

ST. BARBARA ELEMENTARY SCHOOL - PARENT/STUDENT HANDBOOK 2018-19

Dear Parents/Guardians,

As mutual partners with you in the Christian education of your children, the faculty and administration of St. Barbara Elementary School are committed to developing the spiritual, physical, and intellectual abilities of each student in preparation for the next levels of scholarship and, ultimately, for life as fully engaged citizens and leaders of society.

In pursuit of these goals, we have prepared this handbook of school policies and procedures to inform you about the expectations for the school life of your child.

We ask you to familiarize yourselves with this handbook and keep it as a ready reference throughout the current school year. All students and parents/guardians are asked to sign the understanding and multi-agreement contract sent with this handbook. Please return the signed form by Tuesday, August 28 (form should be returned with oldest child, but signed by all children in family/parent). This agreement will be kept in your child's cumulative records as acknowledgment of your understanding of school procedures.

We look forward to a productive school year as we continue the excellent tradition of St. Barbara Elementary School.

Mrs. Nolzco, Principal

PARENT/GUARDIAN CONDUCT

Parents and Guardians in the St. Barbara community are expected to demonstrate respectful behavior at all times towards faculty, administration, staff, students, and volunteers, both on and off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: verbal abuse, harassment, or assault of or threats to the faculty, administration, staff, students, or volunteers of the school.

If the behavior of a parent or guardian seriously interferes with the teaching, learning, and positive school environment, by the judgment of the Principal and Pastor, the parent/guardian may be asked to temporarily or permanently refrain from being present on school grounds.

ADMISSION STATEMENT

St. Barbara Elementary School is operated under the auspices of the Catholic Bishop of Chicago, a corporate sole, in the Archdiocese of Chicago.

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

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

Parents should understand that all students both Catholic and non-Catholic, admitted to the school will participate in Catholic religious instruction as well as other activities related to the Catholic identity of St. Barbara School.

Before children begin the new school year, parents must sign a tuition agreement.

BASIC INFORMATION ABOUT ST. BARBARA SCHOOL

1. Our school day starts at 7:55 a.m. and finishes at 2:40 p.m. except on faculty meeting days noted with early dismissal time. The school office closes at 3:15pm.
2. Our kindergarten schedule is from 7:55 a.m. to 2:35 p.m.
3. Pre-school schedule is as follows:

3 yr & 4 yr old/5 day program (full day):	8:15 am - 2:30 pm Monday-Friday
3 yr & 4 yr old/5 day program (half-day):	8:15 am - 11:15 am Monday-Friday
3 yr & 4 yr old/3 day program (half-day):	8:15 am - 11:15 am Monday-Wednesday-Friday
4. A before and after school program is provided for working parents. The morning program begins at 7:15 a.m., the after school program begins at 2:40 p.m. and runs through 6:00 p.m. Please see appropriate section for further information and fees.
5. Uniforms are worn by our students for classes as well as gym classes. Students in grades K-8 only wear the gym uniform on gym day.
6. Book fees (covering the rental and costs of some books, workbooks, and school supplies) and a technology fee are charged the beginning of each school year. Payment is due no later than the first week of school. **If these fees are not paid, your child or children will not receive their books.** Refunds on registration/book and technology fees are not given to transferring students. A fee or replacement cost will be assessed for damaged/lost books at the end of the school year.
7. Tuition is charged and must be paid according to the guidelines given at the time of signing a tuition agreement. Please refer to your tuition agreement.
8. Returned checks will be assessed a \$25 fee in addition to any bank fees incurred on checks returned by the bank.
9. All new students must bring a transfer from their former school plus a medical and dental report. These are due before an interview will be granted. This information is essential for the accurate placement of the student in school
10. Students transferring from St. Barbara will be assessed a \$5.00 processing fee. Student requests for submitting records with public school applications will be assessed a \$5.00 processing fee (per application). Requests for medical/dental records will be assessed a \$3.00 processing fee.

SEXUAL HARASSMENT

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.

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

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

STATEMENT OF SCHOOL PHILOSOPHY

The educational philosophy embraced by St. Barbara School seeks to include the religious, intellectual, emotional, cultural, and social development of its students. Primarily, as a Catholic, Christian institution, St. Barbara School exists to spread the gospel of Jesus Christ to the young of the community. Through both instruction and example, traditional values of love and respect are passed on to the students.

St. Barbara School strives to equip each student with the intellectual tools and skills necessary for survival in contemporary society. These skills would include proficiency in the basics of reading, writing, and calculating.

