



# **St. Gall School Family Handbook 2024 - 2025**

## **St. Gall Catholic School**

**5515 S. Sawyer Avenue, Chicago, IL 60629  
Office: (773) 737-3454 Fax: (773) 737-5592**

**[www.stgallschool.com](http://www.stgallschool.com)**



**Be it known to all who enter**

**St. Gall School**

**that**

**We are always in the  
Holy Presence of God.**

**“Wherever we go, no matter how far off nor how hidden from our eyes,  
we shall always find God and cannot escape  
His divine presence.”**

**St. John Baptist de La Salle**

## **Mission Statement**

Como familia, St. Gall School's mission is to prepare students to be compassionate models of Christ. We seek to nurture the whole child, foster the leader in each of them, and empower every student to achieve their full potential.

As a family, la misión de la escuela de San Gall es preparar a los estudiantes a ser modelos compasivos de Cristo. Buscamos nutrir al niño en su totalidad, fomentar al líder en cada uno de ellos, y empoderar a cada estudiante para que alcance su máximo potencial.

## **St. Gall School Root Beliefs**

1. We are a family.
2. We are made in the image and likeness of God.
3. Challenges are opportunities.
4. Everyone can be successful.
5. Joy and learning coexist.

### **Core Values**

Perseverance  
Character  
Kindness  
Leadership  
Love

### **Motto**

Do right.  
Dream big.  
Aim high.

**St Gall School Pledge**

I am a child of God,  
a citizen of the world,  
and a member of the St. Gall  
Catholic School Community.

I will love God,  
speak truth,  
respect myself,  
treat all people as my  
brothers and sisters,  
learn as much as I can,  
seek peace and show fairness,  
care for my environment,  
and represent  
the mission of my school  
with dignity and grace.

## **To the Families of St. Gall Catholic School**

This handbook is your guide to the policies and regulations of St. Gall Catholic School. The school asks that you keep it handy for easy reference and take time to review the contents as a family.

St. Gall School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Archdiocese Office of Catholic Schools. Additional local policies have been developed to govern the operation of St. Gall School.

The rules and procedures of St. Gall School set forth in this handbook are intended to provide a safe and secure Catholic learning environment for all the children who attend St. Gall. It is the expectation of the school that all students and families will adhere to the policies and procedures as they are intended for the good of all students.

Also, it is imperative in a Catholic school environment that a spirit of trust, understanding, and cooperation exist between school and home in order for the children to be educated in a harmonious environment. With this in mind, it is important that families do not seek exceptions for their own children and support the policies as described in the handbook.

Should a situation arise that puts your family in conflict with school policy, please contact the Principal directly. Please understand too, that although this handbook serves as a guide to ensure a safe and secure learning environment for all St. Gall students, it is not all-inclusive.

## **Administration's Right to Amend Handbook**

There are circumstances when rules and regulations need to be amended. Therefore, the administration of St. Gall Catholic School retains the right to amend this handbook during the course of the school year. In the event that changes are made, parents will be notified in writing through regular home-school communication channels.

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Pastor: Father Matthew Foley

## St. Gall Parish

### **School Administration & Staff**

Laurie Giannoni, Principal  
Yolitzin Aramburo, Assistant Principal  
Angela Granado-Lozano, Administrative Assistant  
Josie Gaspar, Administrative Assistant  
Veronica Romero, Marketing & Enrollment Director  
Briceida Vargas, Business Manager  
Adela Herman and Lissette Sanchez, Extended Day  
Lunch Program, FSP Coordinators

### **Faculty**

Eighth grade - Ashley Honey  
Seventh grade - David Schlueter  
Sixth grade - Daniel Payne  
Fifth grade - Star Agus  
Fourth grade - Gwenneth Clise  
Third grade - Marianne McKibbin  
Second grade - Erinn Toth  
First grade - Tiffany Rodriguez  
Kindergarten - Lissette Telumbre  
Kindergarten aide - Norma Torres  
Preschool - Maura Newcomb  
Preschool aide - Maribel Claudio  
Preschool - Samantha Brown  
Preschool aide - Maria Prado  
Music - Christ Nogulich  
Art – Grace Collins  
Technology – Tony Storino  
P.E. – Mary Ann Kopchak

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## ADMISSION POLICY

### All students enrolling at St. Gall Catholic School will need the following:

- A copy of the child's birth certificate
- A Baptismal Certificate
- A record of compliance with city and state health requirements (see Health Records)
- When a student is transferring from another school, the parent/guardian shall request the proper transfer and appropriate notification from the school previously attended. St. Gall Catholic School will, in turn, request all records from the former school, including health records and discipline records, to be transferred. An interview with the principal for both parent and child will be necessary before the child can be enrolled.
- **New and transferred students will be accepted provisionally for the first trimester. The student's continued enrollment is at the discretion of the principal.**
- Note that a student will not be allowed to enroll unless all financial obligations have been satisfied with the previous school.
- All school age children shall be eligible to apply for enrollment in St. Gall Catholic School:
  - **Note that enrollment/admission priority will be given to children whose parents are registered members of St. Gall Parish and/or to children who have siblings already enrolled in St. Gall Catholic School.**
- St. Gall Catholic School may admit students who are non-Catholic provided that they will not displace Catholic students. Both students and parents must understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.
- Final approval of enrollment will be the determination of the Principal.

### Parents transferring children into St. Gall Catholic School must present the following:

- A transfer form from the sending school
- Medical and dental records from the sending school
- The child's birth certificate and baptismal certificate
- A completed registration form, along with payment of registration fee
- Parents must also sign a release form authorizing the sending school to send us all official academic records.
- Certified copies of transfer students' records are requested within 14 days of enrollment.

### **All transfer students are accepted provisionally for the first trimester. The academic and behavioral status and progress of the student will be evaluated and the results communicated to the parent.**

- The child, based on academic and/or maturity level, may at some time during the probationary period, be placed in a higher or lower grade than that attended at the sending school.
  - This placement will be based on a school evaluation, which will be made known to the parent prior to placement.
- Should academic and/or behavioral problems arise and are unable to be remedied, the student will be transferred out of/expelled from St. Gall Catholic School at the end of the

trimester or when deemed necessary by the Principal.

- In case of a mid-year transfer, registration and book fees are non-refundable. A tuition liability will be prorated from the date of entry if necessary.
- Should space be limited, children will be placed on a waiting list by grade subject to the constraints of the admission policy. While on the waiting list, no fees are paid but a completed form must be on file.
- **Transfers will sometimes be accepted for Grades 6, 7 and 8 and never without a background check of the incoming student. An interview between the student, parent, principal and/or teachers may be required regardless of grade level.**

### **Transfers Out**

- It is the obligation of the parent to secure this information. Transfers will not be issued unless all of the below information is supplied.
- No refunds will be given for tuition or fees paid. All fees, payments and parish obligations must be met before records will be sent.
- The school sends unofficial records of students transferring out to other schools within ten days of the request.

