try and avoid bringing in fast food (i.e. McDonald's, etc.).

The following lunch rules should be observed:

1. Students are to stay seated at all times.
2. Listen to the supervising teachers and 8th Grade helpers.
3. Get permission to use the bathroom, or to go to the Principal's office.
4. Talk quietly.
5. No throwing of food.
6. Do not take or share any items from another student's lunch – eat your own food.
7. Clean up after yourself. The supervising teachers and monitors are not there to clean up after you.
8. Students will not be dismissed to go to recess until the lunchroom/classroom is clean, and the supervising teacher dismisses the room.

All students will have twenty five (25) minutes of recess following their lunch period. Recess usually takes place outside, so it is important that students come dressed appropriately for the existing weather conditions. All students must go out for recess unless they have a written doctor's request that they stay in, or if they are required to stay in by a teacher or the Principal. Indoor recess will take place only if the weather conditions are determined by the Principal to be extremely inclement.

The following rules are to be observed during recess:

1. Safety is to be observed at all times. Treat each other with respect.
2. Listen to the supervising teachers or volunteers.
3. No fighting, rough play or excessive contact that could result in an injury. Detentions will be issued to all students who choose to ignore this rule.
4. Foul or inappropriate language is not allowed.
5. Stay within the coned area on the parking lot.
6. Stay away from parked cars.
7. Students are not to bring items from home to play with during recess.
8. No food or drink is to be eaten during recess (indoor or outside).

9. Students are to play nicely together. Classmates are not to be left out from group games.
10. Share playground equipment.
11. Keep playground equipment in the coned area of the parking lot.
12. Play with the students in your own grade level.
13. All students should assist in cleaning up playground equipment after recess.

Loss of recess privileges may be the consequence for those students who find it difficult to follow the rules.

ENFORCEMENT OF DISCIPLINE CODE: Students who are in violation of the school discipline code will be subject to disciplinary action administered in the following manner, but not necessarily in the order listed below:

- Correction – may be given publicly or in private depending upon the nature of the offense. It should be given in a respectful manner, but with firmness and directness.
- Conference With the Student – will take place privately with the student, teacher, School Counselor, Assistant Principal or Principal. The purpose of this conference is to talk to the student about his/her behavior.
- Isolation – Sometimes because of his/her behavior student may be asked to leave the classroom and go to the Principal's office for a period of time. Repeated requests for a student to do this will result in parents/guardians being called to come in for a conference with the teacher and Principal.
- Loss of Privileges/Ineligibility – Students may lose privileges/participation in extra-curricular activities (including athletics) for repeated violations of school rules, failure to serve detentions or serious offenses. **The Principal will determine if a student is to lose privileges and for what length of time privileges will be lost.
- Conduct Referrals– will be issued for violations of the behavior guidelines and school rules/policies at the discretion of the teachers and/or the Principal. These referrals will have to be signed by parents/guardians and returned to school the next day after it is received. Detentions will be issued if a student fails to return a conduct referral when it is due. Every three (3) conduct referrals will result in a detention being issued.
- Detentions – will be issued to students for unacceptable behavior, which the teacher/Principal judges to warrant serious intervention in order to correct. Students will also be given a detention for every 3 conduct referrals they receive. Detentions will be signed by the Principal and by the teacher (if issued by a teacher). They will be sent home with the student for parents/guardians to be signed. They must be returned the next day. Failure to return a detention when it is due will result in another detention being issued. Detentions are served after school from 3:00 – 3:30 PM.
- In-School Suspension – may be the consequence for serious behavior. A student serving an in-school suspension will be isolated from his/her classmates for the term of the suspension under the supervision of administration and faculty. Attendance at, or participation in school sponsored activities or organizations is forfeited for the term of the in school suspension.
- Out of School Suspension – The Principal may issue an out of school suspension for serious offenses. Prior to the suspension a conference will be held with parents/guardians. Work will be assigned and is to be completed during the time of the suspension. In addition, the suspended student will forfeit any participation in school related activities (including athletic events) during the period of suspension. The suspended student must be supervised at home and is not permitted on school property.
- Expulsion – This is the severest penalty that a school can impose upon a student. If all other attempts to discipline a student have failed to bring about positive results, or if a student commits an extremely serious offense, expulsion may take place. Expulsion may take place when the moral, academic, or physical well being of the student body is endangered, or when there is a prolonged and open disregard for school authority.
- Due Process – Parents/guardians will be notified if their student is in danger of suspension or expulsion. A meeting will be held with the Principal, and if necessary, the Pastor. This meeting will be held as soon as possible and the decision reached as a result of this meeting by the Principal and/or the Pastor will be final.