Because it is the right and duty of parents to educate their children, it is essential that parents and teachers work cooperatively as partners in the education process.

By creating a learning environment which recognizes and respects the individual learner as a unique entity possessing unique capabilities, students are encouraged to explore the unknown, to think critically, and to more fully appreciate the experience of life.

Our students are prepared for their future roles as responsible Christian adults through encouraged involvement in the school, parish, and community.

ST. BARBARA SCHOOL FACULTY

St. Barbara School is a professionally, accredited Catholic elementary school serving the Christian educational needs of families of St. Barbara Parish. All faculty members are certified by the State of Illinois.

St. Barbara Elementary School does not discriminate in employment on the basis of race, color, sex, national origin, age, military discharge, mental or physical handicap unrelated to the ability to perform the duties of the position.

By law, all personnel of St. Barbara Elementary School are mandated reporters of allegations/suspicions of child abuse/neglect, and must make reports to the Department of Children and Family Services whenever such circumstances should exist.

ADMISSION POLICIES

AGE OF ADMISSION

A child entering our first grade must be six years of age by September 1st:

Kindergarten - 5 years of age
Pre-school - 4 years of age
Pre-school - 3 years of age

ADMISSION RECORDS

For the admission of a pre-school, kindergarten, or first grade child, parents should present:

- Official birth certificate
- Baptismal certificate
- Social Security number
- Record of physical exam, immunizations, eye exam, lead screening, and dental exam as required at grade levels.

For the admission of older students, the above records must be presented plus the proper transfer from the school previously attended. Parents will be asked to sign a form requesting the records of the child from the former school

1. Children wishing to enroll in grades 3-8 who have not received the sacraments of Reconciliation and Holy Eucharist must attend religious education classes at St. Barbara until it has been determined that they are ready to receive the sacrament.
2. Students with learning disabilities and/or emotional disabilities, whose academic needs cannot be met by existing programs, may not be accepted for admission.
3. Transfer students may be tested by the school to see if they meet the academic standards set by the school at each grade level.
4. Transferring students may be placed on one year probationary status at St. Barbara School if previous academic or behavior history indicates a potential problem. Evaluation of academic and behavior performance at St. Barbara School will determine future course of action that best suits the needs of the student and St. Barbara School.
5. Tuition and fees for the previous year must be paid in full or a child will not be accepted the following school year.

ARRIVAL AND DISMISSAL PROCEDURES

STUDENT ARRIVAL

From the beginning of the school year until December 1, and from April 1 through the end of the school year, teacher supervision will be provided on the school lot from 7:45 – 7:55 a.m. The gates to the parking lot will be closed. Students are to line up in class designated lines. The bell rings at 7:55 a.m. Students are marked tardy after 8:05 a.m. From December 1 to April 1, adult morning supervision will not be available. Students are not to report to school before 7:55 a.m. A supervised morning program is provided by the school for a nominal fee.

STUDENT DISMISSAL

Students will be dismissed and should proceed carefully to the parking lot or Quinn St. (depending on where parent parks to pick up the student). If the parent/guardian does not arrive within 10 minutes of student dismissal, then the student will be sent to after care and charged accordingly. If the designated pick up person knows of an exceptional or experiences an unforeseen delay, then the school office should be notified immediately. Students/parents should leave school grounds immediately after dismissal to ensure student safety. School is not responsible for students once they are dismissed. Parents driving to school should enter the parking lot by the south gate and exit the north gate to ensure a smooth flow of traffic.

ATTENDANCE POLICIES

ATTENDANCE/ABSENCE

Regularity of attendance and punctuality are important from the first day of school. A student's academic progress depends on regularity of attendance. Repeated absences may result in lack of mastery of academic goals and may be sufficient grounds for retention of a grade. Students are marked tardy if not present in the classroom by 8:05 a.m. (see tardiness). If your child is absent from school, the parent is required to:

