

St. Barbara School

PARENT-STUDENT HANDBOOK

TABLE OF CONTENTS

	<u>Page</u>
History of Saint Barbara School	2
Philosophy	3
Mission Statement	3
Graduate Statement	3
Non-Discrimination Statement	4
Entrance Requirements	4
State Requirements	4
Archdiocesan Aids Guidelines	4 - 5
Sexual Harassment Regulations	5
Administration and Staff	5 - 6
Public Relations	6
Curriculum	7 - 10
Athletic Eligibility Procedure	11
Extra Curricular Activities	12 - 13
Other Student Activities	13
Special Services	13
Connecting with Parents	14 - 19
Acceptable Computer Use Policy	20
Parents/Communication	21 - 22
Attendance	22 - 23
Health	23 - 25
Financial Obligations	25 - 26
Volunteers	26
Playground Guidelines	27
Daily Schedule	27
Lunch	28
Patrol and Student Volunteers	28
Transportation	29
Dress Code	30 - 31
Student Behavior Code	31 - 34
Emergency Situations	34
Saint Barbara's Student Rights and Responsibilities	35
Closing Statement	35
Changes and Additions to the Handbook	36
Index	37 - 38

History of Saint Barbara School

Saint Barbara School continues to proclaim its Catholic identity through times of societal challenges and changes through the sacrifices, dedication, devotion, and efforts of our school families, priests, sisters, lay teachers, staff and parishioners of Saint Barbara Parish.

When Saint Barbara School first opened in September, 1924, four Sisters of Saint Joseph were officially assigned to teach full time in the new building. Those pioneers were: Sisters Virginia, Elizabeth, Fidelis and Agatha – who hand carried all their supplies, books and lunches as they traveled daily from the Motherhouse in LaGrange. In 1931, with school enrollment up to 300, two more classrooms and an assembly hall were added.

During 1939, the first four resident Sisters moved into 4004 Prairie while the remaining Sisters commuted by their “mission bus” to and from LaGrange. In 1948, under the Pastorship of Father Stokes, the new convent built at 4000 Forest Avenue became the permanent residence of all Sisters teaching at Saint Barbara’s. With enrollment almost at 800, Father Tyrrell began work on a new school building completed in 1954. The present Saint Barbara School contains 10 classrooms (including 1 science lab), 2 computer labs, a library, an art room, and the Windemere Room which serves as our large meeting/lunchroom facility. The old school building built in 1923 was demolished in 1980 for construction of the new Parish Center.

Many Sisters of Saint Joseph have served Saint Barbara School since it first opened. Past Principals were:

1924-25 – Sister Virginia
1925-30 – Sister Mary Francis Xavier
1930-34 – Sister Loyola
1934-40 – Sister Mercedes
1940-46 – Sister Alma
1946-49 – Sister Rose
1949-55 – Sister Catherine
1955-56 – Sister Claire
1956-62 – Sister Rosina
1962-64 – Sister Josephine
1964-68 – Sister Kathleen Edward
1968-72 – Sister Ann Therese
1972-83 – Sister Judith
1983-92 – Sister Barbara Shields (Sisters of Mercy)

From 1992 to the present, Miss Janet Erazmus, has become the first lay Principal to join the faculty and staff of Saint Barbara School.

In 1983-84 a Kindergarten was opened in the new Parish Center. In 1984-85 a computer lab was opened in the main school building. In 1985-86 preschool for 3 and 4 year olds began, and in 1987-88 a science lab was added to Saint Barbara School which also serves as a homeroom classroom today.

The Preschool 3 and 4 year olds now occupy the classroom in the Parish Center. At the present time, the Kindergarten is now located in the main building.

Saint Barbara School was evaluated and certified by the Archdiocese of Chicago and the State of Illinois in March of 2007. Our school offers a complete Illinois State and Archdiocesan certified curriculum for grades Preschool 3 and 4 year olds to Grade 8. Daily classes are held in English, Math, Reading, Language Arts, Religion, Science and Social Studies.

Specialized classes are offered in the academic areas of Art appreciation, Band, Computer Science, Drug Education, The Family Life Program, Music, Physical Education, and a much heralded extra curricular program of Altar Servers, Athletics, Choir and Scouting to further develop the child as a whole person.

We pride ourselves in maintaining the high academic standards of Saint Barbara School. Each one of our students is valued as a precious gift from God and is encouraged to develop all of his/her talents and abilities to the individual’s highest possible potential.

We, as a faculty and staff, strive to do our very best with the children entrusted in our care.

I. PHILOSOPHY

Saint Barbara School, as an extension of the educational ministry of Saint Barbara Parish, celebrates God's presence among us through its teaching of Gospel values and by following the example of Christ. We provide a nurturing, educational, Christian environment within a strong Catholic atmosphere. Through the teaching of Gospel values and our Catholic faith, we instill and develop in our students a desire to become moral, caring, and giving members of their school and parish communities with a sense of pride and respect for others.

We believe active involvement and hands-on learning are important in the academic and faith development of children. We recognize that students develop through a wide variety of learning styles. Therefore, Saint Barbara School strives to create an environment where students are encouraged to develop to the best of their potential: spiritually, academically, physically, and technologically. We recognize and appreciate cultural diversity and work towards achieving peace and justice.

We provide a nurturing environment where Saint Barbara students are encouraged to grow as individuals. Our goal is for our students to become active members of the church, school, and neighborhood through participation in a variety of educational experiences with various religious and civic organizations. We recognize the important role of parents / guardians as co-educators of the students and the importance this role has in developing student potential. We encourage parents/guardians to become active in various school and parish programs. Together, we work to create an environment that will ensure each child will become a lifelong learner. (2007)

II. MISSION STATEMENT

We, God's people of St. Barbara School and Parish, cherish each child as a valuable gift from God.

St. Barbara School strives to enrich its children spiritually, academically, and socially. Our academic programs are firmly rooted in the teaching of Gospel values and also in incorporating the many uses of today's technological advances.

Our mission in the St. Barbara Catholic faith community is to celebrate Christ's presence in the values of the faculty, staff, parents and students. (2007)

III. GRADUATE STATEMENT

Graduates of Saint Barbara Elementary School have a competent grasp of Catholic faith doctrine, a full prayer life and have completed the parish sacramental program. Students graduate as caring, loving, and giving Catholic individuals ready to assume an active role in parish and community life.

Students complete an academic course of study covering the areas of Language Arts, Social Studies, Science, and Mathematics and are satisfactorily able to meet the requirements of the high school curriculum they have chosen. Classes in Computer Science, Band, Music, Physical Education, and Art offer the Saint Barbara graduate a well-rounded education.

Graduates have the ability to communicate both verbally and by the written word the ideas and concepts they have been taught in their classrooms. The Saint Barbara graduate is well prepared to meet the technological and academic challenges of the 21st Century. (2007)

IV. NON-DISCRIMINATION STATEMENT

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

V. ENTRANCE REQUIREMENTS

Illinois State Guidelines dictate that a child must be.....

- | | |
|--------------|---|
| Pre-School 3 | age three on or before September 1st and <u>must be toilet trained</u> in order to be accepted into our Preschool program |
| Pre-School 4 | age four on or before September 1st and <u>must be toilet trained</u> in order to be accepted into our Preschool program |
| Kindergarten | age five on or before September 1st and <u>must be toilet trained</u> in order to be accepted into our Kindergarten program |

VI. STATE REQUIREMENTS

St. Barbara School is certified by the Archdiocese of Chicago and the State of Illinois.

Educators are mandated to report to the State of Illinois Department of Children and Family Services (D.C.F.S.) allegations/suspicious of child abuse and neglect.

When school personnel suspect child abuse or neglect by a person responsible for a child's welfare, they shall follow the procedures of the State of Illinois and report their suspicion to proper authorities.