Please note: The Pastor or Principal will immediately notify a local law enforcement agency of firearm incidents at the school; they will immediately notify the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident; the school notifies the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident, and notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

School-wide Discipline Cycle:

First Step:

- Violation of a classroom/school rule may result in the student receiving a Conduct Referral. Three (3) Conduct Referrals will result in an after school detention.
- Teacher will meet with student in private to discuss ways to enhance classroom/school behavior. This meeting shall be documented.
- The teacher will phone the parents/guardians after the second Conduct Referral has been issued to inform the family about the student's conduct.

The teacher may require the student to hand write a narrative concerning the violation, why the conduct is wrong, and what he/she may do in the future to avoid discipline infractions. A copy will be sent home for the parent/guardians to sign and a copy will be provided to the Principal.

Second Step:

- Continual violation of a classroom/school rule or major incident may result in the student being referred to the Principal's office. The teacher will arrange for a meeting with the student and parents/guardians to discuss ways to motivate positive behavior.
- The teacher, student and administration may design an action plan in consultation with parent/guardian. A conference may be scheduled and both student and parent sign and return the action plan.

Third Step:

- The third step of the Discipline Cycle begins when a student is sent to the office a third time, within the same trimester, or in extreme cases when the Principal determines the seriousness of the action warrants beginning at this step. Prior to this step, the teacher should have informed the parents/guardians of all discipline issues, had a conference with the student, and have met with the parents/guardians at least once. The Principal will have a conference with parent/guardian and student to create an action plan with measures for progress to assist the student in developing self-control.
- Treatment and counseling for students and/or the entire family unit shall have priority over punitive action when appropriate and shall be the sole financial responsibility of the family.
- A serious violation of school rules may result in suspension/expulsion from school.
- Mitigating circumstances (seriousness of offense, number of prior offenses, cooperation and attitude of parents and students, etc.) shall be considered prior to the decision of suspension or possible expulsion.

NON-VIOLENCE STATEMENT: The environment of a Catholic school should be one where respect for individuals prevails. If student behavior involves acts of violence, threats, harassment or bullying, the Principal should be notified. All reports will be taken seriously and investigated.

Every effort will be made to provide help for both the person being mistreated and for those who have chosen to mistreat others. Parents/guardians will be involved in this process.

The Principal retains the decision-making responsibility for dealing with issues of this kind.

SEXUAL HARASSMENT POLICY

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

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

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

The school will investigate the facts regarding all allegations of sexual harassment in a prompt and confidential manner, and as soon possible and will take appropriate corrective action when warranted.

BULLYING

(Archdiocese of Chicago/OCS Policy January, 2011)

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 school 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 or 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, threats, 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.

No student shall be subjected shall be subject to bullying:

- During any school sponsored education program or activity, while in school, on school property, on school buses, or at school sponsored or school-sanctioned events or activities
- Through 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.

Therefore, bullying, intimidation and harassment (verbal, physical, sexual) of students, faculty, staff, administration or volunteers will not be tolerated. Those who fail to treat themselves and all others with respect will be dealt with seriously. Bullying by a student or students may result in suspension and or expulsion from the school.

Bullying and harassment are behavior by an individual or group, usually repeated over time - that intentionally hurts another individual either physically or emotionally. Bullying/ harassment can take on many forms, including, but not limited to, physical, verbal or non-verbal threats, or intimidation, social exclusion and isolation, extortion, defamation, the spreading gossip or rumors, and assault. Bullying/ harassment can take place in person or by the use of computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying or harassment will result discipline that may include probation, suspension, or expulsion. Bullying and harassment may also result in referral to criminal authorities for prosecution when appropriate.

SERIOUS OFFENSES: Behaviors considered as being harmful to the well being of the students, faculty and staff will be considered serious offenses. Therefore, the Principal will consider such offenses grounds for serious disciplinary action if they occur on school property, or during school functions (including athletic events). Serious offenses include, but are not limited to the following:

- FIGHTING
- BULLYING
- VANDALISM
- POSSESSION, SALE OR USE OF GUNS, KNIVES OR ANY KIND OF OBJECT WHICH CAN BE USED AS A WEAPON
- POSSESSION, SALE OR USE OF ILLEGAL DRUGS OR CHEMICAL SUBSTANCES SUCH AS ALCOHOL, TOBACCO, MATCHES, LIGHTERS OR INCENDIARY MATERIALS
- LEAVING SCHOOL GROUNDS, FIELD TRIPS, CLASSES OR ASSIGNED AREAS WITHOUT PERMISSION

PARENTS/GUARDIANS COOPERATION: It is important to note that parent/guardian cooperation in dealing with discipline issues is essential. Parents/guardians need to be willing to look at their children honestly, and be willing to admit that even the best of children can sometimes use very poor judgment and make poor choices. By working together we can help students to learn from their poor choices, and go on to become the kind of person that Jesus wants us all to be.