1. Call the school office at 312-326-6243 before 8:15 a.m. to report the absence. Before 7:30 a.m. a message may be left on the answering machine.
2. It is imperative that parents send a written excuse, as to the cause of absence, upon the child's return to school.
3. Should a student become ill at school, the parent will be notified so that someone may come to school and take the student home. If a parent cannot be reached, the school office shall contact the emergency phone number found on the student's registration form. No student will be sent home without an adult (18 yrs. or older), who is required to fill out an "early dismissal" form in the school office prior to the student's dismissal.
4. All students are required to make up assignments which were missed during his/her absence. A student will have one day per absence to complete back assignments. For example: if a student is out one day, he/she has one day upon return to turn in back assignments. **It is the student's responsibility to make arrangements for missing assignments due to illness.** When students are absent on a testing day, the student must be prepared to take a make-up test before school at 7:30 a.m. or after school at 2:45 p.m. at the discretion of the teacher as soon as the student returns to school. Frequent absence (30 days or more per year) and/or a gross lack of completed assignments may result in the student's retention at the present grade level.
5. No student may leave the school grounds at any time for any purpose without the written authorization of parents or guardians and the verbal approval of the principal. The school accepts no responsibility for any child who leaves the school grounds without permission.
6. **Vacation time during the school year is not acceptable. We strongly discourage scheduling vacation time during the school year. School work will not be given prior to any vacations during the school year. It is the student's responsibility upon his/her return to make up missed assignments. Missed tests will be administered at the discretion of the teacher.**
7. Only 8th grade students are permitted to attend High School Shadow Days. Parents must notify the teacher and principal for approval at least two days prior to the Shadow Day. A student is limited to one high school shadow day. Shadow days are not excused absences.

TARDINESS

If a student arrives in the classroom after 8:05 a.m., he/she is considered tardy. Accumulation of 3 tardies will warrant a detention. Chronic tardiness develops poor habits in the student and is disruptive to the class and teacher. Students arriving at school later than 9:30 a.m. or leaving before 1:30 p.m. will be marked 1/2 day absent.

EARLY DISMISSAL

Requests for early dismissals are strongly frowned upon. Please make all appointments for after school, weekends, half-days, or scheduled holidays.

A written request from the parent or guardian is required for the pupil to leave school before dismissal time. No child is released unless the principal knows the reason for the release and the person to whom he/she is released.

NOTE: If someone other than the parent/guardian is picking up a student at dismissal time, a written note or a telephone call to the office is necessary. The person picking up the child must be an adult, 18 yrs. or older.

TRUANCY

If irregular attendance develops on the part of the student, the parents will be asked to come to school to discuss the solution of the attendance problem. A student who does not come to school and has no legal excuse for missing school will be considered truant and his permanent record will be so marked. If necessary, proper law enforcement authorities will be notified.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

When an emergency situation arises because of severe weather conditions, St. Barbara Elementary School will notify families through the School Messenger automated message system. In addition, the school will notify the following TV and radio stations: Please listen to the announcement on the radio...WMAQ (67), WGN (720), WBBM (78), or watch the following: Channel 2, 5, 7, 9, 32 Fox, or CLTV news. You may also check our website: <http://www.stbarbaraschool.org> (Do not call the school office - if we are closed, no one will answer.)

CIVIL DEFENSE PROCEDURES

FIRE DRILLS

Everyone in the school must evacuate the building at the time of a fire drill. These are held at regular intervals during the school year and are usually supervised by fire department personnel. Each class is assigned to and must meet at their designated area. Silence and orderly behavior are essential for successful practice. Violation of this policy will warrant an after school detention.

SEVERE WEATHER DRILLS

Severe weather warning drills are also held in case of emergencies caused by tornadoes, high winds, etc. A warning system different from the fire alarm is used. Each room has been assigned places in the safety zones of our school building, such as the tunnel area and basement of our school.

SCHOOL SAFETY

For the safety of our students all visitors are asked to "buzz in" for identification purposes. Anyone entering or leaving the building is asked not to let anyone in unless they are buzzed in or accompanied to the office.

All parents are asked to be extremely cautious when driving near the school during the times immediately before and after school. **Please do not "double park" on Throop St. or Quinn St. when dropping off/picking up students. Vehicles should never be left running and unattended when dropping off/picking up students.**

PARKING LOT

Cars will not be permitted into the parking lot after 7:45 a.m. The gates will be closed to ensure student safety. At school dismissal times, cars are asked to enter the parking lot using the south gate only and exiting by way of the north gate only. We ask that you pick up your children promptly and exit the lot in a timely manner. Parents are asked to be prompt in picking up their children at dismissal time. Once children are dismissed at the end of the school day, they become the responsibility of their parents. The school is not responsible for injuries, "squabbles", student whereabouts, etc. once they are dismissed. Students are not permitted to run around the parking lot before or after school even if they are under the supervision of their parents. Detentions may be given.

At no time is anyone permitted to drive up to the doors of the school or drive through school/parish premises. All children must be dropped off in the main

parking lot, Throop or Quinn Streets.

Once the winter schedule begins December 1, morning supervision is not available and cars are permitted in the lot. Students should not arrive prior to the start of school at 7:55 a.m.