VII. ARCHDIOCESAN AIDS GUIDELINES

Students infected with the AIDS virus enrolled or seeking enrollment in grades K through 8 shall be permitted to attend Archdiocesan schools in regular classroom settings providing that:

1. The health of a child, as documented by his/her physician, allows participation in academic school activities.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the student's participation in school activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.

4. There are periodic evaluations of the child's physical condition, with written certification from his/her physician, allowing continuing participation in academic activities.
5. The child meets the normal admission requirements.

In parish elementary schools the Principal shall confer with the appropriate persons and consult with the Superintendent of Schools before the Principal makes a final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed with AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex) or other illness caused by HIV (Human Deficiency Virus that causes AIDS, also known as HTLVIII or LAV).

The parish will provide a student excluded from the parish school an alternative means of catechetical instruction.

VIII. SEXUAL HARASSMENT REGULATIONS

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. 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 make a complaint under this policy is strictly prohibited, and will, itself, be cause for appropriate disciplinary action.

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

Procedure taken: The school will determine the facts regarding all allegations of sexual harassment in as prompt and as confidential a manner as possible and will take appropriate corrective action when warranted.

IX. ADMINISTRATION AND STAFF

PASTOR

The Pastor is the primary spiritual leader of the parish. As such, he has the responsibility of fostering, guiding, and coordinating the educational ministry in the parish. The Pastor will be an ex officio member of the local school board. All School Advisory Board decisions and policies shall be subject to his approval.

PRINCIPAL

The Principal is the administrator of the school and the executive officer of the School Advisory Board and the Family School Association. The Principal is the faith leader and instructional leader of the school and is responsible for the organization, supervision and behavior management of the school and for the implementation of diocesan and local school policies.

ASSISTANT PRINCIPAL	The Principal delegates certain responsibilities to the Assistant Principal. The Assistant Principal acts on behalf of the Principal in his/her absence.
TEACHER PERSONNEL	All assigned teachers are required to meet the professional standards set down by the Archdiocesan School Board. These include a Bachelor degree with a minor in elementary education and current state certification for full-time teaching. Teachers are hired by the Principal with the confirmation of the Pastor. All teachers are encouraged to continue their professional growth through Graduate school or workshops.
TEACHER AIDES	Aides, when needed, serve as a support to the teachers and children. They are encouraged to continue their professional growth through workshops and courses.
OFFICE STAFF	An Administrative Assistant assists the Principal in the school office during the school day. In addition to his/her routine duties, the Administrative Assistant is to be thoroughly briefed regarding all procedures.
SCHOOL FINANCIER	The School Financier assists the Principal in the collection of tuition, fees and other financial matters.
X. PUBLIC RELATIONS	Positive interaction with school community
SCHOOL ADVISORY BOARD	Saint Barbara School has an elected School Advisory Board. The goal of the Advisory Board shall be to foster Catholic education at Saint Barbara School. The School Advisory Board serves in an advisory capacity to the school Principal and Pastor. All agenda items for School Advisory Board meetings must be submitted to the school Principal or School Advisory Board Chairperson for approval two weeks prior to the meeting. The School Advisory Board holds monthly open meetings. Check your monthly calendars for the day and time. We encourage your attendance at these meetings.
FAMILY SCHOOL ASSOCIATION	All parents and guardians of children attending Saint Barbara School are invited to join the Family School Association. The object of this association is the advancement of Catholic education. Parents serve as classroom representatives as well as officers and standing committee members to lend support toward the enhancement of Saint Barbara School. The meetings and programs are indicated on the monthly calendar. The School Advisory Board and the Family School Association serve as the public relations' arm to the community. They are a strong support to the administration, faculty, staff and students.

XI. CURRICULUM

RELIGIOUS EDUCATION

Each child shall be instructed in the truths of the Catholic faith according to the guidelines set down by the Archdiocesan religious education program. Through this instruction, the school endeavors to make known to the student, the person and message of Christ, as well as an understanding of the church of Christ. Parents should be attending weekly Mass with their child(ren).

SACRAMENTAL PREPARATION

In keeping with the most recent recommendations of the Archdiocesan Office of Religious Education, the children of Saint Barbara's participate in a program of Sacramental Preparation which is based on parental involvement and responsibility. Instruction is provided in a group setting by the classroom teacher, the Pastor, and by the parents on an individual basis. Orientation for parental involvement with the reception of the sacraments will take place each year at general meetings for the parents of prospective First Communicants, recipients of the sacraments of Reconciliation and Confirmation. Students in Grade 2 will be receiving both the sacrament of Reconciliation and First Eucharist. Proper First Eucharist attire will be explained at orientation meetings. The Sacrament of Confirmation is received in the eighth grade. Service hours in preparation of the reception of the sacrament are part of the curriculum in preparing for the sacrament. Parents are asked to fully participate in their child's sacrament preparation. Parents and children should be attending weekly Mass. Because the reception of the sacraments is a very important part of our Catholic tradition, we hope to make these occasions beautiful and meaningful for all of our families.

LITURGICAL INVOLVEMENT

An important aspect of the religious education program of the school involves participation in the liturgy of the church. In order to make this as meaningful as possible, provisions are made for classroom liturgies as well as specially planned and prepared Masses and prayer services.

APOSTOLIC ACTIVITIES

Many opportunities are provided for the students to put into practice as individuals or as small groups, the principles of Catholic social teaching. Occasionally the student body as a whole engages in special projects of an apostolic nature.

MAJOR SUBJECT FIELDS

The major subject fields covered in all grades K - 8 include Religion, Language Arts (Reading, Whole Language, Literature Approach, Writing, Spelling, English), Math, Science, and Social Studies. These subjects are taught on a flexible

departmental basis, the extent and nature of which, depends on the level of each student.

PHYSICAL EDUCATION

The emphasis in Physical Education class is on participation and effort.

Grades Kindergarten through 8th wear the Saint Barbara School gym uniform as described on page 30. The Saint Barbara uniform of sweat pants and sweatshirts are required on cool days to be prepared for outside gym activities. Gym shoes are required and are to have tie or Velcro closures (no slip on or “wheelies”). Children not prepared for gym class, in any way, will not participate in class that day.

Four-year-old Preschool students are required to wear gym shoes on their designated gym day.

Gym class is held in the Parish Center. Dry gym shoes are required for class; therefore, when rain or snow is present, gym shoes must be carried over and changed into prior to class. Children with wet shoes will sit out of class. This procedure is necessary for our students' safety.

All children will participate in gym class unless a doctor's note excludes a student totally or partially from class for physical reasons. If a physical limitation occurs, such as a sprain or broken bone, a doctor's note is required to exclude the child from class. A doctor's note is required when a student may resume regular Physical Education classes.

A parent note is required to exclude a child for one week only from class for minor injuries or illnesses. A longer period of time requires a doctor's note.

Students are to bring required asthma inhalers, bee sting kits, or other health devices to class at all times. A note must accompany any health devices with instructions on how to administer.

SPECIAL SUBJECT FIELDS

Special subject fields covered by all grades K - 8 on at least a once-a-week basis include art, music, physical education, and computer education. Students have the opportunity to join the school band to enhance their academic background in the curriculum area of music. These areas are taught by special teachers, by individual faculty members with special interests or talents, or on a departmental basis according to scheduling opportunities. The Family Life Program is team taught in the second semester of 6th grade. Family Living is taught by the classroom teacher while the maturational (anatomy/biology) of women/men is covered as part of the science curriculum. Grades 1 - 4 incorporate similar educational material into their science classes. The 7th and 8th graders cover these subjects again within the science classroom (reproduction, heredity, genetics). Project Reality, a Moral Living Program, is a part of

the Junior High Curriculum. All aspects of the Family Life Program follow the teachings of the Catholic Church.

Students are involved in different academic contests sponsored by other schools and organizations. They also participate in a bi-annual Science Fair in Grades 7 and 8.

SUPPLEMENTAL PROGRAMS

Drug education is integrated into Science classes. The Drug Abuse Resistance Education Program (DARE) is taught by the Brookfield Police Department to the 6th grade.