### **The following information is needed when requesting a transfer:**

- Signed release form to send transcripts to the receiving school
- Name of the receiving school
- Complete address of the receiving school
- Contact person at the receiving school
- New address of the student
- Reason for transfer

### **See Also: Non-Discrimination Policy**

### **AGE OF ADMISSION**

A child entering St. Gall Catholic School must be in compliance with requirements of the State of Illinois regarding age admission.

- Preschool: Must be age three (3) by September 1 of the school year in which they wish to enroll.
- Kindergarten: Must be age five (5) by September 1 of the school year in which they wish to enroll.

### **AIDS POLICY**

St. Gall Catholic School follows the Archdiocesan policy with regards to the AIDS virus. A student with AIDS will not be denied entrance into the school.

### **ALLERGIES**

Parents are obligated to notify the school if their child has allergies of any type.

### **ALTAR SERVERS**

A boy or girl becomes eligible to train as an altar server when he/she is in fourth grade. Both the

child and his/her parents must realize that this is not only a privilege but a responsibility he/she assumes in order to serve at Mass. If the child cannot serve when scheduled, it is his/her responsibility to get a substitute.

### **ASBESTOS**

As part of the State of Illinois and Federal Regulations, we must inform you that our buildings have been inspected for asbestos and a management plan is in effect to deal with any asbestos that we do have. If you would like any further information, please contact the school office. The complete asbestos management plan is located in the school office for your review.

### **ATHLETICS / EXTRACURRICULAR ACTIVITIES**

The St. Gall Athletics fosters the physical and moral well-being of the students through an extracurricular program in various sports and clubs. Representing our school in athletics is a responsibility as well as a privilege. The right to this privilege may be forfeited for poor scholastic achievement or misconduct or non-payment of tuition and fees. Students who participate in St. Gall sports teams represent our school community and are expected to show good sportsmanship at all times.

### **ATTENDANCE**

**The regular school day begins at 7:45am and ends at 3:00pm. Students are required to be in school daily and arrive on time for school. 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. Gall School are required to attend school daily.**

**The responsibility for 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.

- Students are considered on-time when they arrive by 7:45am and are present for morning prayer. Students arriving after 7:55am will be considered late, resulting in an official Unexcused Tardy on their attendance records.
  - Excessive tardiness will result in students having to stay after school to make up time, a meeting with parents or guardians and/or an in-school suspension as deemed necessary by the student's teacher and the Principal.
- Parents are required to notify the office at (773)-737-3454 by 8:00am when their child is going to be absent or tardy.
  - A dated, written note or email is required when the student returns to school.
  - A doctor's note is required for a student who is absent three or more days.
  - Students are not allowed to attend after school events and activities on the date they are absent.
  - Students should be fever-free, medicine free, and symptom free for 24 hours before returning to school.
  - Parents should assess symptoms and consider the contagiousness of sickness.
- Truancy
  - A truant is defined as any school-aged child who is absent from school **unexcused**. A student with chronic truancy is a school-age child who is absent without valid causes

- for 5% out of 180 consecutive days.
- o If a student has been absent for 10% of school days that have occurred (at any given point of the school year), the school administration will meet with the parent/guardian to discuss the reasons for excessive absences.
- o If consistent absences and tardies persist, St. Gall School reserves the right to follow the Archdiocesan Office of Catholic Schools Protocols with the aim of improving student attendance.
  - Parents/guardians are responsible for ensuring their child attends school.
  - Parents/guardians may be subject to penalty by law if their children are found to be chronically truant.

Medical and dental appointments should be made after school hours and/or on days when school is not in session.

### **Early Dismissal**

- Should a parent/guardian need to pick up a child before the regular dismissal time, the parent must sign the child out and log the reason and time of sign-out.
- Should another adult need to pick up your child:
- A parent/guardian must call the office and provide the full name of the adult picking up the child, and the adult must provide a photo ID upon picking up the child at school.
- No child will be allowed to leave the building early unless an authorized adult is present in the school office to sign the child out.

### **Excessive Absences**

**Without a substantiated medical or family reason, excessive absences are not tolerated. Being out of school can adversely affect a student's academic progress and attitude towards school.**

- Should absences exceed 18 days (10% of required school days), at any point during the academic year, meetings will ensue with parents or guardians to discuss their child's academic standing and the possibility of repeating a grade.
- A child who is absent 30 or more days, regardless of the reasons, may be required to attend summer school or to repeat the previous grade.
- Excessive absences may affect some scholarships and other financial supports.

### **Vacations**

- Family vacations while school is in session are strongly discouraged.
- Parents who elect to take children out of school for vacation must notify both the Principal and homeroom teacher via email 10 business days before a vacation is to begin. Exact days and dates must be included in the written notification.
- Parents who take family vacations while school is in session should not expect the teacher to provide class work in advance or special tutoring upon the student's return.
- Lessons and assignments missed during these absences are the responsibility of the student once they return to school.

## **BACKGROUND CHECKS / VIRTUS TRAINING**

All faculty and staff members of St. Gall Catholic School undergo criminal background checks. Parents who volunteer to work with children are required by Archdiocesan guidelines to do the same. In addition, all staff members and school volunteers who work with the students must also attend Virtus training. (see Volunteers).

## **BREAKFAST**

Breakfast is provided by FSP. It is served from 7:25-7:40a.m. Breakfast is served only during this time frame. Preschool and Kindergarten students must be accompanied by an adult. If an adult is not present with the student, our Extended Day staff will take care of them and the family will be billed.

## **BULLYING PREVENTION**

We at St. Gall Catholic School believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and is not tolerated in our 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 may:**

- place the student(s) 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 acts or conduct described above can include but not limited to the following:**

- **Physical** which includes, but is not limited to, physical contact, destruction of property, intimidation and written threats.
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication or social media;
- **Emotional** which includes, but is not limited to, intimidation, terrorizing, humiliating, manipulation, isolating, ostracizing and negative peer pressure
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as harassing, unwanted advances or remarks.

### **NO student shall be subjected to bullying:**

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at school sponsored or school-sanctioned

events or extracurricular activities; through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

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

## **CALENDAR UPDATES**

**Regular calendar updates will be sent home via email. It is important that parents read the weekly updates and make note of any changes and revisions that are published.**

## **CELL PHONES**

Students may not have a cell phone on their person or in their desk during school hours (7:45am — 3:00pm). Students may not use their phone on school property before and after school, including clubs and extended day.