ACADEMIC POLICIES

ACADEMIC EXPECTATIONS

All students of St. Barbara are expected to strive for academic excellence. The faculty and administration recognize the uniqueness of each learner and realize that excellence is also different for each child.

It is the student's responsibility to listen attentively, complete necessary assignments, participate in class activities and put forth 100% effort in order to reach his/her potential.

When students are absent on a testing day, the student must be prepared to take a make-up test before school at 7:30 a.m. or after school at 2:45 p.m. at the discretion of the teacher as soon as the student returns to school. Make-up tests are not given during the school day.

GRADING

Progress reports are issued the sixth Monday of each 10-week quarter. Report cards are issued the Monday after the close of the academic quarter.

Pre-school will not be graded since a "non-competitive" atmosphere is stressed. Kindergarten has its own skill-based report cards. Primary grades (1-4) will receive grades of A, B, C, D, or U on report cards and progress reports. Grade 5-8 will receive percentage grades on progress reports and report cards. Letter grade equivalents will be listed on report cards.

Parent-teacher conferences will be held at the end of the first quarter for grades K-8 students.

Conferences will be held at the 4th quarter progress report marking period if retention/summer school will be necessary.

HONOR ROLL

Golden A Honor Roll:

A percentage grade of 93% or better must be achieved in every subject.

A Honor Roll:

A cumulative (average of all grades) average of 93% or better must be achieved & a student may not have a D or F grade in any subject.

In all grades, a student may have only one high B grade with remaining A grades and make this honor roll.

B Honor Roll:

A cumulative (average of all grades) average of 85% or better must be achieved & a student may not have a D or F grade in any subject.

In all grades, a student may have only one high C grade with remaining A and B grades and make this honor roll.

In all cases, one or more Behavioral detentions will disqualify a student from the Honor Roll for the quarter.

SUMMER SCHOOL

Attendance in summer school should not be looked upon as failure, but as an opportunity for improvement and maintenance. Some students require academic support over the summer to insure success during the school year.

Student grade averages, progress, and Aspire test scores will be reviewed to determine if summer school is necessary. Conferences will be held in early May to discuss recommendations for summer school. Students required to attend summer school may not be accepted back in the fall of the next school year if they do not attend the required class(es).

GRADUATION REQUIREMENT

All 8th grade students must pass the Federal and State Constitution tests in order to meet the graduation requirement. In addition, if a graduate is required to attend summer school because of the above summer school grade policy, his/her diploma (not graduation) will be withheld until completion of summer school. Under normal circumstances, the student will be allowed all the privileges of graduation.

RETENTION

If the school determines that it is not in the best interest of the child to progress to the next grade level, formal notification/recommendation will be given to the parent no later than the third quarter marking period.

HOMEWORK

Homework is given for the purpose of forming habits of individual study. This may consist of written work, reading of a book, and reinforcement of work that day, and the returning of necessary letters to school. In the beginning of the school year the following guidelines will be instituted concerning homework and make-up work:

1. Any student that is absent must have arrangements made for homework assignments to be brought to them. If arrangements cannot be made, it is the student's responsibility to arrange with the teacher an opportunity to make up all tests and work. **(Refer to Absence)**
2. Any student not completing or forgetting homework assignments will be given a detention. Forgotten assignments must be turned in the following day or a 0% will be given. **(Refer to Detention)**
3. Students not following directions on an assignment may lose up to 5% on the grade or may be asked to do the assignment over. Repeated lack of effort in this area will result in a detention.
4. Music, Gym, Spanish, and Keyboarding class are considered school subjects. Therefore, any student not prepared for these classes on the assigned day will be issued a detention. Repeated failure to comply may result in a failing grade.
5. Parent involvement in homework is very important. Parents are encouraged to:
 - Listen to readings and sharing of school experiences
 - Hear spelling and definitions
 - Help with research
 - Guide problem solving
 - Encourage and direct
 - Drill/practice flashcards, vocabulary
 - Allow children to do their own work. Too much help can be harmful to real learning.
 - Check for neatness and quality of work

It is important to remember that homework involves more than writing. Reading, reciting, and sharing are also vital elements.

DISCIPLINE POLICIES

One of our goals at St. Barbara is to develop self-discipline. Each child takes upon himself/herself the responsibility to choose one form of behavior over another and ultimately accepts the consequences of his/her behavior. Rules are established for the entire school and also within each classroom to guide the child's growth in good habits and Christian attitudes.