FIELD TRIPS

Occasional field trips which are truly educational and directly related to the curriculum are encouraged and are a part of the total school program. Written individual parent approval and the provision of adequate supervision is required for all field trips. All chaperones must have completed the Virtus Program.

HOMEWORK

One of the most important objectives of education is to teach the child how to study. Homework is assigned as a means to help pupils review, reinforce and enrich the subject matter taught in class. This may take the form of either a written or unwritten assignment. The time limits on homework often varies because of a child's particular study pattern. Research projects may often require more study time. Parents listening to a child read and checking for comprehension is also a necessity in a child's development. Students are often times encouraged to do independent reading of library books or individually purchased books as part of homework assignments. Student's forgotten assignments at home are not accepted in the school office.

Approximate Times

- K – 3: 30 to 60 minutes
- 4 – 6: 60 to 90 minutes
- 7 – 8: 120 minutes

A "Homework Buddy" system has been established with each student if a sibling is unable to bring the schoolwork home in the event of any absence.

SUGGESTIONS FOR PARENTAL SUPERVISION OF HOMEWORK

1. See that books/materials come home regularly. Look at what the child is bringing home. There may be unfinished class work or the request to do it over. Students need to have assignment notebooks. Encourage your child to keep this assignment notebook accurately maintained.
2. Don't accept the excuse that "I did it in school" or "There is no homework."
3. See that your child does homework in an appropriate atmosphere. Develop regular routines for homework in the house by doing homework at the same time each day, providing proper lighting, checking the assignment book, and freeing the student from outside distractions.

4. Look at the written homework. Does it look as if thought and effort went into it? Is it neat and accurate? Would the teacher accept the paper? Is the child's name on it? If not, it should be redone before it is brought back to school.
5. Ask the child to show you what is being learned in each class. Ask the child to explain the concepts and information. If the child can't explain it clearly, further study is necessary. The student should ask questions in class the next day to clarify any confusion.
6. There is always homework. Being a responsible student means making the right choices. It means paying attention to the teachers' directions and it also means doing nightly homework and doing just a little more work than the teacher assigned. Regular assigned times at home for library reading, review of multiplication tables, flash card review, spelling, etc. are strongly recommended. These activities are not necessarily assigned on a daily basis but are an ongoing aspect of learning for every child at every grade level.

LIBRARY

In addition to our individual classroom libraries, we also have a general library. The Library is an essential part of the total school program. Books and other materials are provided to enrich the curriculum, to stimulate intellectual curiosity and to teach constructive use of leisure time. Saint Barbara School Library is operated by a group of volunteers of the school or parish. Students may come to the Library any period of the day when the Library is open with the permission of their teacher. Individual classrooms have a schedule that is determined at the beginning of the school year. There is a time limit for the time a book may be borrowed and fines are issued for overdue books. The students are responsible for general book care, for returning books on time, and for payment of any lost or damaged books. A small fee will be charged for overdue books on a per day basis. Books for the Library are purchased and donated. If you wish to donate books at any time, please bring them to the school office. Some families choose to donate a library book in their child's name whenever their child celebrates a birthday or special occasion.

EVALUATION & TESTING PROGRAM

Some form of evaluation is essential in order to determine the general scholastic ability of students, to ascertain the progress being made within the total educational program, and as a tool for discerning areas in need of improvement. Teacher constructed tests and informal methods of evaluation are part of the regular school program throughout the year. Archdiocesan Tests, the Terra Nova Achievement Tests are taken in grades 2, 3, 5, and 7.

XII. ATHLETIC ELIGIBILITY PROCEDURE

Students involved in St. Barbara athletic activities represent our school and its philosophy. Athletic activities are provided as a service to our school and the opportunity to participate is open to all students. Academic expectations are as follows:

Students will be given eligibility notices at mid-quarter and quarter's end if a grade of 77% (D) or lower is indicated in any subject area. Parents will determine the length of time a student should refrain from participation in athletics. We recommend a two-week period or until the child raises his/her grade.

Teachers remain available to assist students in their academic needs.

This procedure will be reviewed at the end of each school year.

ACADEMIC ELIGIBILITY NOTICE

FOR THE PERIOD OF: ___ MID-QUARTER ___ END OF QUARTER

STUDENT: _____ GRADE: _____

It is strongly recommended that your child not participate in athletic activities at this time. (Length of time to be determined by you as a parent. We continue to recommend two weeks or until the child raises his/her grade.)

SUBJECT	GRADE	TEACHER
English		
Mathematics		
Reading/Literature		
Religion		
Science		
Social Studies		
Spelling/Vocabulary		

Please return this completed form by: _____

Student's Signature

Parent's Signature

Janet Erazmus

A. EXTRA CURRICULAR ACTIVITIES

ALTAR SERVERS

Altar Servers in grades 4 – 8 who are interested in serving Mass are instructed by one of our parish priests/deacons. Scheduling and other details are also worked out with the priests/deacons of the parish.

ATHLETIC PROGRAM (Eligibility Procedure Applies)

The Athletic Program enhances the school's Physical Education curriculum. We believe that participation in the Athletic Program can play an effective part in the formation of Christian values, the development of community and a sense of justice in our students. Because the programs offered by the Athletic Directors are considered to be an integral part of the education of our students, they, therefore, are in harmony with the school's educational goals.

The family and academics supersede any school sport or activity.

The Athletic Program offers boys and girls from fifth to eighth grade participation in various locally sponsored leagues. The athletic training and discipline gives the students the opportunity to develop not only physical skills but also provides the setting for growth in character building as well. Team spirit, good sportsmanship, and leadership abilities are among those qualities which students are encouraged to develop in the following activities.

Boys Football (Saint Mary's)	Grades 5 – 8
Cheerleading	Grades 5 – 8
Boys Basketball	Grades 5 – 8
Boys Volleyball	Grades 5 – 8
Girls Basketball	Grades 5 – 8
Girls Volleyball	Grades 5 – 8
Boys & Girls Track & Field	Grades 5 – 8

Cheerleading: If a student becomes ineligible during the cheerleading season, which runs from August to March, it becomes their responsibility to catch up on any missed material on their own time. It is understood that if missed material is not learned, the student will not be able to participate in sideline/halftime cheers that are unfamiliar to them.

Each year, programs are subject to change due to lack of interest or availability of volunteer moderators/coaches.

The above programs are conducted under the direction of our Saint Barbara School Athletic Directors and volunteer parents. The St. Barbara Athletic Program is financially self-sustaining.

BAND

Saint Barbara School Band Program is open to students in grades 4- 8. The program consists of a Cadet Band and a Concert Band. Lessons are given during school hours on a rotating time schedule one day a week. Group practices are conducted before school or after school. Band members participate in two school programs each year as well as several other band programs and contests throughout the Archdiocese. Students are encouraged to awaken and develop musical talents, abilities and

appreciation by participation in the Band Program. The fees are paid directly to the band teacher.

CHILDREN'S CHOIR

There is an opportunity for students in Grades 3 - 8 to join the choir to sing at the 9:30 Mass each Sunday. Practice times are determined by the Music Director.

NATIONAL ORGANIZATIONS

Saint Barbara School children have the opportunity of joining the National Organization of the Scouting program. Parent leaders render a worthwhile service to the Scouts assuming the leadership and responsibility for groups of Tiger Cubs, Cub Scouts, Boy Scouts, Daisies, Brownies and Girl Scouts. Information and scheduling is determined by each leader starting at the beginning of each school year and continuing throughout the school year.

B. OTHER STUDENT ACTIVITIES

STUDENT PARTIES

Class parties during school hours should be limited. When they are held prior to special days or national holidays, they should take place during the last period of the day. Adult volunteers are utilized at the teachers' discretion. Birthday treats, if provided, should be brought to school in the morning by the student and distributed at the appropriate time designated by the teacher.