**If a child brings a cell phone to school, the phone must be turned OFF once the child arrives at school.**

- The phone must be given to the homeroom teacher to be stored. Should this rule be violated, the cell phone will be confiscated by the school and only returned to the student's parent/guardian.

## **CHAPERONES**

**Potential chaperones must have completed Virtus Training and have satisfied a Criminal Background Check before they can be considered as a chaperone for a school sponsored event or field trip.**

- Asking to chaperone does not automatically entitle an individual to chaperone an event.
- At times, more chaperones volunteer than are needed. As such, teachers and/or the Principal reserve the right to decline an offer to chaperone without explanation.
- If a child takes the bus with their class and a parent who is not chosen to be a chaperone opts to drive to the field trip location on their own, note that the parent will not be able to join the school group for any portion of the day due to liability and admission concerns.
- Similarly, if a child(ren) is/are absent from school on the day of the field trip and a parent chooses to drive the student(s) and themselves to the field trip location, note that neither the child(ren) nor the parent will be allowed to join our school group for any portion of the day due to liability and admission concerns.
- Moreover, if a child(ren) rides the bus to the field trip site, they must return to school on the bus.
- The option to drive to the field trip location separately from a school group cannot be used to circumvent Protection of Children & Youth requirements or school policy.

These policies and procedures are imposed not only for liability reasons, but more importantly to promote safety and security for our students, and thus allowing them to have a meaningful time on their trips.

## **CHILD ABUSE**

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

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. The 24-hour DCFS hotline: 1-800-252-2878.

## **CHILD CUSTODY**

The school abides by the provisions of the Family Educational Rights and Privacy Act with regards to parents' rights to access to their child's school records. All students are registered according to the child's legal name. The school also abides by the provisions of the Illinois law regarding the right of the non-custodial parent to his/her child's school records.

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. Any change of custody should be reported to the school with copies of the proper legal documents.

## **CLASSROOM VISITS**

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

- Out of respect for students and staff, instruction may not be interrupted to deliver items a student may have forgotten at home.
  - When it is necessary for a parent/guardian to bring materials to school, they are to deliver the item(s) to the office with the child's name and grade clearly marked on them.
    - The office staff will deliver the items to the proper classroom.

## **CODE OF CONDUCT**

Behavior regulations at St. Gall Catholic School are founded upon the mutual respect children and adult members of the school community must have for one another. Since the development and formation of self-discipline and respect for all is the goal of the school program, we expect St. Gall students to conduct themselves in a refined, courteous manner and serve as a model for Christ-like behavior. Discipline procedures are based on correcting a student's behavior should it be inappropriate, disrespectful, or unsafe for the student or other students.



### **Expectations:**

- Honor God
- Have regard for authority
- Affirm the rights of others
- Love yourself
- Take care of property
  
- Do what is right according to the teachings of Christ
- Be prompt and prepared
- Stand up to negative pressure
- Fulfill commitments
- Follow directions
- Accept responsibility for one's choices.
  
- Solve disagreements by talking, listening carefully, and compromising
- Think about consequences of one's actions beforehand
- Recognize how decisions affect others
- Avoid physical and verbal aggression
- Use strengths appropriately to enrich and serve our community

**SEE ST. GALL CODE OF CONDUCT APPENDIX FOR EXPLANATION OF ACTION AND RESPONSES.**

### **COMMUNICATION**

**The school will communicate to families primarily through emails, newsletters, and phone calls. We ask that parents/guardians respond by reading all forms of written communication sent home and attend parent meetings and conferences.**

- We ask that parents/guardians take an ambassador stance and positively represent St. Gall School, whether in conversation or on social websites.
- Should parents/guardians receive email distribution lists for communicative reasons, using these lists to send unsanctioned emails is respectfully not permitted.
- School liaisons or "Room Parents" may be given emails and phone numbers to communicate important information or promote parent involvement.
- Should a question or concern arise, parents/guardians are asked to communicate directly with the school teacher or the principal.

### **CORPORAL PUNISHMENT**

Corporal punishment in any form will not be tolerated when disciplining students at St. Gall Catholic School.

### **CRISIS DRILLS**

St. Gall Catholic School conducts crisis drills that help the students and staff to prepare for emergencies. During times of possible danger, parents may pick up their children at any time, but are required to sign the child out with school personnel.

## **CURRICULUM**

Curriculum is a useful tool serving as a guide to reach common goals. St. Gall School and the Archdiocese have adopted the Common Core State Standards. Additionally, we have designed our curriculum to achieve the purpose of Catholic Education and our goals are:

1. To provide students with opportunities to develop moral and spiritual values as well as ethical standards of conduct and integrity.
2. To provide students with tools to think constructively, to inquire, to reason independently, to be creative, to solve problems and to accept responsibility for self-evaluation and self-instruction.
3. To foster in our students a sense of responsibility as individuals and as members of family, community and world.
4. St. Gall School provides instruction in the Language Arts, Mathematics, Physical and Social Sciences, Fine Arts, and Physical Education and health.

## **DAILY BELL SCHEDULE**

The following Bell Schedule is the default full day bell schedule. The School Office will notify families of any exceptions.

<b>7:25am - 7:40am</b>	<b>FSP Breakfast served.</b>
<b>7:30am</b>	<b>School doors open.</b>
<b>7:45am</b>	<b>First bell; Morning announcements &amp; Prayer in gym</b>
<b>7:55am</b>	<b>Tardy bell</b>
<b>11:30am – 1:00pm</b>	<b>Lunch &amp; Recess Schedules</b>
<b>3:00pm</b>	<b>Dismissal</b>

- Children should not arrive at school before 7:25am unless they are in Before School Care, and should leave the campus at 3:00pm when they are dismissed unless they are in Extended Day Care.
- Students who walk home must have a signed permission slip to do so on file in the office.
- Adults and students must obey traffic, parking and all safety regulations during arrivals and dismissals. (See Traffic Safety.)

## **DISCIPLINARY ACTION INVOLVING LOCAL LAW ENFORCEMENT:**

Students who are in possession of any type of weapon, knife, alcohol, marijuana or narcotic on school or parish grounds will be recommended for expulsion from the school and the Chicago Police Department will be notified. Parents will also be contacted immediately.

## **DRUGS, ALCOHOL & TOBACCO PREVENTION POLICY**

All students have a right to attend school in an environment conducive to learning. Since alcohol

and other drug use is illegal and interferes with both effective learning and the healthy development of children, St. Gall School has a fundamental legal and moral obligation to prevent drug use and to maintain an educational environment, which is drug free.