The school is a learning situation and students may err in their choices from time to time. In these cases, discussion with the student seems to be effective. However, if repeated failure to cooperate with the classroom or school regulations occurs, the proper authority may issue a detention.

DETENTION/DISCIPLINE

The detention may be in one of two forms: classroom and/or work detention. Classroom/work detentions are scheduled daily from 2:40 - 3:10 p.m. The teacher and/or principal will determine the appropriate type of detention for the seriousness of the infraction.

Parents will receive a printed detention form indicating the infraction and class in which it occurred. The form will also indicate whether it is a working or classroom detention. This form is to be signed & returned to school the following morning. The detention will be served on the assigned day.

After six detentions, a parent conference will be scheduled. Conferences are scheduled for 7:35 a.m. or 2:45 p.m. If a parent does not attend the

scheduled conference, the child may not be allowed to attend school until such conference is held. Any student receiving 9 detentions within a semester will serve a 1-1/2 hour after-school detention and there will be a \$15 supervision fee. Any student receiving 12 or more detentions (within a semester) will serve a mandatory 3 hour Saturday detention with \$30.00 supervision fee. The date and time will be determined by the principal.

Please note: Misbehavior takes on many forms and happens in various degrees; therefore, more severe consequences may deem necessary for more serious infractions.

Appropriate detention(s) may be given for inappropriate behavior in our school for the following examples:

- vulgar, profane language or improper actions
- disrespect of authority, answering inappropriately
- class disruptions/disruptive conduct
- defacing property or school materials as books, uniforms, etc. (restitution required)[Examples but not limited to, school bathrooms, lunchroom, books, desks, lockers, uniforms]
- lying, cheating (student will also be given a 0% on assignment or test)
- missing assignments and school work
- disrespect of another student
- not having gym uniform and gym shoes on gym day/recorder for music class/Keyboard class materials
- not having assignment notebook
- unsafe playground behavior
- chewing gum, drinking beverages, or eating outside of the lunch period
- littering

In the following situations, a student will serve a detention after three violations:

- Grades K-2, missing homework assignments
- uniform code violations
- tardiness

Repeated display of the above behavior will result in a progression of steps to solve the problem, including but not limited to:

- verbal warning
- loss of privileges
- mediation/conflict resolution
- detention
- phone call home
- written record of offense
- Principal/Student conference and warning
- Principal/Pastor/Parent/Student conference during which possible solutions to the problem will be explored and an agreement, which lists the areas in which notable improvement is needed, will be signed
- Probation
- Suspension (In-school/Out-of-school)[Not to exceed one week]
- Expulsion
- Report filed with Police when the school is required to do so

PHYSICAL FIGHTING

Physical fighting will not be tolerated between students. Parents of students involved in the fighting will be called to school immediately for a conference between principal, pastor, and parents. A suitable punishment will be determined at the conference.

In the event that a parent does not appear for the conference, suspension may be in order until the conference is held.

BULLYING/HARASSING CONDUCT

Bullying and/or harassment of a student(s) toward another student are never acceptable behaviors at St. Barbara School. When the school becomes aware of a situation involving bullying, several steps are taken to eradicate the situation. Namely, these may include: meeting between parents and students, disciplinary measures as determined by the school, and peer conflict resolution sessions in the classroom with the teacher and school counselor, and police intervention if needed.

DRUG AND ALCOHOL

St. Barbara School stresses a drug-free environment based on a strong educational curriculum. Possession of or involvement in drugs or alcohol will not be tolerated. Such involvement will result in immediate suspension and possible expulsion from school.

INTERNET POLICY

All classrooms have Internet access. St. Barbara School provides for student safety through a sophisticated filtering system on our server. All students and parents are required to sign an Internet Safety agreement. Abuse of our computer equipment/access will result in loss of computer privileges. Parents should take an active role enforcing safe Internet practices outside the classroom. (This would include but not be limited to: Internet access, cell phones, and social networking sites.)

GANG AFFILIATION/WEAPONS

St. Barbara School strives to insure a safe environment for all students; therefore, any student suspected or found to be affiliated with a gang will be asked to leave the school permanently. St. Barbara School strives to insure a safe environment for all students; therefore, any student carrying a weapon or any object that is intended as a weapon will be asked to leave the school permanently.

CELL PHONES

Students are not permitted to bring personal cell phones, tablets and other electronic devices to school. Confiscated items (first offense) will be returned only to the parent. Any future offense will result in the confiscated item being held until the last day of school.