XIII. SPECIAL SERVICES

GUIDANCE AND COUNSELING

Catholic Charities services are available to children with emotional and behavioral disorders. Applications must be made by the pupils' parents. Services are also available through local hospitals.

SPEECH THERAPY

Screening and services are provided by our local School District 103.

DISTRICT 103 SERVICES

Additional services are available through the local school district. St. Barbara School is located in District 103.
(See classroom teacher for details)

VISION AND HEARING

The Township of Proviso, under the direction of the Youth Services Division, will be funding the vision and hearing program for all elementary school students. If you suspect a problem, please contact your own personal physician or optometrist.

XIV. CONNECTING WITH PARENTS

CONFERENCES

Scheduled conferences are held each school year. This gives parents, students and teachers an opportunity to discuss the students' rate of progress in school and other matters of concern. Additional conferences may be arranged at the request of the parent, Principal, teacher, or student should the need arise. First quarter conferences are mandatory for all grades Preschool - 8. Conferences take the place of report cards for the first quarter for Grades K - 3. Optional conferences are conducted in the second quarter. The children in grades K –8 are required to accompany their parents to the first conference.

HONOR ROLL

The following criteria will be met for the Saint Barbara Honor Roll

Honor Roll Grades 4 - 8

High Honors - Go for the Gold	3.6 - 4.0 GPA
Honors - Strive for the Silver	3.0 - 3.5 GPA
Honorable Mention - Reach for the Bronze	2.5 - 2.9 GPA

A+	=	100	=	4.3
A	=	96 - 99	=	4.0
A-	=	93 - 95	=	3.7
B+	=	92	=	3.3
B	=	91 - 88	=	3.0
B-	=	85 - 87	=	2.7
C+	=	84	=	2.3
C	=	80 - 83	=	2.0
C-	=	78 - 79	=	1.7
D+	=	77	=	1.3
D	=	73 - 76	=	1.0
D-	=	72 - 70	=	0.7
F	=	69 or below	=	0.0

The Honorable Mention is for those students that are utilizing their talents and abilities to their highest possible potential. All students must be encouraged to continue to excel.

Because we are concerned with educating the WHOLE child, we have also chosen to emphasize Christian character development. Students with check marks on ANY areas of the report card or grades of D, F or 4's WILL NOT be allowed on any of the honor rolls. This includes music, band, gym, computer, and art.

Hopefully, our criteria will encourage the children to strive their hardest to reach their highest possible potential both academically and in Catholic character formation.

REPORT CARDS

Report cards for Grades 4 - 8 are issued quarterly at the dates indicated on the school calendar. Marking codes and guides for the different grade levels are provided on the cards. Letter grades A through F are used. Students are expected to do their best work and complete assignments on time. After the first semester, students with consistently low grades in both effort and achievement in the same subject area will be warned at a conference with their parents and teachers, that unless there is an improvement, summer school, tutoring or retention may be necessary. Report cards for Grades K - 3 are issued for the 2nd, 3rd and 4th quarters only, using letters S (Satisfactory), N (Not Satisfactory) and \sqrt (Need for improvement). There is a first-quarter conference in lieu of a report card for Grades K - 3. Preschool receives report cards at the end of each semester (2nd & 4th quarters).

Mid quarter reports are issued to students with an average of 77% and below or at the teacher's discretion. Tests of 77% or below require a parent's signature.

Preschool report card

Subject to Revision

Kindergarten report card

Subject to Revision

1st – 3rd grade report card

Subject to Revision

4th – 8th grade report card

Subject to Revision

Saint Barbara School

Acceptable Computer Use Policy

An Acceptable Use Policy is a way to inform users of expectations and responsibilities. All Saint Barbara students are expected to demonstrate the following Code of Ethics while using the school's computer hardware, software and/or the Internet.

Code of Ethics

1. Contribute to society and human well-being
2. Avoid harm to others
3. Be honest and trustworthy
4. Be fair and take action not to discriminate
5. Honor property rights including copyrights and patents
6. Give proper credit for intellectual property
7. Respect the privacy of others
8. Honor confidentiality

In addition, it is a violation of the **Saint Barbara School Acceptable Computer Use Policy** to:

1. Copy and/or distribute any copyrighted software provided by this Institution. It is a criminal offense to copy any software that is protected by copyright, and the School will treat it as such.
2. Use licensed software in a manner inconsistent with the licensing arrangement.
3. Copy, rename, alter, examine, or delete the files or programs of another person or of the School without permission.
4. Use a computer to annoy others, including, but not limited to, sending offensive messages, or knowingly causing a system to crash.
5. Create, be in possession of, disseminate or run a self-replicating program ("virus"), whether destructive in nature or not.
6. Tamper with settings, move, reconfigure or deliberately damage any hardware or equipment.
7. Collect, read, or destroy output other than your own work without permission of the owner.
8. Use the computer account or password of another person with or without their permission unless it is designated for group work.
9. Access or attempt to access a host computer, either on site or through a network, without the owner's permission, and/or through the log-in information belonging to another person.
10. Visit, log onto, peruse any Internet site deemed unacceptable by the School's faculty, principal or staff members and that if any such "hit" should occur by accident, it is the student's responsibility to back out of the site immediately and inform the instructor.
11. Access personal e-mail accounts from school computers

Violations to the above Code/Policy will result in one or more of the following (not necessarily in any order):

1. Study Hall
2. Conduct Report
3. Suspension

It is understood that certain situations may warrant **immediate suspension or expulsion**. At the discretion of the individual teacher, certain earned privileges may also be revoked at any time if the teacher deems it necessary.

XV. PARENTS/COMMUNICATION

CUSTODY ISSUES

If parents are divorced or separated, the school presumes that both parents have access to the child/ren, unless one parent can provide legal evidence that he or she has sole custody of the child/ren.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the child. If there is a court order specifying that there is to be no information given out, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

KINDERGARTEN RELEASE POLICY

For your kindergartner's safety, parents/caregivers are asked to sign their names next to the name of the child they are picking up after school. Clipboards are provided: one for girls' names and one for boys' names.

CALENDAR

The schedule sheet of holidays, in-service days, etc., will be issued at the opening of the school year. A monthly calendar of events, listing various SCHOOL functions will also be distributed as close to the beginning of each month as possible. The monthly calendar may reflect changes from the scheduled sheet. The calendar also indicates lunch order due dates. It is very important to refer to the monthly calendar, so please post it in a prominent and convenient location.

BULLETINS AND NEWSLETTERS

Communication between the home and school is essential to the effectiveness of the school program. In addition to the calendar, periodic bulletins and letters are sent home to keep parents more informed regarding school events, policies, and functions.

Letters from individual classroom teachers are sent out regarding specific activities relating only to that grade, i.e., First Eucharist, Confirmation, class outings, etc.

DISTRIBUTION ITEMS

If you have any information that you wish to appear in the Thursday Tidbit, please submit it to the office no later than Wednesday by 9:00 a.m. **ALL INFORMATION GOING OUT OF THE SCHOOL MUST BE APPROVED BY THE PRINCIPAL.**

ENTERING OR VISITING THE SCHOOL

When entering the school building for any reason, you must sign in at the school office and obtain a visitor's pass. NO ONE is allowed in the school without a visitor's pass. School doors are locked during the day for the children's safety.

PHONE CALLS

In order that adequate time be devoted to instruction, parents are asked to refrain from contacting teachers during school hours. Messages may be left with the Administrative Assistant. Teachers will make every effort to return your phone call as soon as possible. Unless permission is given, children are restricted in the use of the telephone in the office. Emergency calls will be handled through the school office.

EMERGENCY SCHOOL CLOSING

If a facility failure necessitates the closing of school, parents will be notified through a telephone relay if time permits. During inclement weather, parents can check the school website or the radio/TV station's bulletins. (Radio Channels: WGN 720 AM, WBBM 78 AM. TV Channels: CBS, NBC, ABC, WGN, FOX, CLTV). This system will also be used for important messages when time is a factor.