- Under no circumstances will the possession, sale or use of alcohol or any illegal drugs by students be condoned or tolerated. This would include possession, sale or use in school, on school grounds, or at school sponsored events.
- Under no circumstances will students be permitted to smoke, vape or use any type of tobacco products in school, on the school grounds, or at school-sponsored events.
- Students suspected to be in violation of this policy would be subject to the following procedures:
  - Suspension school pending investigation.
  - Conference with principal, parents, child, pastor, and other appropriate persons. Confidentiality will be maintained.
  - If the violation is founded, professional evaluation, and if necessary, treatment shall be provided by the parent or guardian.
  - Based upon the nature of the particular situation, suspension from school may continue pending treatment.
  - If pastoral or rehabilitative measures have been exhausted with little or no success, the principal may choose continued suspension and/or expulsion. (In extreme or special circumstances expulsion may be considered earlier in the process.)
  - Police notification shall be made at the appropriate time, as directed by law.
  - Mitigating circumstances warrant differences in procedures. This would include, but not be limited to the following: first offense, age, seriousness of offense, prior conduct, cooperation of parents, attitude of student, initial success of rehabilitative measures, etc.

### **EARLY DISMISSAL**

Should it become necessary to take a child out of school prior to dismissal, a parent or an adult who has been previously authorized by the parent (ID required) must report to the office and sign the student out.

- Once on campus, a child is not allowed to leave the site unattended and without being signed out following the procedure described above.
- A written request from parents/guardians stating the reason for early dismissal is to be submitted to the homeroom teacher and ahead of time. The note, in turn, will be sent to the School Office for notification and approval.
- In cases of emergency, the office should be contacted directly regarding an early dismissal.

### **ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES**

- All student-athlete classroom work, progress reports and report cards will be checked regularly by teachers and the School Principal. If, at any time, a student-athlete is carrying a failing average in any subject, they will be suspended from playing or practicing their sport until which time the student earns a passing average. For these situations, the Principal will notify the coach, who will then notify the parent when an athlete becomes ineligible.

- Once deemed as passing all classes by teachers and the Principal, the student-athlete will regain their eligibility. Notification of re-eligibility will happen through the channels described above.
- Ineligible student-athletes may not practice with their team, but may attend games in street clothes.
- As determined by the School Principal and/or Pastor, any student-athlete involved in any disciplinary action will be ineligible to play in any game or match. Reinstatement will be at the discretion of the School Principal and/or Pastor.
- These eligibility requirements may be adjusted accordingly for students with special needs.

### **EMERGENCY INFORMATION**

**The Emergency Contact forms must be returned to school within the first week. Family contact numbers must be kept current for the safety of the child. It is the responsibility of the parent to inform the school should the emergency contact information need to be updated.**

- It is essential that, should a need arise, we are able to contact a parent or designated adult. Hospitals will refuse to treat a child in a non-life-threatening situation without the signature of a parent who must come to the hospital.
- If a child becomes ill, a parent or designated adult must be contacted to come and take the child home.
- Should a parent not be able to be contacted in the case of a medical emergency, the secretary will contact the parties listed on the Emergency Contact form. Please make sure when you list an individual, that the person has written authority to authorize medical care for your child.

### **EXTENDED DAY**

The St. Gall Extended Day Program provides safe and nurturing childcare before and after school hours. Before Care begins at 6:30am and ends at 7:30am. Extended Day begins at 3:00pm and ends at 6:00 pm. The Extended Day Program is under the direction of the St. Gall School Administration. Participation in the program is restricted to students at St. Gall School.

- Any student not picked up by 3:10pm will be sent to Extended Day. Payment will be required for this service.

### **Registration Fee:**

- \$30.00 per child and \$40.00 for two or more children.

### **Hourly Fees:**

**Before Care:** \$8 per family.

### **After Care:**

- \$8.00 per hour for one child.
- \$9.00 per hour for 2 children.
- \$10.00 per hour for 3 or more children.

**If students are not picked up by 6:00 pm, the charge is \$1.00 per minute after 6:00 pm.**

**Charges will be applied in ½ hour increments.**

**There will be NO after school child care on early dismissal days. There will be NO childcare on**

**days when school is not in session.**

### **EXTRACURRICULAR / ENRICHMENT ACTIVITIES**

The school reserves the right to grant or refuse permission for a child to participate in any extracurricular activity, including school sponsored athletic activities and school field trips. Students who participate in school related activities outside of the school are serving as representatives of the school, therefore, the school behavior code and expectations for behavior must be followed at all times.

- Note that only students who are academically and behaviorally in good standing will be allowed to participate in extracurricular activities sponsored by the school.
- Also note that only students whose financial obligations to St. Gall Catholic School are up to date will be allowed to participate in school extracurricular activities.

### **FIELD TRIPS**

Field trips are important and enriching educational experiences and constitute the learning activities of that day. If the child(ren) chooses or is prevented from not participating in the field trip, they should not come to school, and they will be recorded as being absent. The school will make every effort to ensure that all students can participate.

- A signed consent form from a parent/guardian must be obtained before a child is permitted to leave the school for any type of field trip.
- Field trips are privileges afforded to students to expand their classroom education. However, the school reserves the right to deny participation of a student should he/she fail to meet academic and/or behavioral expectations.
- If a student cannot attend the trip, no portion of the field trip payment can be refunded. If behavior on the day of the trip causes the student to be excluded, no fees will be refunded.

### **GANG PREVENTION POLICY**

All students have a right to attend school in an environment conducive to learning. Street gang membership and similar activities interfere with both effective learning and the healthy development of children. St. Gall School has a fundamental legal and moral obligation to prevent gang involvement by any of its' students.

- Under no circumstances will gang membership, or even the display of gang membership (e.g./clothing, appearance etc.) be condoned or tolerated. Students suspected to be in violation of our stated policy may be subject to the following procedures.
  - o Suspension from school pending investigation.
  - o Possible police action
  - o Expulsion if gang membership is determined.

### **GOVERNANCE**

St. Gall School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Gall 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.

## **GRADUATION REQUIREMENTS**

**The following graduation requirements must be satisfied before a diploma will be issued:**

- A student must have completed all academic work with passing marks and/or have the written approval of the school Principal.
  - Tuition, book fees, fundraising, service hours and graduation fees must be paid in full prior to the Eighth Grade Ribbon Day and all school materials must be returned in good order.
  - Graduation requirements are in compliance with the Illinois State Education Code.

### **Diploma Requirements:**

Students who graduate from St. Gall Catholic School must earn their diploma through a desire to achieve their best.

- In order for an eighth grade student to receive an official diploma, he or she must earn a 70% overall average for the year. Students who fail to fulfill this requirement will not receive an official diploma at graduation but rather will receive an unofficial certificate of completion of Elementary Education. Upon validation of summer school class or make up work completed, the student will receive an official diploma in exchange for the certificate received at graduation.