***Since it is impossible to anticipate all types of inappropriate behavior, the Principal reserves the right to take disciplinary action on conduct not specifically listed in the St. Albert the Great discipline policy, or covered in this Handbook. Also, the Principal has the right to restrict any activity, trends and fads that might not be addressed in this Handbook.

DISCIPLINE AND EXTRACURRICULAR ACTIVITIES: Academic integrity and self-discipline take precedence over the privilege to represent St. Albert the Great in extra-curricular activities. A student who is failing one academic subject matter is ineligible to practice or participate until he/she has a passing grade in that subject matter. The teacher shall inform the parent/guardian, coach, athletic director, and Principal.

A student who receives three conduct referrals in one week will be ineligible to practice through the time period leading up to the next athletic contest; the student will be unable to participate in the next scheduled extra-curricular event.

The third time a student is determined to be ineligible to participate in any activity he/she will no longer be able to participate in the activity involved. In the case of athletics the student would be ineligible for the rest of the particular season that they were participating in. However, he/she would be eligible to participate in the next athletic season.

*** If a student is ineligible to participate in athletics, he/she may not be in uniform or sit on the bench during games. ***

**** A sample Extracurricular Activity Agreement can be found in the Appendix****

COMMUNICATION

School Messenger: The school utilizes School Reach as one way to communicate with families. In the event that the school should have to close in an unforeseen incident, an email, text, and voicemail will be sent out informing you of the closing and any other pertinent information. Changes in the calendar or other important notifications will occasionally be messaged through School Reach. Please be sure to keep your information up to date with the school office.

Take Home Tuesday: Principal McLawhorn prepares a weekly communication to all families called, the "Take Home Tuesday". Please review the THT in its entirety and refer to it every week on Tuesdays.

Google Classroom: SATG Teachers use Google Classroom online pages to keep the lines of communication flowing with parents. Please be sure to sign up for your child's teacher's Google Classroom page to stay up to date on assignments, announcements, and great resources for your child.

Teacher Newsletters: All SATG teachers prepare weekly or monthly newsletters that go home to keep parents informed of important events, information, and due dates.

Power School: You can track the academic progress of your student through Power School. By logging into the system, you can view grades as the teacher uploads them to Power School. The teachers will make a good faith effort to post the results of projects, quizzes, and exams within one week of the scheduled event. If you are not seeing grades posted, please contact the teacher and principal. Parents are expected to check Power School on a weekly basis.

School Website/Facebook/Twitter/Instagram: The school website has a Google Calendar you can upload to any smart device or your home computer. We update this information as quickly as possible. The St. Albert the Great Facebook page is continually updated with newsworthy stories throughout the year.

YELLOW FOLDERS: Communications from classroom teachers or important information that cannot wait for the Thursday folder will be sent home in the daily YELLOW FOLDER. These folders should also be used to send all monies and/or correspondence to the school.

CONFLICT RESOLUTION: Good communication between parents/guardians, teachers and the administration is essential. We encourage our school parents/guardians to communicate freely with the Principal, teachers and staff. Please do not put off your questions or concerns until it is too late to do anything about them.

Issues and concerns should be discussed in a responsible way. The Principal, teachers and staff are dedicated, well educated professional people and should be treated with respect. Likewise, they are expected to be respectful to all persons they communicate with. They need to be informed of questions, issues or concerns in respectful and constructive ways so that good, meaningful conversation can take place. Nothing positive is ever accomplished when emotion and anger enter into the conversation.

When a problem or concern arises, the process of resolution should involve only those parties directly affected by the issue. For example, if a parent/guardian feels that a problem exists between their child and his/her teacher, then the

involved parties dealing with this issue would be the teacher, student, parent/guardian, and the Principal (if necessary). Parents/guardians are cautioned to maintain confidentiality and to avoid bringing others into a personal situation. Doing this does not help resolve the immediate problem. If other parents/guardians have similar problems or concerns, it is best that each problem be solved on an individual case by case basis.