XVI. ATTENDANCE

ABSENCES

You must phone in your child's absence before 9:00 that morning. If you do not call, WE WILL CALL YOU. Calls are to be made by the parent or guardian, not by the student. WHEN CALLING, PLEASE STATE THE REASON YOUR CHILD IS SICK. We must notify the other parents in the child's grade (anonymously) of a communicable disease, i.e., strep throat, lice, etc. Please call each day your child is absent unless you have already stated that it will be an extended time. A WRITTEN EXCUSE is required for each absence from school on the day of return. This note should be given to the homeroom teacher which should include the number of days and the reason for absence. A note is required for HALF-DAY absences as well as when your child is absent after being sent home from school. If a pattern of excessive absences occurs, the student will be evaluated for retention.

EXTENDED ABSENCES

Vacations taken during the school year are strongly discouraged. Requests for permission for an unavoidable absence should be in writing and addressed to the Principal two weeks before, in a non-emergency situation. Schoolwork might be assigned before or after the absence. The bulk of the work will be assigned after a vacation. Schoolwork that was completed during the absence should be returned to the teachers upon the student's return to school.

PARENT/GUARDIAN
OUT-OF-TOWN

In addition to the emergency contact information provided, parents/guardians should also provide the school office with an itinerary whenever they will be out-of-town. This should include phone numbers of hotels, offices, etc.

EARLY DISMISSAL

The Principal is authorized to grant early dismissal to a pupil provided the request is made in writing by the parent. While it is understandable that these situations occur, please try to avoid taking your child out of school. Appointments with doctors, dentists, etc., should be made outside school hours. However, exceptions or emergencies occur, and you will be accommodated at that time.

TARDINESS

A student is considered tardy if he/she arrives at school after the bell rings. Tardiness is marked on the student's attendance record. After three tardies, the teachers will call the parents. Repeated tardiness will result in a parent conference to rectify the situation. Students that enter the school tardy should report to the school office.

XVII. HEALTH

HEALTH INFORMATION

A child who is running a temperature **SHOULD NOT BE SENT TO SCHOOL**. Communicable diseases should be reported to the school immediately, i.e., head lice, chicken pox, strep throat, etc. A note will be sent home notifying parents that a communicable disease has been contracted. Your child will not be allowed to return to school until 24 hours after antibiotics have been administered.

ILLNESS OR INJURY

If your child becomes ill or injured during the school day, you will be contacted. The final decision to go home is left up to the parent. Under no circumstances may a child be released to anyone not authorized by the parent or guardian as indicated on the child's records. In severe emergency situations, an ambulance will be called. The ambulance will bring the patient to LaGrange Hospital or Loyola Hospital.

MEDICINES

All parents/guardians are required to complete and return the Medical Information and Emergency Form at the start of each school year. Parents/guardians have the primary responsibility of 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. School personnel are not allowed to administer any medication – prescription or non-prescription (such as Tylenol, Ibuprofen, Benadryl, Tums, etc.) to any student unless a Medication Authorization Form (both sides) is completed by the student's **physician** and parent/guardian and returned to the Principal.

Authorized medications – whether prescription or non-prescription- must be supplied to the school in their original prescription or manufacturers' containers with label intact. Medications such as Tylenol, cough syrup, or prescription medicines of any type will be kept in the school office during the school day. The above may only be taken by the child in the presence of the Principal, teacher or the administrative assistant. In addition to the required forms, a note from the parent/guardian MUST accompany the medicine including the dates, dose, and time the medicine should be administered. Cough drops may be kept with the student, but a note must be provided by the parent/guardian to the teacher. Please use your best judgment in keeping your child home if he/she is still too ill to attend school.

Carrying and Unsupervised Self-Administration of Medication.

Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the following conditions are met:

- a. A completed Medication Authorization Form has been received by the School Principal.
- b. A completed Physician Request for Self-Administration of Medication form has been completed by the student's **physician** and parent/guardian and received by the School Principal.

St. Barbara School recommends that students who wish to carry their inhaler on their person keep an extra inhaler in the school office in case a child forgets theirs.

**PHYSICALS/IMMUNIZATIONS
DENTAL**

Physicals with immunizations are mandatory for children entering Grades Preschool, Kindergarten and 5th and all new students at any grade level transferring into Saint Barbara School. Immunizations are kept current for all children entering Preschool 3 and Preschool 4. Lead testing is required for ages 6 and under. Please retain copies of your health records before sending them to the school office.

Listed below are the policy guidelines that should be followed as suggested by the Office of Catholic Education of the Archdiocese of Chicago regarding "Immunizations":

All new students, whether just entering school or transferring from another school, must present evidence of proper immunization.

Any student not in compliance with the law must be excluded from school by October 15 of the current school year. Reports are due at the State of Illinois by October 30 of the same year. Chicago schools must also complete an IP-51 form by October 30.

Parents who object, for medical or religious reasons, must provide a doctor's statement that the immunization is medically contraindicated or they must sign a statement declaring the immunization is inconsistent with a tenet of an organized religion."

Dental examinations are mandatory for students in kindergarten, second, and sixth grades. The forms are due by May 15th of their kindergarten, second, and sixth grade school year. **Report cards will be held for anyone not submitting a dental form.**

Saint Barbara School strictly adheres to state and county requirements regarding health mandates.

XVIII. FINANCIAL OBLIGATIONS

TUITION POLICY

- The first payment is 10% of your total tuition, and is due on May 17th. We suggest that you mail the August 17th payment in your tuition envelope before August 17th. Monthly payments are due on the 17th of each month thereafter.
- Book/Lab Fees are due on or before the 1st day of school or your child(ren) will not be allowed to attend class until this payment is made.
- Credits for certain fundraising activities will be deducted from your tuition.
- If K-8th tuition falls two (2) payments behind, the family will be notified and your child(ren) will not be allowed to attend class until the payments are made.
- K-8 report cards will be distributed in the 2nd, 3rd and 4th quarters provided tuition payments are current.
- Eighth grade students with unpaid tuition or tuition commitment payments as of May 1st will NOT be eligible to participate in any or all 8th grade activities up to and including the graduation ceremony. In addition, the diploma will not be issued and cumulative records will not be transferred to high school.
- Preschool tuition is made in ten (10) payments. If preschool tuition falls two (2) payments behind, the family will be notified and the child will not be allowed to attend class until the payments are made.
- Any payments made after June 1st, for the school year ended **MUST BE PAID IN CASH.**
- There will be a fee of \$25 for all checks returned due to insufficient funds.
- All payments are to be made to: St. Barbara School Financier
8900 Windemere Avenue
Brookfield, IL 60513
(708) 485-6151

BOOKS Textbooks are supplied on a rental system. In some subject areas, books are supplied through the Illinois Textbook Loan Program.

SUPPLIES Provisions are made for certain school supplies as part of the Book & Lab fee. Other supplies are to be purchased outside of school. At the end of each year, a supply list will be provided to your child for the supplies required for the following year. Please do not purchase items not on the list as they will be sent home.

LUNCH SUPERVISION FEE Paid supervisors patrol the playground. A fee that is used to defray the cost of supervisors is charged per student and is added to the Book & Lab fee.

ACCIDENT INSURANCE In the beginning of the year an application for Student Accident Insurance is sent home with your child. This is an optional program. If desired, complete and mail the application form with payment in the envelope provided on the first day of school. All arrangements for this insurance should be completed during the first ten days of the school year. A child participating in any sport program sponsored by Saint Barbara's is required to have some type of accident insurance.

XIX. VOLUNTEERS

A private school cannot operate without volunteers. Hopefully each parent will be able to offer some time for volunteer work. Library aides, room mothers, computer aides, teacher aides, clerical help, etc., are some of the possible areas where help is needed. You may sign-up to volunteer at the beginning of the school year or contact your child's teacher at any time during the year. All volunteers must complete the Virtus Program which is a program developed by the Archdiocese for Protecting God's Children.