## **GRADING**

**A+ 97-100 A 93-96 A- 90-92 B+ 87-89 B 83-86 B- 80-82**

**C+ 77-79 C 73-76 C- 70-72 D+ 67-69 D 63-66 D- 60-62 F 59 and below.**

## **HOMEWORK**

Homework is an extension of the classroom experience to enrich or reinforce learning. The amount and kind will vary according to the child's age.

### **The purpose of homework is to support the following:**

- Remediation: to aid in improving concepts learned or understanding material taught;
- Reinforcement: to build on and provide practice in learned concepts;
- Enrichment: to expand areas of learned concepts.

### **It is expected that:**

- All children will complete homework to the best of their ability.
- Students will stay organized with the provided assignment notebook and grow in self-discipline and responsibility.
- Students will come to class with the materials and assignments.
- Parents provide a space in which the child can do homework as free from distraction as possible. Parents are encouraged to engage with their children during homework time.

### **Missed work:**

- Students are not penalized for late work due to a verified absence (phone call and documentation from a parent/guardian).
  - 6-8: If a student misses an assignment due to absence, it is his or her responsibility to speak with their teachers to find out what was missed and how to make it up.
  - PreK-5: If a student misses an assignment due to absence, the child's teachers will provide

the missing work. It is the child's responsibility to complete the work.

*o Do not call the school office to request student assignments. You must communicate with the classroom teacher.*

- Upon return of an absence, children will be given the number of school days equal to the number of absent days to complete missed assignments upon his/her return to school.
- All missing assignments and tests are to be made up upon return to school.
- If the nature of the work precludes it being "made up" (demonstration, presentation, recitation, etc.) the teacher will afford the opportunity for the student to do a comparable assignment.

## **INCLEMENT WEATHER / SCHOOL CLOSURE**

School closings will also be announced on ABC Channel 7, NBC Channel 5, CBS Channel 2 and online at [www.emergencyclosings.com](http://www.emergencyclosings.com).

On some occasions, the principal may decide to close the school due to severe weather conditions or an emergency situation. In addition to notifying school families the website and Facebook, school closings will be announced on radio stations: WMAQ/670 AM, WGN/720 AM, WBBM/780 AM and 102 FM. School closings will also be announced on ABC Channel 7, NBC Channel 5, CBS Channel 2 and online at [www.emergencyclosings.com](http://www.emergencyclosings.com).

## **INCIDENTS**

All accidents are to be reported to the school office immediately. The office administrative assistant will attend to the injured and in serious matters, record all details of the incident. Every attempt will be made to communicate with parents/guardians regarding the injury of his/her child. Regardless, for serious situations, 911 will be called, requesting an ambulance be dispatched.

**Note that the school cannot give permission to a hospital for a procedure or care; therefore, it is essential that Emergency Contact Information on hand in the School Office be accurate, complete and current.** Also note, the school does not assume the financial responsibility of the parent to provide insurance for their children.

## **LUNCH PROGRAM**

St. Gall Catholic School offers a hot lunch program for all students. Hot lunches are offered through FSP, the school lunch provider.

- If a student chooses to bring a lunch, they should mark lunch bags and lunch boxes with the child's name and grade to avoid confusion over lunch boxes and lost lunches.
- No "fast food" lunches are not allowed at school; no exceptions will be permitted.
- If your child brings a lunch, consider sending healthy balanced lunches and minimize junk food (i.e. takis, candy, etc.).
- If you send a snack in addition to a school lunch, please send only healthy snacks.
- When determining a treat for birthdays, a small item for each student is sufficient.
  - o Check with your child's teacher to become aware of any classmates who may have food allergies.
  - o Check with your child's teacher to make sure a sufficient amount of treats are brought (one for each child in class).
    - o All items must be store bought and include nutrition labels.
      - St. Gall's Safe Snack List (See Appendix)
- Proper behavior, respect for the lunch supervisors and food service staff, and following

procedures is expected at all times.

## **MASS**

As the Mass is the very heart of our Catholic faith, it is the expectation that all students attend Mass on Sunday with their families.

- Grades Preschool through Grade 8 will attend mass every Tuesday at 8:30am.
- Students must come in formal uniform (i.e. no walk-a-thon shirts or sweatshirts) on Mass days
- Special Masses and Prayer Services activities are planned throughout the year and are included in the school calendar.

## **MEDICAL / DENTAL**

**The State of Illinois requires every student to have a complete physical exam when entering preschool, kindergarten, and sixth grade.**

- Immunization records of all students must be current. Students whose records are not up to date will be excluded from school until the records are in order.
- Diabetes screening is to be completed on all school physicals.
- All children entering Kindergarten or first grade for the first time are required to have an eye examination.
- Each child in Kindergarten, second grade and sixth grade must present to the school proof of having been examined by a dentist. The exam must take place within 18 months prior to May 15 of the school year.

### **Health Records: The following records are required by IL State Regulations:**

- **Examinations:** The State of Illinois requires every child entering school for the first time in kindergarten or grade one, and all sixth grade students to have a complete medical and dental examination within a year of the first day of school.
- **Immunizations:** Illinois State law requires every child's parents/guardians to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school.
- **Proof of Immunity:** The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella.
- **School Exclusion:** According to Illinois law, any child whose parent/guardian has not presented proof of required health examinations and immunizations shall be excluded from school. Parents must meet these requirements by October 15. After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parent. (see Medical/Dental)

See **RESTRICTED ATTENDANCE** for instances when students may need to stay home from school for medical reasons.

## **MEDICATION ADMINISTRATION**

**Parents must notify the school office if their child is taking prescription medication of any kind either at home or at school.**

- Medication may not be administered to students by school personnel without expressed



written permission by a parent or guardian, substantiated by a doctor's Medication Authorization Form.

- o Administering medication at school will be permitted on an exception basis when all other alternative options have been exhausted.
- o The school allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and Epi injectors upon receipt of the necessary documents.
- Otherwise, it is the responsibility of the parent/guardian to administer medication that is needed by a student during school hours.
- Parents must fill out a self-medication form each year if their child is taking medication during the school day. Including EpiPens.

## **MENTAL HEALTH PROTOCOL AND ASSESSMENTS**

St. Gall School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co curricular activities at St. Gall School.

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

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
  - a. Treat information received from the student/family/treating medical provider confidentially.
  - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

### **Post-Assessment Follow Up**

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and

academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

3. Reentry back to St. Gall School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

- a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
- b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Gall School

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

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

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

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

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

## **MONEY**

All monies sent to school with a student should be enclosed in an envelope with the student's name, room number, and a labeled description. The school is not responsible for unlabeled or lost money.

- Monies should be in an exact amount.
  - Field Trips may only be paid for in cash.
- If not properly labeled, money will be returned home with the child.