Please use the following steps if you have a question, concern or issue regarding your child's academic performance:

Things will come up and issues may arise. When that happens, we follow a "chain of command" in order to service the needs of the child in as swift of a manner as possible. If a parent goes right to the Principal, it slows down that response time for the child (as the Principal may not be available, or the Principal will have to do an investigation - and that may not happen immediately per the principal's schedule). Keeping in mind that we always have the best interest of the child at the center of all we do, we ask parents to follow these procedures when seeking assistance:

- Speak with the teacher - In most cases, the teacher is the main person who can be of assistance to come to a resolution
- School Counselor - Make an appointment or call to seek assistance.
- Assistant Principal - Make an appointment or call to seek assistance.
- Principal - Make an appointment to see the Principal if you are still having an unresolved issue.
- Pastor - Make an appointment to see the Pastor if your issues continue to be unresolved.

*** All concerns brought to the faculty and staff will be dealt with as quickly as possible. If faculty or staff have not responded to your concern within a 24 hour period of time Monday – Friday, please call the Principal.***

Please note: The Pastor or Principal will immediately notify law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. They shall also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS).

SCHOOL ORGANIZATIONS

FAMILY-SCHOOL ASSOCIATION: The Family and School Association is an organization of the school dedicated to collaboration between parents, guardians and members of the school and parish staff in the pursuit of quality, faith-centered education. The FSA will support our school children through a wide variety of fun, community building activities as well as fundraising.

PARENT AMBASSADORS: Parent Ambassadors work on behalf of the school in promoting the good work and goings on of our school, and the great things our children do. The Parent Ambassadors' main goal is to preserve the ongoing development of St. Albert the Great School.

ATHLETIC BOARD: The Athletic Board is a committee established, with the approval of the Principal, to plan and implement the extra-curricular athletic programs (volleyball, basketball, and soccer) for the school.

PARENT/GUARDIAN VOLUNTEERS: Parents/guardians are invited to help out in the school and in the classrooms (by teacher request). Some of the ways that they can do this are: coaches, field trip chaperones, folder stuffers, classroom helpers, etc. St. Albert's welcomes and appreciates any time that our parents/guardians are able to give us.

***It is important to note that all volunteers who will be working with the children in any capacity must successfully pass a background check and attend a Protecting God's Children (Virtus) presentation before they will be allowed to perform their volunteer jobs.

PARENT UNIVERSITY: The Parent University is a once per month meeting of the School Counselor or Principal with the parents. A wide variety of topics will be discussed and addressed at these meetings.

HANDBOOK AMENDMENTS

The rules, policies and information in this handbook may be amended without prior notification; the school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

ACKNOWLEDGEMENT

Both parents/guardians and students are asked to read the St. Albert the Great Student Parent Handbook.

By enrolling your child/children at St. Albert the Great, students, parents, and guardians agree to follow the guidelines outlined herein.

 **ST. ALBERT THE GREAT SCHOOL**
PARENT COMMITMENT AGREEMENT

St. Albert the Great School is a faith-based community that not only relies on, but believes strongly in the value of parental involvement. As Catholics, we are called to serve each other in community, in order to make us a stronger whole. Our children see us and how we model this service to our community. They hear us when we speak of how important it is, and they begin to form their own faith around our guidance. It is through this belief that we are called to serve each other and our community.

The following is a list of commitments that SATG parents are required to abide by:

Faith

Partner with St. Albert the Great School by making your faith at home an important part of your life. Our Family Masses take place on Sundays at 9:00 am, and all SATG families are welcome to attend. On the 1st Sunday of the month, our students will participate in the Family Mass as well.

Service

Partner with St. Albert the Great School by providing service to our community.

- Our Parish Carnival is supported by an active and involved parish family. All school parents are required to work a 3 hour shift.
- FSA Events - our FSA hosts many wonderful events throughout the year. Parents are required to volunteer for at least 1 event per year.
- The GREAT Event is held in the spring and supports the SATG Endowment to make tuition more affordable for all. Parents are encouraged to attend and support this event, and volunteer if they are able.
- Tuesday night BINGO - The Holy Name Society runs the bingo that is held in Rogers Hall on Tuesday evenings. NONE of these people have a child in the school, but yet, all of the proceeds are given to the school. This unselfish act of love and support for our school is truly inspirational. All parents are required to work at least two Tuesday night throughout the year to assist with the BINGO.
- Parish Activities - SATG School has a tremendous support system in our parish. They support us spiritually and financially. SATG parents are expected to attend all parish sponsored activities and to volunteer when needed.