STUDENT ELECTRONIC USAGE OF TECHNOLOGY

It is against the law to threaten, harass, or bully others with text messages, e-mails, phone calls, or by posting comments and/or pictures on Internet sites such as Facebook, Twitter, etc. Parents are strongly encouraged to monitor their student's Internet interactions.

Abuse of cell phones/cameras, Internet postings, and/or cyber-bullying will result in police intervention. St. Barbara School will also determine consequences that may result in loss of school privileges, suspension, or expulsion.

BEHAVIOR/ACADEMIC CONTRACT

It may be necessary in some situations that after several intervention measures and written warning, a student would be placed on academic and/or behavior contract established by the school.

The parents and student involved will meet with the principal and teacher(s) to review the contract and establish time lines.

A student's failure to adhere to the requirements of the contract may result in permanent dismissal from the school.

PROBATION

After two scheduled parent-teacher conferences (6 detentions), a student may be placed on academic/disciplinary probation.

SUSPENSION

Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected student in overcoming a disciplinary problem. In some instances, students may be barred from school entirely. Except in unusual cases, the suspension should not exceed one week.

EXPULSION

Expulsion is the termination of the student's privilege to attend the school and requires the transfer of the student to another school. Please refer to the progression of discipline list in the section on Detention/Discipline on pg.8. Expulsion is the last resort after the listed means of discipline have failed to produce the desired outcome.

NOTE: In extreme cases in which potential harm or actual harm has been done to endanger the safety of students or staff, immediate dismissal may be our only recourse.

STUDENT RESPONSIBILITIES

HEALTH

Illinois State Law requires that before school begins in the fall; all children entering for the first time and again upon entering 6th grade have a physical examination as well as immunization. Failure to comply will result in exclusion until this requirement is accomplished. Dental examinations are required for Kindergarten, Grade 2, and Grade 6 students. Eye examinations are also required for Kindergarten students and new students to St. Barbara School. Medical and dental services are offered by the Chicago Dept. of Health in cooperation with the Board of Education.

According to Archdiocesan Policy, school personnel **shall not** dispense medication to students, except in extraordinary circumstances which must be approved by the principal. **School personnel will not maintain, supervise, or administer any medication.**

If a child is on antibiotics or medication that must be taken several times daily, this should be spaced so no dosage is required during school hours. If this cannot be done, parents are asked to come to school and administer the medicine during the lunch period so as not to disrupt class time.

PERSONAL APPEARANCE AND HYGIENE

Parents are responsible for making sure their children develop regular habits of bathing, brushing their teeth, and dressing neatly. Students in the upper grades must develop the habit of using deodorant daily.

UNIFORM REQUIREMENT FOR 2018-19

Each child is expected to wear the proper uniform daily, beginning the first full day of school. Non-uniform sweaters, shirts/ blouses will not be permitted.

Preschool & Kindergarten -	No uniform required
Girls in Grades 1-8	Gray/navy plaid culottes, powder blue short-sleeved blouse, and navy monogrammed v-neck pullover/sweater vest and navy blue knee socks
Boys in Grades 1-8	Navy or Khaki dress pants with belt and powder blue short-sleeved/long-sleeved oxford shirt
Boys in Grades 1-4	Navy cross tie
Boys in Grades 5-8	Navy tie
Boys in Grades 1-8	Optional monogrammed sweater/sweater vest (Grades 1-8 navy)

Boys are not permitted to wear corduroy or jean style pants. Girls are permitted to wear navy tights during the months of December, January, and February. Girls are permitted to wear navy or khaki slacks year round. (slacks must be purchased through Schoolbelles. Girls may wear pullover sweaters/sweater vests as weather permits.

Both girls and boys are expected to wear flat-heeled, soft-soled/non-skid (not plastic) PRACTICAL shoes, no sandals, slipper-type, etc. The only colors allowed will be dark brown, black, or navy blue. **NO HIGH-TOPS, ANKLE HIGH, BOOT TYPE SHOES WILL BE ALLOWED.**

No deviation from the required uniform is permitted. **UNIFORMS ARE EXPECTED TO MATCH EXACTLY TO THOSE PURCHASED THROUGH SCHOOLBELLES UNIFORM COMPANY.**

OUT OF UNIFORM PASSES

At the discretion of the administration, out of uniform passes may be issued in limited number. These passes are meant to be special departures from the established dress code and their use will reflect exceptional circumstances.