ADULT VOLUNTEERS The adult volunteers assist the administrator and teachers whenever necessary. They assist the teachers in a variety of ways in the classroom. The needs may vary with each class.

LUNCH SUPERVISORS Adults are employed to assist in the lunchroom and with playground supervision. These adults are paid volunteers. They are required to make sure that the students follow all playground rules and comply with normal safety procedures. (See Playground Guidelines)

XX. PLAYGROUND GUIDELINES

As we are concerned about the safety of all children on the playgrounds, we ask that the children follow these regulations.

1. First person holds the door open.
2. No running to or from the playground.
3. If someone is hurt, inform the adult on the playground.
4. Show respect to all adults, patrols, and classmates on the playground.
5. Children should stay away from the roads, alleys, driveways, cars and bicycles.
6. No throwing snowballs, sticks or stones, etc.
7. Bullying/teasing is not allowed. Bad language or spitting is not acceptable behavior. Punching, hitting, kicking and biting are strictly prohibited.
8. Food or drink will not be brought outside.
9. Only nerf-type balls and/or items supplied by St. Barbara School are permitted on the playground. No tennis balls, or hard balls are allowed. CD players and radios should not be brought to school or on the playground. Also homework, pens, pencils or toys are not allowed during the lunch period. Other unsafe items might be disallowed at the discretion of the Principal.
10. Include all children who wish to play.

A time out may be given as designated by the supervisor. Study halls or suspensions for more serious offenses will be issued and will be handled individually at the discretion of the Principal.

XXI. DAILY SCHEDULE

Students are asked to line up by classrooms in the morning in front of the school building not any earlier than 8:20. Students are admitted directly to their classroom when the weather is inclement.

Grades K – 8 th	Monday through Thursday	8:30 a.m. - 2:45 p.m.
	Friday	8:00 a.m. Mass – 2:45 p.m.
Half-Day Institutes		Dismissal is at 11:45 a.m.
Lunch Period		11:45 p.m. - 12:25 p.m.
4 year old Preschool	on M-W-F	8:30 a.m. - 11:30 a.m.
3 year old Preschool-AM	on T-TH	8:30 a.m. - 11:30 a.m.
Extended Day Program	7:00 a.m. – 8:30 a.m.	3:00 p.m. – 6:00 p.m.
Charges are at an hourly rate. Billing statements are sent home every two weeks.		

Your child should not be dropped off before 8:20 a.m. unless they are attending morning daycare. This is for the safety and protection of your child. Adult supervision is not provided on the playground in the morning prior to that time.

XXII. LUNCH

LUNCH PROGRAM

Students are encouraged to take part in the Archdiocesan Hot Lunch Program using Food Service Professionals (FSP). Lunch and milk orders are placed once a month. All information is indicated on the form. Students not wishing to purchase hot lunch may bring a bagged lunch. At the beginning of the school year, free and reduced lunch application forms are distributed to each student. The procedure is explained on the form. Should your financial situation change, causing you to need temporary or permanent financial assistance, Free and Reduced applications are available in the school office. Because we are encouraging our students to develop a sense of responsibility, we ask that you do not bring in a forgotten lunch. **Students may be given an extra hot lunch (if available), an FSP emergency lunch or a peanut butter and jelly sandwich, with payment being required the following day.**

FUN LUNCHES

“Fun Lunch” days are scheduled periodically. Orders will be sent home in advance. Students may order the “fun lunch” or bring their own bag lunch from home. **Parents should not bring in fast-food lunches from other restaurants on fun lunch days or on any other school day.** This disrupts the entire study body. On “fun lunch” days every child must bring a beverage. Please remember that hot lunch or milk are not available. Please have your child bring a drink with his/her bag lunch. **Beverages in glass bottles are not** to be brought to school.

LUNCH RECESS

No child may leave the school premises during school lunch period. Playground activities during the lunch period provide students with a needed break from their studies and give them an opportunity to get to know each other in a recreational atmosphere. While physical activity is encouraged, the safety of our students is of primary concern.

XXIII. PATROL AND STUDENT VOLUNTEERS

SAFETY PATROL

Students in grades 5 – 8 have the opportunity to develop qualities of leadership and responsibility by participating in the school safety patrol. Services provided by both boys and girls in the patrol include crossing guard duties as well as assistance with lunch hour and playground supervision. A schedule is issued monthly and your child is responsible for his/her schedule. All other details are discussed with your child before his/her assignment has begun. Students are assigned patrol duty from 8:10 a.m. - 8:30 a.m. and 2:45 p.m. - 3:00 p.m. **Students should not arrive at school before 8:20 a.m. unless serving on patrol.**

XXIV. TRANSPORTATION

DROP OFF AND PICK UP PROCEDURES

Car pools are an alternative to transportation for those students living a considerable distance from school. Families dropping off preschoolers may enter and exit the Parish Center parking lot from Prairie Avenue. Parents of preschoolers are asked to leave the Parish Center parking lot from Prairie Avenue ONLY after your child has safely entered the classroom.

K - 8 families approach the school and drop off students either on Forest and Windemere or Vernon and Windemere ONLY. Students CANNOT be dropped off on Prairie Avenue. Students dropped off on Forest will be crossed by the patrol on Prairie Avenue at the north crossing only. Dropping off or picking up cannot be done in the back lot behind the school. Parents in vehicles may wait for their child AFTER SCHOOL ONLY in the Parish Center parking lot. As always, parents may also walk over to the school building to drop off or pick up their children. Children are asked to return to the office if they are not picked up by 3:00.

ABSOLUTELY NO PARKING is allowed along Windemere Avenue at any time during the school day. If you must park during the school day to pick up your preschooler, sick child, or while volunteering, use the portion of the Parish Center parking lot closest to the building. (The lot is used for gym classes and/or recess when weather permits.) When parking, please be aware of the Village of Brookfield parking regulations during the months from October through March. Violators will be ticketed. The north side of the school has a fire lane. Do not park there during school hours. This is a Village and State Law.

TRANSPORTATION REIMBURSEMENT

The state has funds to reimburse families who drive 1½ miles or more to school or who live less than 1½ miles with an approved hazardous crossing. This criteria must be established by submitting a form provided by the state. This information is issued from the school office.

BICYCLES

Students are permitted to ride their bicycles to school provided they observe the regulations governing this privilege: Bicycles must be walked on the school and church premises when coming to school and going home. Bicycles are to be kept in the rack and should be locked. Once again, the safety of our children is of primary concern.

XXV. DRESS CODE

It is the responsibility of the parents to see that their child is in a clean and well-maintained uniform. Students are expected to wear uniforms beginning with the first day of school. If weather conditions present a need for a change, students will be informed of a change in the dress code. **OPTIONAL** plaid slacks that match the girls' uniform or navy pants can be purchased at Schoolbelles. These are to be worn only during cold weather months and should be removed once the child is in the school building. It is very important that we take pride in our Catholic tradition of students attending classes in full uniform. Out-of-uniform days are designated by the Principal. Jeans and gym shoes are only allowed when designated by the Principal. Students are expected to cooperate with the various themes planned for out-of-uniform school spirit days.

BOOTS Children should wear boots or another comparable type of shoe when there is snow or rain on the ground. A change of shoes should be brought to wear during the school day.

GIRLS: KINDERGARTEN THROUGH EIGHTH GRADE UNIFORM

Jumper for girls in Kindergarten through 3rd grade
Kick pleat skirt for girls 4th grade through 8th grade

Pointed collar, short sleeve, white button-down blouse
Plain white or plain navy knee-high socks (no lace, emblems or logos)
Plain white or navy tights
Soft-soled shoes - brown, navy, black, cordovan only (saddle shoes okay) Backless shoes, above ankle boots, booties, sandals or colors such as purple, red, pink, etc. ARE NOT ALLOWED. BLACK GYM SHOES CANNOT BE WORN AS SUBSTITUTES FOR SCHOOL SHOES.
Knee socks cannot be worn at the same time with tights.