Fundraising

The actual cost of educating each child at St. Albert the Great is approximately \$8500 per year. In order to keep costs more affordable, fundraising is a mandatory commitment on behalf of our parents. The two mandatory fundraisers are:

- CARNIVAL RAFFLE TICKETS - Each family is required to sell \$100 worth of Carnival Raffle Tickets. These will be mailed to you over the summer.
- WORLD'S FINEST CHOCOLATE SALE - The World's Finest Chocolate sale is a mandatory commitment by each family to sell \$120 worth of chocolate per child they have in the school. These always sell easily, so this has proven to be a relatively easy commitment.

Respect & Partnership

Our school cannot function without the understanding that we all work together to provide our children with a solid foundation of love, academics, social growth, emotional growth, and faith. When our children see us treating each other in a respectful partnership, it has a huge impact on them and their willingness to excel. Nothing is perfect, but we work very hard to make St. Albert the Great a happy and loving place. Things will come up and issues may arise. When that happens, we follow a "chain of command" in order to service the needs of the child in as swift of a manner as possible. If a parent goes right to the Principal, it slows down that response time for the child (as the Principal may not be available, or the Principal will have to do an investigation - and that may not happen immediately per the principal's schedule). Keeping in mind that we always have the best interest of the child at the center of all we do, we ask parents to follow these procedures when seeking assistance:

- Speak with the teacher - In most cases, the teacher is the main person who can be of assistance to come to a resolution
- School Counselor or School Resource Teacher- Make an appointment or call to seek assistance.
- Speak with Head Teacher or Department Chairperson
- Assistant Principal - Make an appointment or call to seek assistance.
- Principal - Make an appointment to see the Principal if you are still having an unresolved issue.
- Pastor - Make an appointment to see the Pastor if your issues continue to be unresolved.

(Please detach and return to the school office)

I agree to the Parent Commitment expectations that are stated above. I understand that when the school and home work together in a harmonious and respectful manner, that my child will have positive experiences and grow in their knowledge and faith.

Child(ren)'s name

Parent Signature

Date

Acknowledgement Form



St. Albert the Great asks parents to review the 2019-2020 Parent/Student Handbook and contents in entirety. Please sign the form below, and return to school by Monday, September 9, 2019. All families must have a signed Acknowledgement Form on file in the school office.

Parent Name (printed)

Parent Signature

Date

Student

Grade/Room

Student

Grade/Room

Student

Grade/Room

Student

Grade/Room

Student

Grade/Room

The information in this handbook is current at the time of publication. Information in this handbook is subject to change. Parents, students, and staff will be notified of any changes.

APPENDIX

EXTRA –CURRICULAR ACTIVITY AGREEMENT

As a participant in the extra-curricular activity program sponsored by St. Albert the Great School, I realize the importance of being Christian in the world today. When I participate in extra-curricular activities such as: athletics, Student Council, band, etc., I am making a commitment to be part of a group working toward a common goal. It is my responsibility to live up to this commitment by remaining eligible to participate in the activity. Therefore, I will try to always do my best academically. I will also do my best to follow the school rules, and not be a discipline problem.

I understand that I will not participate in any extra-curricular activity if:

- I earn an F on my quarterly report card in any subject, including P.E. & computers
- I have three (3) missing assignments in one week (Thursday-Thursday)
- I receive three (3) conduct referrals in one week (Thursday-Thursday)
- I have a serious conduct problem and receive a detention or suspension
- I am absent the day of the extracurricular event

I also understand that I will not be able to participate in extra-curricular activities if I was absent from school because of illness, or had to leave school because I became ill. Unexcused absences may also result in my being ineligible to participate in extra-curricular activities.

I understand that teachers in Grades 4 – 8 will turn in weekly eligibility reports to the Principal every Friday morning. Ineligibility reports will be given to parents/guardians, teachers and coaches on Friday afternoons. The period of ineligibility will be for one week (Sunday thru the following Saturday).

I understand that if I receive three (3) ineligibilities I will not be allowed to participate in the sport that I am involved in for the remainder of the season. In the case of non-athletic activities, I may be placed on probation for a period of time, or I may be ineligible for the remainder of the school year.

While learning to be part of a team or group I understand that I am responsible for any property damage (including the cost of repairs and/or replacement) that I may cause. Damage caused by a group of which I am a part is also my responsibility and I will pay my portion of the cost assessed. Causing damage to property may also result in my being ineligible to participate in extracurricular activities for the remainder of the season/school year.

My parents/guardians and I understand both the benefits and responsibility of participating in extracurricular activities, as well as the importance of academic achievement. We also understand and agree to the eligibility policy stated above.

STUDENT NAME/SIGNATURE: _____ DATE_____

PARENT SIGNATURE:_____ DATE_____