## **NON DISCRIMINATION POLICY**

- St. Gall Catholic School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Gall Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.
- St. Gall Catholic School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, scholarship programs, athletic or other school administered programs.
- As per Illinois PA 102-0360, St. Gall School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- St. Gall School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.
- In employment practices, the school shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

The school complies with applicable state and federal laws prohibiting discrimination, including, but not limited to:

The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)

Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.)

Applicable sections of the Illinois School Code [105 ILCS 5]

Relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)

23 ILL. Admin. Code Part 425

Questions and/or concerns regarding discrimination in admissions should be directed to the Principal, the Pastor (or parish administrator) and the Regional Director of the Archdiocesan Office of Catholic Schools. Questions and/or concerns regarding discrimination in employment should be directed to the Pastor or parish administrator and the Human Resources Department of the Archdiocese of Chicago.

## **PARENT / GUARDIAN CONDUCT**

As partners in the education of children, the parent / guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support

staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent / guardian to either remove their child (ren) from the school and/or not accept registration for the next school year.

- Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of, or threats to the faculty, administration, staff, students and/or volunteers of the school.
- Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child (ren) from the school.
- Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:
  - o schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
  - o conduct school business with the other parent/guardian of the student.
    - When, in the judgment of the principal, as confirmed by the pastor and the Office of Catholic School Regional Director, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:
      - o inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
      - o dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

#### **PERSONAL ELECTRONIC DEVICES – USAGE IN SCHOOL**

- Personal electronic devices such as iPads, Kindles, iPods are not allowed in the classroom unless permitted by the Principal.
- The school is not responsible for damaged or stolen personal devices brought to school.

#### **PHYSICAL EDUCATION**

On the day of their Gym elective, students must have the prescribed attire and shoes to take part in class. **SEE UNIFORM.**

- If a child is unable to participate in the PE program for medical reasons, a parent or guardian must send a doctor's note to the school office.

#### **PUBLICITY**

Pictures and videos of school activities may be used for publicity on the school's website, Facebook page, and in the local newspapers and television stations. If a parent does not want his/her child's photograph to be used in media publications, this must be stated in the Photo Release Form.

## **RELIGION**

- The specific mission of a Catholic School is to instruct the children in the light of the Gospel message. Teachers instruct the children as partners of the parents. In the light of the teachings of Vatican II, the Church is keenly aware of the grave obligation parents have as "the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it." (Declaration on Christian Education, Vatican II)
- Catholic education, of itself, is less important in helping our students grow towards maturity in faith than the parents' practice of the Catholic faith. Unless religion is discussed, witnessed to, lived and reinforced at home, it becomes simply another academic subject.
- The Church reminds parents of the serious duty which is theirs, especially in the preparation of their child for the reception of the sacraments. Administration, the priests and faculty encourage you, the parents, to take an active and responsible role in the formation of your child through weekly attendance at Mass, family discussion, and involvement in parish activities.
- Your example as Christian adults and your involvement with your child during the formal preparation for the sacraments is critically important. To assist you in this responsibility we will provide sessions to help you in your continuing education as adults. Your participation in these sessions is a requirement for your child to celebrate the sacraments.
- All-school masses are held weekly on Tuesdays at 8:30; families are always welcome. This is a good experience for students to share their love for God and one another by planning and participating in the liturgy through readings, prayer and song. It does not meet the Sunday obligation for Mass attendance.

## **REPORT CARDS & PROGRESS REPORTS**

- Report cards are issued three times yearly.
- In addition to report cards that are given at the end of each trimester, St. Gall Catholic School has incorporated mid-trimester progress reports to ensure parents are informed of their child's progress in a timely manner. The progress reports are to be signed and returned to the teacher within three days of distribution.
- Note that report cards will not be made available to parents or guardians should their financial obligation to the school be in arrears.
- At any time during the school year, a parent or guardian may request to meet with his/her child's teacher, if there is a concern. Appointments for conferences may be made directly with the child's teacher.

## **RESTRICTED ATTENDANCE**

- In instances of a communicable condition (lice, measles, etc.), the student will be removed from class until the school receives, in writing, a note from the family doctor or treating physician that the child may return with no resultant threat to the student population. The classroom teacher may make alternate work available to keep the student up to date on class work.
- Parents/guardians are to contact the office to arrange to pick up student work. Physical impairments (broken bones, operations, etc.), will likewise require a note from the treating physician as to restrictions on activities that may aggravate the condition and offering

some indication as to how long the restriction may be in effect.

## **RETENTION**

Retention is a viable and necessary option for some students.

In accordance with Office of Catholic Schools policy,

“A student is retained only if adequate evaluation and documentation indicates the student will benefit from retention. Retention must have prior approval of the principal and be accepted in writing by the parents/guardian. If the parent/guardian refuses to have the student retained, this fact should be in writing prior to promotion. The parent/guardian must not be forced to choose between retention and transfer to another school. Absence in itself is an unacceptable cause for retention if the student demonstrates the mastery of the appropriate essential goals and objectives.”

- Should a teacher and/or parent feel that retention of a child would be beneficial to the child, they should meet several times during the course of the year and discuss the child's attitude and academic and social progress. Ordinarily, the final decision to promote or retain a student should be a cooperative consisting of parents along with the student, teacher and principal.
- If a child needs to be retained, it is most beneficial to the child if this action is taken in the Primary Grades.
- No 8th Grade student will be matriculated to high school without meeting minimum academic proficiency.

## **SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS**

All volunteers are required to complete the following before being able to work with children or chaperone any student activity or function.

- Criminal Background Screening
- Virtus Training
- Read and sign the Code of Conduct Form
- Complete the CANTS Form

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

Searches of School Property: All property of the school, including student desks, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, bookbags, purses, or articles of clothing that are left unattended on the school campus.

Searches of Student's Person and Personal Property: The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

## **SEXUAL HARASSMENT STATEMENT**

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, by a parent to a teacher or student, or by one student to another student is not acceptable conduct. Employees, parents or students who engage in any type of sexual

harassment, including harassment involving technology, will be subject to appropriate discipline, including suspension and/or expulsion.

- In any case of suspected or intentional sexual harassment, the school will gather the facts regarding all allegations of sexual harassment in as prompt and confidential manner as possible and take appropriate corrective action as deemed necessary.
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary, legal, or police 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.

## **SCHOOL INCIDENT REPORTING SYSTEM**

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

## **SCHOOL OFFICE HOURS**

The school office opens at 7:30am each school day morning and closes at 4:00pm. During the school day, visitors may only enter at the school through the Main Entrance off the parking lot. All visitors, including parents, and guardians, must always report to the school office upon.

## **STANDARDIZED TESTING**

Students in grades Kindergarten through 8th Grade take the iReady Assessment three times throughout the year. Students are required by the Office of Catholic Schools to take these assessments in accordance with state requirements.