OUT-OF-UNIFORM PASSES MAY NOT BE USED ON FRIDAY LITURGY DAYS, BOXTOPS/\$1.00 OUT-OF-UNIFORM DAYS, OR SPIRIT WEAR DAYS

Jewelry and make-up: Since school is a place of learning, large or dangling earrings or gaudy jewelry are not proper or permitted. Make-up, artificial nails, and colored nail polish are not permitted. Students are expected to come to school well-groomed.

Fad hairstyles will not be tolerated. Extremely moussed, sprayed, spiked, etched, and shaved hairstyles are not permitted. Boys are not permitted to have tails, extremely long hair, or extreme mushroom cuts. Military cuts for the boys are permitted. Boys' hair length should not cover shirt collar or ears. Boys and girls are not permitted to have any part of their head shaved, color their hair, or wear hair wraps. All hairstyles are to be neat and appropriate.

Boys are not permitted to wear earrings to school or any other school-related activity/function. Girls with double/triple ear piercing are not allowed to wear more than one pair of earrings in the traditional style.

Tight fitting (including yoga pants, leggings, skinny jeans, spandex), immodest clothing, dangling earrings (non-traditional ear/body piercing-boys and girls), nail polish, and non-conforming hairstyles are not permitted on out-of-uniform days. Students are not permitted to wear inappropriately logoed, tank-tops, halters, mid-riffs, Lycra, or tight-fitting clothing on out-of-uniform days. **Modest knee-length shorts may only be worn prior to October 1 and after May 1.**

GYM UNIFORM

Kindergarten-Grade 8: St. Barbara sweatpants, T-shirt, and gym shoes are the basic gym uniform (preschool not required to wear gym uniform). Students will have gym one class period per week. Gym uniforms and gym shoes will be worn to school on gym day by all students. St. Barbara gym shorts may replace sweatpants through October 1 and after May 1 as weather permits. St. Barbara sweatshirts may replace T-shirts.

BOOTS

Boots must be worn when snow is on the ground. The rule is, "Snow on the ground, boots on the feet". Boots are removed in the lower hall before a child enters the classroom.

A strong cloth or plastic boot bag with handles is required for the boots. This bag will then be hung in the coat room or locker. We discourage parents from entering the building to help children with boots. There is always a teacher on duty in the lower hall to help with shoes. Please make sure that your child is able to put on/take off his/her own boots before purchasing them.

FIELD TRIPS

Field trips provide a significant educational experience for the student. They are, however, a privilege. School fees and tuition must be current to participate in field trips and student's general school conduct will also be a decisive factor in determining whether or not a student will be permitted to participate.

Field trips are financed by parents and supervised by teachers and Virtus-trained parent chaperones. Permission slips for each student's participation must be signed by the parent. Parental written consent is not acceptable - you must sign the school permission form your child brings home.

Because field trips are designed to enhance what is learned in the classroom, any student not attending the field trip may be asked to complete a research assignment on a similar topic.

The school accepts no responsibility for the student's safety other than that of reasonable, prudent care and supervision to be provided at all times. Students are expected to follow field trip rules as outlined by the teacher.

SCHOOL ACTIVITIES AND PARISH ACTIVITIES

For legal and insurance purposes, activities on the St. Barbara property are considered to be either under the authority of St. Barbara School or under the authority of St. Barbara Parish. Any necessary permission requirements will reflect the correct distinction. For example: Participation as an altar server or in the parish choir is considered a parish activity; participation in the school newspaper or the official school volleyball teams or basketball teams is considered school activities.

EXTRA-CURRICULAR ACTIVITIES

St. Barbara School encourages all students to join in extra-curricular programs including team sports as part of their overall development. However, they need to organize their time between school activities, home, and other family commitments. If the school or parent feels that participation in extra-curricular activities is affecting academic progress, a conference may be held to determine continued student eligibility. The school holds final responsibility for the determination of continued participation.

Behavior Requirements: A student may also become ineligible to participate in extra-curricular activities for serious behavior problems such as fighting, damage to school property, endangering the safety of students/faculty, academic dishonesty, and/or continuous disruptive behavior. The length of ineligibility will be determined by the school.

Tuition and school fees must be current for participation in extra-curricular activities.

Athletic Teams: All children are given the opportunity to participate in sports, as long as they meet the behavior requirements for extra-curricular activities and tuition and school fees are current. In addition, the school sports program must be financially self-sufficient; therefore, each team member is required to pay a \$60.00 athletic fee to support the team financially.

If a student becomes ineligible for school extra-curricular activities, the following process will take place:

1. A written notice will be sent home signed by the principal.
2. The student will be notified by his/her teacher or the principal.
3. The coach/activity supervisor will be notified by the principal.
4. A list will be kept on file in the school office.