BOYS: KINDERGARTEN THROUGH EIGHTH GRADE UNIFORM

Navy pleated-front pants
White short sleeve polo shirt
Plain white or navy crew socks (no emblems or logos)
Soft-soled shoes - brown, navy, black, cordovan only (saddle shoes okay) Backless shoes, above ankle boots, booties, sandals or colors such as purple, red, etc. ARE NOT ALLOWED. BLACK GYM SHOES CANNOT BE WORN AS SUBSTITUTES FOR SCHOOL SHOES.

GYM UNIFORMS FOR BOYS AND GIRLS K-8

Uniform sweatshirt and/or T-shirt (tucked in)
Uniform shorts and/or uniform sweat pants
Plain white or navy crew socks (no lace, emblems or logos)
Gym shoes tie or velcro only (no slip on or "wheelies")

DURING COLD WEATHER

Button down navy blue cardigan for students in Kindergarten through 3rd Grade
Navy blue V-neck vest (long or short sleeve) for girls 4th Grade through 8th Grade
St. Barbara sweatshirts from Schoolbelles or navy St. Barbara Knights hoodies by Terrific Originals

All uniforms are to be purchased through Schoolbelles for quality, color and uniformity for our children. The St. Barbara Knights hoodie by Terrific Originals is available only through the school office. ONLY during cold weather may St. Barbara uniform sweatshirts / hoodies be worn in school. No other sweatshirts are allowed to be worn in school at any time.

You will be asked to re-purchase items not a part of the policy. In addition, the following will be a part of the dress code: pant cuffs cannot be rolled-up or tucked into socks, gym uniform shirts and t-shirts will be tucked-in, no colored nail polish, no dangling or hoop earrings, one earring per ear, no necklaces or bracelets, no colored, 'fad' or shaved haircuts and no makeup. Boys are not allowed to wear earrings. All Junior High boys must be clean shaven, and **hair length for all boys must be ABOVE the collar, ears and eyebrows**. Students are not to change clothes in the school building upon dismissal. All students will leave Saint Barbara School in full uniform. We anticipate having to make judgment calls on future "out-of-uniform" guidelines as "styles" or "fads" change. Gym shoes are worn on designated days. "Wheelie" shoes are never to be worn in school, including out-of-uniform days.

Schoolbelles uniforms and gym uniforms, backpacks, musical instruments, books, and all personal items should have your child's name written on them.

A lost and found box is located in the foyer outside the Windemere Room. Any items found on the school and parish property are put into the box. Saint Barbara School is not responsible for missing or lost items.

XXVI. STUDENT BEHAVIOR CODE

Refer to Behavior Management Guide or Discipline Policy

BULLYING/HARASSMENT

Anti-bullying materials are taught and incorporated into the school curriculum. Respect for others is an essential part of the Catholic school discipline code. Unfortunately, much of our culture promotes aggressive behavior. Creating a peaceful school community requires much diligence and guidance. Any form of demeaning or disrespectful behavior toward others is unacceptable and should not be allowed. Bullying/harassment is an intentional, repeated, hurtful act (verbal, non-verbal or physical) committed by one or more persons toward others.

Bullying/harassment is characterized by

- Aggressive behavior toward others
- Repeated over a period of time
- An imbalance of power

All allegations and threats of bullying/harassment are taken seriously, promptly investigated and dealt with appropriately.

Direct bullying/harassment can take many forms including, but not limited to:

teasing	hitting	stealing
taunting	pushing	cruel jokes or tricks
hurtful words	picking on others	destroying personal property
threats (subtle, implied)	pinching	spitting
name calling	ganging-up on someone	biting

Indirect bullying/harassment can take many forms including, but not limited to:

crank phone calls; rude gestures; misusing e-mail, text messages, instant messages or other electronic communication; individual or group exclusion; spreading gossip or rumors; writing cruel or threatening notes

Bullying/harassment behaviors will not be ignored. Children are unable to eliminate acts of bullying or harassment on their own. Adults must take the lead in confronting bullying behavior. Parents, teachers, administrators and the community must work together to eliminate bullying/harassment. The cooperation of all is imperative in addressing bullying/harassment issues.

BULLYING / TEASING

Students are expected to treat each other with respect and kindness. Bullying/teasing will be addressed with students and their families. Suspension and exclusion from St. Barbara School may be considered in extreme circumstances.

GANG ACTIVITY

The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang-related.
- Any conduct that may be gang-related during school sponsored events or activities.
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
- The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang-related.
- The use, possession, and/or concealing of a weapon or look-a- likes.

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

SUBSTANCE ABUSE BY STUDENTS

Because of the many hazards of drugs, alcohol or tobacco products for our youth, (possession, use or sale of) this behavior is inexcusable and unacceptable. Therefore, the use of Drugs, Alcohol or Tobacco products by any student will result in immediate suspension pending a school investigation. A conference will be held with the parents offering places for help and recommendations for professional evaluation and treatment. Police notification shall be made at the appropriate time, as directed by law. In extreme or special circumstances, expulsion may be considered at an earlier time in the process.

KNIVES, GUNS OR WEAPONS

Because of the many hazards of guns, knives, weapons, or look-a-likes, whether meant as weapons or not, the use of any of the above by any student will result in an immediate suspension pending a school investigation. This behavior is inexcusable and unacceptable. A conference will be held with the parents offering places for help and recommendations for professional evaluation and treatment. Police

notification shall be made at the appropriate time, as directed by law. In extreme circumstances, expulsion may be considered at an earlier time in the process.

SERIOUS INFRACTIONS

The school retains the right to search and seize drugs, weapons and other contraband when there is a belief that such contraband is in the possession of a student. Such possession is in violation of the rules and regulations of St. Barbara School. The school will assist local government authorities by reporting such possessions and when requested by the authorities. Desks and lockers are school property. The school expressly retains the right to a search at any time. The school will accept responsibility and cooperate with government authorities whenever the safety of the school community is at risk.

CELL PHONES / ELECTRONICS

According to the State of Illinois, students must not possess any type of portable telecommunication devices such as pagers, radio transceivers, transmitters, receivers, pagers or cell phones on school property or at school-related activities. Any cell phone brought into the school property by a student must be turned off and confined to the student's backpack until he leaves school at the end of the day. Cell phones / pagers found on the person of any student, or left turned on in a backpack, during the course of the day will be confiscated and a \$25.00 reclamation fee will be imposed. (Confiscated phones / pagers may be reclaimed by a parent at the Principal's Office.) Upon the second and subsequent offenses, the fine will be \$50.00. The phone in the school office is always available to students in a case of need.

MISCELLANEOUS

Electronics, i.e. Gameboy, CD players, ipods, etc. cannot be used at any time during the school day. Students in Extended Day may play with these items if they wish, but **the school will not be held liable and will not get involved in any dispute with another student/family for any lost or damaged items.** If the students are found using these items during the regular school day they will be taken and will only be returned in June upon request of the parent.

SUSPENSION / CONFLICT RESOLUTION

School suspensions are issued by the school principal and can be further discussed with the teacher, student, and parent in the Principal's office. In the event of a student being suspended, the student will remain at home during the allotted time period. The student will be doing assigned class work, which he/she will not receive a grade for, and he/she will not be eligible to attend any school related activities (i.e. sports practices or games, scouting activities, plays, dances, etc.) during the suspension period.

EXPULSION

Expulsion is the termination of the pupil's privilege to attend the school and requires transfer of the pupil to another school. Except in serious and appropriate cases, expulsion will be imposed only after a period of suspension and/or probation. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment.

**ILLINOIS PARENTAL
RESPONSIBILITY LAW
PARENTS PAY**

Parents are reminded that they can be held personally liable for destructive acts caused by their children. According to the Illinois Parental Responsibility Law, monetary costs for damages can be recovered from the parents or guardians of minors who willfully or maliciously vandalize property or cause a personal injury.