This standardized exam is recommended and endorsed by the Office of Catholic Schools. Results of these tests will be sent home to the parents and filed in the child's school file.

## **STATE REQUIREMENTS**

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and Recognition. (Arch Policy 202.01)

## **STUDENT RECORDS**

St. Gall School keeps a permanent record of each student's grades, attendance, and tests results.

The Confidentiality of Records Act was signed into law in 1974. This act provides access on the

part of parents to student records maintained by an educational institution. All requests for school records must:

- Be in writing; State the specific record desired; and State the reason for the request within five days of the receipt of the request an appointment will be made with one of the authorized school personnel to interpret the record for the parent.
- Parents should notify the school in cases of a change of address or telephone number.  
Because it is occasionally imperative to contact a parent immediately, the school must have an up to date file on business and emergency phone numbers as well as home information.
- Parents who will be moving during the school year or at the end of the year should notify the school office at least one week prior to the date child(ren) will be leaving. This notice will give sufficient time for the school to complete work on the child's file and prepare the needed transfer.
  - Transfer Students  
Certified copies of transfer students' records are requested within 14 days of enrollment.
  - St. Gall School sends unofficial records of students transferring to other schools within 10 days of the request. Official records are sent once all financial obligations have been met.
  - Missing Persons Records Act:  
St. Gall School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

### **SHADOW DAYS**

7<sup>th</sup> & 8<sup>th</sup> Grade students should make every attempt to schedule a high school shadow day on a date when St. Gall Catholic School is not in session. Students should contact the high school ahead of time to make arrangements to shadow. See the school calendar for days we are not in session.

If an 8<sup>th</sup> grader wishes to shadow on a day when St. Gall is in session, they may do so one time and the day off will be an excused absence.

- Students must first seek the approval of their teachers prior to taking off to ensure that no critical assignments and/or tests will be missed.
- Students who are missing assignments or whose grades need improvement will not be allowed to take off school to shadow.
- If a 7<sup>th</sup> grader wishes to shadow on a day when St. Gall is in session, **without** seeking the approval of their teachers, this day off will be considered an unexcused absence on their attendance record.
- Note that shadowing is NOT a dress down day. Students represent St. Gall, and as such should dress appropriately.
  - No shorts, t-shirts, sweatshirts, jeans or gym shoes

### **TARDINESS**

**Students arriving after 7:55 a.m. will be marked tardy. It is the expectation of the school that all students will be present for the morning announcements and prayer, which begins at 7:45 a.m.**



- If a child(ren) is/are late, the student will be marked tardy in PowerSchool.
  - This applies to students in all grades (Preschool through 8).
  - Parents are not permitted to escort their children to their classroom.
- Excessive tardies, more than 5 per trimester, can result in disciplinary action taken by the school such as prorating scholarship money.
- A note from home will not excuse a tardy being recorded on a student's attendance record. The only exception would be for a medical reason and would require a note from a doctor or dentist.

### **TEACHER/PARENT CONFERENCES**

Scheduled teacher/parent conferences will be held in the Fall and Spring. If at any other time, you wish to meet with your child's teacher, please make an appointment ahead of time in order to give both parties an opportunity to prepare for the meeting.

- In the case of an emergency and when contacting the teacher is not possible, please take your concerns to the school principal, who will intercede and contact your child's teacher.
  - Parents and guardians are not allowed to show up to a classroom unannounced at any time for an impromptu conference.
  - Similarly, parents and guardians are asked not to interrupt a teacher for an impromptu conference while they are managing their class in line, outside of the classroom.
  - Student safety is paramount and a teacher should not be distracted from watching their class.

### **TEACHER QUALIFICATIONS**

All full and part-time teaching faculty members meet the requirements and qualifications required by the Archdiocese of Chicago.

### **TECHNOLOGY– ACCEPTABLE USE OF TECHNOLOGY POLICY**

Technology and Internet use at St. Gall Catholic School is a privilege provided strictly for use in school-related activities.

- Students will only use software and programs approved by their teacher. Students are not allowed to access social media or personal email accounts.
- The school will also be monitoring related issues such as privacy, software uses, copyright laws, and email etiquette.
- Through the use of filtering software, inappropriate and objectionable content is blocked by the school to the best of their ability.
- Unintentional discovery of inappropriate material should be reported to a faculty/staff member immediately by the student.
- Since St. Gall owns all the technology equipment in the school, it also owns any information contained on the equipment. Student work may be monitored or inspected at any time.
- The misuse of the Internet could result in loss of access privileges, result in disciplinary action, as well as have possible monetary and/or legal consequences.

**Use of technology resources that are prohibited include, but are not limited to:**

- Attempt to access files or folders of others
- Using a school computer without knowledge/approval of school personnel responsible for the computer

- Changing or attempting to alter any configuration, program, or password on any computer
- Downloading, installing or storing software on a school computer without approval of appropriate school personnel
- Attempting any unauthorized access, including hacking any computer system in order to bypass filters or firewalls
- Accessing, downloading, uploading or sharing inappropriate material (violence, nudity, gambling, hate, racism, etc.)
- Violating copyright laws
- Plagiarizing information-which is representing information found on the Internet as if it were your own
- Using inappropriate language, pictures, and gestures in any form on the Internet
- Using school technology resources for financial gain, illegal activity, political purposes or for making unauthorized purchases
- Giving out personal information such as name, address, telephone number, credit card number, pictures, etc.
- Deliberate damage to computer equipment, printers, network, etc.
- Accessing or attempting to access another person's files without the other person's permission
- Cyber bullying, which is defined as using technology to hurt, threaten, harass or be cruel to another person
- Unauthorized use of social networking sites, such as Snapchat, Facebook, Instagram, Twitter, and others
- Engaging in any activity on the computer that violates a school rule or a local, state, or federal law

Parents/guardians are responsible for any damage caused by a student's inappropriate use of the Internet. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family. The school is not responsible for any damages the student may incur, including loss of data. The school is also not responsible for the accuracy or quality of any information obtained through any school Internet connection.

### **Social Media Statement**

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

At the beginning of each school year, parents/guardians and students must read and sign the St. Gall Policy for the Acceptable Use of Technology before students will have access to the school's technology resources. The school may withdraw this access at any time.

Should a student violate any of the above guidelines, a student's use of the Internet and/or other forms of technology will be subject to disciplinary action which could lead to suspension.

## **TECHNOLOGY USE OUTSIDE OF SCHOOL**

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

## **TEXTBOOKS**

**Students are responsible for books assigned to them. If a book is damaged or lost, the parent or guardian will be billed for the replacement cost.**

## **TRAFFIC SAFETY**

- It is expected that pupils who travel main thoroughfares use one of these intersections in order to insure their safety
- Please report any safety concerns directly to the principal, including reports of someone attempting to move the barriers that are used to block traffic from streets during the time children are present.
- It is necessary that parents & students understand, observe, and obey the following traffic safety regulations:
  - Enter the parking lot at the South entrance and exit at the North exit.
  - Do not enter the barricaded areas
  - Follow in a single file line unless you physically exit the car to escort your child. Then you must wait until all the single file cars have left the parking lot.