We hope that no one will be removed from an activity but it is important that we remain consistent in stressing self-discipline and responsible decision making. All team members must abide by the rules outlined for athletic participation.

INSURANCE

A reasonable cost accident insurance policy is offered to all school children. All students participating in our athletic program must have an insurance policy through the school or show proof of insurance.

HOME-SCHOOL COMMUNICATION

VISITING THE SCHOOL

Parents are encouraged to contact their child's teacher whenever they feel the need. Teachers are available in the morning from 7:35-7:45 a.m. or after school from 2:45-3:00 p.m. We ask that parents call at least one day ahead of time so that appointments do not overlap and teachers can be notified. A written note requesting an appointment can also be brought to the teacher by your child.

PARENT-TEACHER CONFERENCES

A mandatory scheduled conference is held between the teacher and parents after the first marking period which is early in November. Conferences are designed to note ways in which the school and home can work more closely together for the benefit of the child. Conferences will be held at the 4th quarter progress report marking period if retention/summer school will be necessary.

REPORT CARDS

Written progress reports noting the academic and social progress of each student will be sent to the parents four times a year. Progress reports are sent home the sixth Monday of each quarter.

MONTHLY CALENDAR

A tentative school year calendar is included with this handbook. Please read it carefully and keep it for ready reference. Any changes will be sent home with the oldest child notifying you of the change. Additional calendars may be purchased from the school office for \$5.00. The calendar is also posted on our website www.stbarbaraschool.org

PARENT-TEACHER COMMUNICATION

On Monday afternoons, teachers will distribute the previous week's corrected class work to each child to take home in their brown envelope. Parents are asked to review the material, sign and date the envelope, and return it to the classroom teacher the following day.

All school correspondence to parents will go home with each child through a brown envelope. Upon receiving the correspondence, each parent is asked to review the material and return the envelope signed/dated the following date. Replacement cost of brown envelope is \$1.00.

In addition, all teachers may be contacted through their school email. Allow 24 hours for a response to an email.

ORGANIZATION CORRESPONDENCE

Announcements of any kind must be approved by the principal before they may be made or distributed to the students or faculty.

A copy of any note being sent to parents by any faculty member, society or organization must be presented to the principal for approval and school file.

MORNING PROGRAM/EXTENDED DAY SERVICE

Programs are offered to students with working parents. The following policies apply to the Morning Program and Extended Day program.

POLICIES

1. The Morning Program will begin on the first day of school. The Extended Day Program will begin the first full week of school. Payment for the first week is due the first day of school.
2. The Morning Program/Extended Day Program are only available on days when school is in session, **not on free days**.
3. All payments are required the Friday before the week begins.
4. Payments will be adjusted for weeks having less than 4 days.
5. Payments will be adjusted for absences due to illness if student is absent from school more than one (1) day per week.
6. Students enrolled in the Morning Program may not enter the school building alone. **Parents/authorized adult must accompany child and sign in.**
7. **Parents/authorized adult must sign the child out** of the Extended Day Program when picked up.
8. On half-day sessions, the Extended Day Program will be available at 11:30 p.m. **There is no extra charge for the extra hours.**
9. A snack will be provided each day in the Extended Day Program.
10. Children may bring a change of clothes for the Extended Day Program.
11. Students are expected to do their homework after school. Once homework is completed, they will have an opportunity for "play-time". **Parents, it is your responsibility to check your child's homework.**
12. If your child is enrolled in the Extended Day Program and chooses to participate in an extracurricular activity (sports, choir, etc.), you must advise the program director in writing that your child has permission to leave Extended Day and attend the activity.
13. If your child will not attend the program on a particular day, you must advise the program director in writing or advise the school office by phone.
14. Parents are required to call if they will be late picking up the child from Extended Day. A late fee will still be charged. The phone number for Extended Day is 312-326-9335.
15. All policies regarding student behavior and safety apply to the Morning Program and Extended Day Program.

St. Barbara School Mission Statement

We Are...*a Catholic elementary school,
a diverse community of students and staff,
rooted in faith and nurtured through prayer, sacraments, and liturgy.*

We believe...*in the uniqueness of each student,
provide quality education and skills to ensure success,
encourage individual leadership,
and promote a family spirit.*

We prepare...*our students for the future
through global awareness,
involvement in the local community,
and service to St. Barbara parish.*

We aspire...*to have our students remain faith-filled followers of Jesus Christ.*