The law, passed by the 76th Illinois General Assembly, was the Legislator's answer to the growing problem of criminal action by minors.

In cases of vandalism, the Local Municipalities will take all steps necessary to enforce the provisions of the Illinois Parental Responsibility Law and in seeking restitution from parents.

XXVII. EMERGENCY SITUATIONS

**CRISIS MANAGEMENT
PLAN**

The Archdiocesan Crisis Management Guide and Plan / Lockdown Procedure is in place and always under review at St. Barbara School. Drills are done periodically to be adequately prepared in the event of any emergency. St. Barbara School works directly with the Brookfield Police Department concerning these and other matters.

**SERIOUS ILLNESS
/ ACCIDENTS**

In severe emergency situations, an ambulance will be called. The ambulance will bring the patient to LaGrange Hospital or Loyola Hospital.

FIRE EMERGENCY

The Fire Department is contacted without delay.
Children file out of the building in a quiet, orderly manner.
Rooms 1, 2, 5, 6, 7, 11, 12, and 13 (grades 1, 2, 3, 4) exit the East door.
Rooms 3, 4, 8, 9, 10 and 14 (grades K, 5, 6, 7, 8) exit the West door

TORNADO EMERGENCY

A tornado drill will be signaled by (3) school bells. All students and teachers proceed to the Windemere Room and line up against the walls in a crouched position.
Grades 1, 2, 3 and 4 use the east stairwell.
Grades K, 5, 6, 7 and 8 use the west stairwell.

SEVERE EMERGENCIES

The entire staff has familiarized itself with our school plan in the event of an unpredictable crisis.

XXVIII. SAINT BARBARA'S STUDENTS RIGHTS AND RESPONSIBILITIES

In school I have the Right to:

- talk at appropriate times.
- have an appropriate work space.
- a comfortable, safe environment.
- make mistakes while learning.
- be regarded as a worthwhile learner.
- be treated fairly and honestly.
- use the washroom when necessary.
- learn to my potential.
- disagree with others.
- materials and equipment needed to learn.

In school I have the Responsibility to:

- use appropriate language and voice.
- tell my teacher where I am at all times.
- walk and not run inside the building.
- not make fun of others' mistakes.
- ask for help when I need it.
- express my feelings in words.
- treat others with respect.
- use the washroom appropriately.
- be on time and ready to work.
- think for myself.
- not to tease or make cruel or unkind comments
- keep myself free from harm and danger.
- not harm or endanger myself, or others.
- respect the school and others' belongings.
- keep my desk and area clean and neat.
- be respectful to the Pastor, Principal, Faculty, and Staff as well as all visitors to our school.

On the Playground I have the Right to:

- time and space of my own.
- choose appropriate and safe games to play.
- choose with whom I play but always **try not to exclude anybody**.

On the Playground I have the Responsibility to:

- play safely and follow rules.
- share space with others.
- not disrupt the play of others.
- control my behavior.
- keep litter off the playground.
- listen to and respect Recess Supervisor.

During Lunch/Recess I have the Right to:

- a pleasant place to eat.
- sit and talk with friends.
- eat without unpleasant disturbances.

During Lunch/Recess I have the Responsibility to:

- use good manners.
- eat before leaving the lunchroom.
- eat what I bring to school.
- clean up my place when finished.
- listen to and respect Lunch Supervisors.

XXIX. CLOSING STATEMENT

ANY ADDITIONAL INFORMATION THAT MAY ARISE WILL BE ADDED TO THE HANDBOOK. THE SCHOOL WILL ATTEMPT TO KEEP YOU INFORMED OF ALL CHANGES AS SOON AS POSSIBLE; HOWEVER, SOME CHANGES MIGHT BE MADE IMMEDIATELY DUE TO UNFORESEEN CIRCUMSTANCES.

IT IS VERY IMPORTANT THAT WE CONTINUE TO COMMUNICATE AND SUPPORT EACH OTHER FOR THE BEST INTERESTS OF THE CHILDREN ENTRUSTED INTO OUR CARE. OUR CHILDREN ARE GOD'S GREATEST GIFT FOR OUR FUTURE!

CHANGES AND ADDITIONS TO THE HANDBOOK

Documents should be kept with the handbook.

Please make note of the following change:

INDEX

<u>TOPIC</u>	<u>PAGE</u>	<u>TOPIC</u>	<u>PAGE</u>
Absences	22	Fire Emergency	34
Academic Eligibility Notice	11	Fun Lunches	28
Accident Insurance	26	Gang Activity	32
Acceptable Computer Use Policy	20	Graduate Statement	3
Administration and Staff	5 - 6	Guidance and Counseling	13
Adult Volunteers	26	Health	23 - 25
Altar Servers	12	Health Information	23
Apostolic Activities	7	History of St. Barbara School	2
Archdiocesan Aids Guidelines	4 - 5	Homework	9
Assistant Principal	6	Honor Roll	14
Athletic Eligibility Procedure	11	Illinois Parental Responsibility Law	
Athletic Program	12	Parents Pay	34
Attendance	22 - 23	Illness or Injury	23
Band	12 - 13	Kindergarten Release Policy	21
Bicycles	29	Knives, Guns or Weapons	32 - 33
Books	26	Library	10
Bulletins and Newsletter	21	Liturgical Involvement	7
Bullying / Harassment	31 - 32	Lunch	28
Bullying / Teasing	32	Lunch Program	28
Calendar	21	Lunch Recess	28
Cell Phones / Electronics	33	Lunch Supervision Fee	26
Changes and Additions to the Handbook	36	Lunch Supervisors	26
Children's Choir	13	Major Subject Fields	7 - 8
Closing Statement	35	Medicines	23 - 24
Conferences	14	Miscellaneous	33
Connecting with Parents	14 - 19	Mission Statement	3
Crisis Management Plan	34	National Organizations	13
Curriculum	7 - 10	Non-Discrimination Statement	4
Custody Issues	21	Office Staff	6
Daily Schedules	27	Other Student Activities	13
Distribution Items	21	Parents/Communication	21 - 22
District 103 Services	13	Parent/Guardian Out-of-Town	23
Dress Code	30 - 31	Pastor	5
Drop Off and Pick Up Procedures	29	Patrol and Student Volunteers	28
Early Dismissal	23	Philosophy	3
Entrance Requirements	4	Phone Calls	22
Emergency School Closing	22	Physical Education	8
Emergency Situations	34	Physicals/Immunizations Dental	24 - 25
Entering or Visiting the School	22	Playground Guidelines	27
Evaluation and Testing Program	10	Principal	5
Expulsion	33	Public Relations	6
Extended Absences	22	Religious Education	7
Extra Curricular Activities	12 - 13	Report Cards	15 - 19
Family School Association	6	Sacramental Preparation	7
Field Trips	9	Safety Patrol	28
Financial Obligations	25 - 26	Saint Barbara's Students Rights	

and Responsibilities	35
School Advisory Board	6
School Financier	6

Serious Illness / Accidents	34
-----------------------------	----

<u>TOPIC</u>	<u>PAGE</u>
Serious Infractions	33
Severe Emergencies	34
Sexual Harassment Regulations	5
Special Services	13
Special Subject Fields	8 - 9
Speech Therapy	13
State Requirements	4
Student Behavior Code	31 - 34
Student Parties	13
Substance Abuse by Students	32
Suggestions for Parental Supervision of Homework	9 - 10
Supplemental Programs	9

<u>TOPIC</u>	<u>PAGE</u>
Supplies	26
Suspension / Conflict Resolution	33
Table of Contents	1
Tardiness	23
Teacher Aides	6
Teacher Personnel	6
Tornado Emergency	34
Transportation	29
Transportation Reimbursement	29
Tuition Policy	25
Vision and Hearing	13
Volunteers	26