## **TRUANCY**

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action. Truancy also includes a student leaving the school grounds once he/she arrived at the school. (See Attendance.)

## **TUITION MANAGEMENT (FACTS)**

St. Gall Catholic School uses FACTS, a tuition management company to manage the collection of student/family tuition. Should you have a question regarding your tuition payment, contact the School Office. You can also reach a representative of the company at FACTS Management Company at 888-470-6008.

## **TUITION & ATTENDANCE INTERRUPTION**

St. Gall Catholic School will exclude students from school due to a family's unpaid financial obligations. There are scholarships and financial aid available, and St. Gall Parish helps enormously to support the school in numerous ways. To meet our own financial obligations of salary, utilities, supplies, educational resources, and more, each family at St. Gall must financially support the school.

## **UNIFORM DRESS CODE**

Proper grooming is expected of each student. Uniforms must be neat and clean and without holes. Failure to comply with the uniform dress code and or the gym uniform dress code will result in the child being sent to the office to contact their parent / guardian in order to request a proper change of clothes be brought to school.

- It is the responsibility of parents and guardians to ensure that their children are in proper uniform attire each school day.
- Dress-down Days will be announced ahead of time.
- All pants and shorts must fit around the waist.
- Distracting haircuts, including hair coloring of any type, are not acceptable. They become a distraction for the student as well as for those around them. Inappropriate haircuts will need to be adjusted before a student will be allowed to return to school. For boys, hair must not hang in the student's eyes nor can it be below the collar in the back.
- No facial piercings or visible tattoos are permitted.
- Make-up is not allowed to be worn at school and may not be brought to school. Nail polish, acrylic, artificial nails, and the like are not allowed to be worn nor brought to school.
- Students are not to wear excessive jewelry with their uniform. While in school, students are limited to one earring per ear. Hoop earrings must be the size of a nickel or smaller. Wrist watches are allowed, except for smart watches or any watch with games, apps, or communication capability or the like.
- No ankle jewelry of any sort is allowed.
- Leg warmers may be worn to and from school in the cold weather. They must be removed and not worn in the classroom.

Ordinarily, students are to be in full uniform starting the first full week of school until the last full week of school. The principal will communicate exceptions to this rule. Uniform shorts may be worn when the temperature outside is 80 degrees or above.

Preschool students are not required to wear the school uniform, but should be dressed in appropriate school attire.

Girls: Kindergarten & Grades 1 - 3

- Blue plaid jumpers, uniform skirt, or navy blue uniform pants with light blue polo shirt, solid brown, black or navy shoes with navy, white socks or tights. Navy cardigan/sweater when necessary.

Girls: Grades 4 - 8

- Uniform skirt or navy blue uniform pants with light blue polo shirt, solid black, brown,

navy shoes, with navy, white socks or tights. Navy cardigan/sweater when necessary.

Boys: K through 8

- Navy blue uniform pants with light blue polo shirts, solid brown, black, or navy shoes. Navy cardigan/sweater when necessary.
- No colored or printed T-Shirts may be worn under uniform shirts except for the approved gym uniform on gym day.

#### Gym Uniforms

On Gym Days, students have to wear their St. Gall Gym Uniform.

- St. Gall Gym Uniform consists of St. Gall School or Walk-a-thon t-shirts and sweatshirts, with St. Gall sweatpants or St. Gall gym shorts.
- White or black socks that are visible need to be worn on gym days.
- Gym shoes must be worn on gym days.
- Gym uniforms can be purchased at Ray's T-Shirts.

#### Dress Down Days

- Jeans or athletic pants with appropriate T-shirts may be worn.
- Torn or sagging pants and shorts, or pants and shorts with inappropriate logos are unacceptable.
- Short shorts and tight fitting stretch-type pants are unacceptable attire for dress down day.

#### Mass Days

- Students must wear their academic uniform.
- No walk-a-thon shirts or sweaters are allowed on Mass Days.

### **VISITORS**

For the safety of our children, all visitors must report to the School Office and sign-in prior to visiting anywhere on site. Visitors include parents, guardians, grandparents and other relatives of the students.

- Visitors also include St. Gall alumni as well as guest speakers, vendors and/or presenters.
- Visitors are not allowed to show up unannounced to visit a classroom, at lunch or at recess,
- During school hours, visitors are not allowed to pull their children out of line or away from their class in school, church, and the lunchroom or from recess.
- Completion of a Virtus class does not grant a parent guardian a right of free access to visit and interrupt a classroom, school mass, lunchroom or recess.
- Moreover, parents/guardians are not allowed to remove their children from a classroom, church, lunchroom and/or recess without first signing their children out in the school office.
- The classroom will be notified, and the child(ren) will be sent to the office for dismissal.

## **VOLUNTEERS**

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

Volunteers, including chaperones and coaches, are required to complete the following to comply with the Protection of Children and Youth policies of the Archdiocese of Chicago:

- Criminal Background Check – eAppsDB
- CANTS 689 form (Child Abuse and Neglect Tracking System) submitted to principal annually
- Code of Conduct read, signed and dated prior to beginning service
- Virtus Training Program - Protection of Children and Youth.

Regardless of one's compliance with the safe environment protocols for the Protection of Children and Youth, the school principal reserves the right to decline an offer to volunteer and/or prohibit an individual from volunteering for a school sponsored activities.

## **WATER BOTTLES/BEVERAGES**

Students are strongly encouraged to bring a **reusable** water bottle to school everyday. The school has filtered water stations for filling. Students are only allowed to have non-flavored water in their bottles. No energy drinks, flavored water, alternative waters, or the like, are allowed in class.



## The Legend of Saint Gall

A legend about Saint Gall in his solitary life has become well-known. The story tells how a bear became St. Gall's sole/soul friend in the closing years of his life, and that the bear used to carry logs to the saint so that he could light his fire. The bear has now become the coat of arms for the town of St. Gallen in Switzerland, and the bear carrying the logs is depicted on the wall of the great Cathedral there, as it is in the parish church in Carnalea.

Saint Gall died on 16th October in the year 645, at the age of 95, and that date – 16th October – is now honored in Carnalea parish each year as Saint Gall's Day.

An assiduous preacher of the Gospel, a skillful trainer of people in the work of evangelization, and a man of remarkable holiness of his life, Saint Gall left an abiding mark on the country in which he worked. His memory has long been revered in the locality of his labors he became known and honored as the Apostle of Switzerland.