

Family Handbook **2021-2022**



We Are Crusaders!
Achieving Excellence Together



St. Catherine Labouré School
3425 Thornwood Ave., Glenview, IL 60026
(847) 724-2240
www.sclschool-glenview.org

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MISSION STATEMENT

St. Catherine Labouré School teaches the values of Jesus and the Catholic Church in an atmosphere of love and discipline. Teachers impart fundamental academic skills, the joy of learning, a positive sense of self-awareness, and a community spirit, while recognizing each student's individuality and importance. St. Catherine Labouré School is proud of its past. With the support of parents and the parish community, and with guidance from the Holy Spirit, we anticipate the future with faith and determination.

PHILOSOPHY

St. Catherine Labouré School is a Catholic Community dedicated to learning, prayer, liturgy and service. We are committed to the development of each student as a person with unique abilities and needs.

Recognizing the parent as the primary teacher, St. Catherine Labouré School fosters a strong home-school partnership in order to provide quality education for each student. Our Catholic School environment promotes intellectual, spiritual, emotional, physical, and social growth while nurturing the self-esteem and self-confidence so vital to learning. Each student is encouraged to realize his or her full potential through inquiry, creativity, and action.

Through integration of academic competency and spiritual values, the student is challenged to be a concerned and active individual in church and society, present and future.

FACULTY AND STAFF

Pastor	Reverend Isaac Lara
Principal	Mrs. Jodi Reuter
Administrative Assistant	Mrs. Joliot Palmes
Pre-School (Three Year Olds)	Ms. Andrea Weihs
Teacher Aide	Mrs. Sue Larkin
Early Childhood Program (Four Year Olds)	Mrs. Helen Barr
Teacher Aide	Mrs. Yuxian Cusack
Kindergarten	Mrs. Shannon Bannon
Grade 1	Mrs. Diane Greif
Grade 2	Ms. Amanda Goczkowski
Grade 3	Mrs. Donna Lynk
Grade 4	Mrs. Cathy Lillig
Grade 5	Ms. Lori Prokopiak
Teacher Aide	Mrs. Diane Dorr
Teacher Aide	Mrs. Penny Naal
Grade 6	Mr. John Blumenshine
Grade 7	Dr. Michael Paradiso
Grade 8	Ms. Eileen Savino
Art	Ms. Mirjana Dejkovic
Gym	Mr. Dan Miniscalco
Music	Mrs. Mallory Gaul
Resource	Mrs. Anne Kovoichich
Spanish	Mrs. Dara Ury
Technology	Mrs. Mona Macpherson
Maintenance	Mr. Val Silva
Maintenance	Mrs. Rosalba Perez

CALENDAR

August

August 18 - First Full Day for all students Preschool - 8th Grade

September

September 6 - No School, Labor Day

September 24 – No School Staff Development Day

October

October 8 - 11:30 Dismissal - Conferences, 11:30am-3:00pm
(NO PM EXTENDED CARE AND NO PM BUS SERVICE)

October 11 - No School, Columbus Day

November

November 12 - No School Staff Development

November 24-26 - No School, Thanksgiving Holiday

December

December 16 – Christmas Show

December 18 - January 2 - No School, Christmas Vacation

January

January 3 – Classes Resume

January 17 - No School, Dr. Martin Luther King, Jr. Day

January 30 – February 5 - Catholic Schools Week

February

February 11 - No School Staff Development

February 21 - No School, President's Day

March

March 4 – 11:30 Dismissal - Conferences, 11:30am-3:00pm
(NO PM EXTENDED CARE AND NO PM BUS SERVICE)

March 25 - No School Staff Development

March 28 - No School, Teacher Planning Day

April

April 14 - 11:30 Dismissal

(NO PM EXTENDED CARE AND NO PM BUS SERVICE)

April 15 - No School, Good Friday

April 18-22 - No School Easter Break

April 25 - Classes resume

May

May 13 - No School, Teacher Planning Day

May 27 - No School, Religious Institute Day

May 30 - No School, Memorial Day

June

June 4 – 8th Grade Graduation 11:00am

June 8 - 11:30am Dismissal - Last Day of School

(NO PM EXTENDED CARE AND NO PM BUS SERVICE)

Updated 8/30/2021

FINANCIAL INFORMATION

TUITION

St. Catherine Labouré School is dependent on tuition collection to fund its programming and staffing. Before beginning the school year, families must sign up with FACT's Tuition Management see below.

Families are responsible for the tuition charged during the school year. Any special arrangements regarding the payment terms of this contract must be approved in writing in advance by the principal and/or pastor of St. Catherine Labouré School.

Tuition exclusion days will be enforced on October 15, January 15, March 15, and May 15. On these dates, the school will exclude the students from classes whose families are 45 days or more delinquent in tuition payments. The student may not return to school until the parent(s) attend a meeting with the principal and/or pastor and the agreed upon fees are paid.

Scholarship grants are based on demonstrated financial need. Students in Kindergarten through 8th grade are eligible. Assistance is not available for Pre-K tuitions. Incomplete applications cannot be considered for financial assistance. Please refer to the "Scholarship Policy" section below for additional guidelines.

The school, in its sole discretion, shall determine when the conduct of the student or any party to this agreement is not in the best interests of the school and thereby may unilaterally terminate this agreement.

FACTS TUITION MANAGEMENT POLICIES

St. Catherine Labouré School utilizes FACTS Management to handle tuition collection. FACTS is a third-party service that works with our school. All school families must create and use a FACTS account. For more information about FACTS, visit <https://online.factsmtg.com/signin/41BFN>. The following policies apply to FACTS:

1. All FACTS Management Systems accounts must be paid in full before students will be allowed to return for an upcoming year at St. Catherine Labouré School.
2. You are able to view your FACTS account status and arrange for payments online. Log on at <https://online.factsmtg.com/signin/41BFN> and visit the "Parents & Students" portion of the website for more information or call FACTS at (800) 624-7092.
3. To access your existing FACTS account, go to <https://online.factsmtg.com/signin/41BFN>.
4. The fee for late payments is \$30.00. To avoid being assessed a late fee, FACTS must receive your full payment (including any past due amount) on or before the due date. If your account has been assessed a late fee, the full tuition amount and the late fee must be paid for your account to be correct.

FEES

St. Catherine Labouré School assesses the following fees:

Graduation Fee

Eighth graders, preparing for graduation in June, have a \$100 graduation fee. The fee covers the cap and gown rental, composite picture, diploma and cover, flowers, and decorations. This fee is due in the office by April 1. All fees must be paid in full before any 8th grade student may participate in any graduation activity.

Milk Program

Two percent white milk is served to students at lunchtime. The cost per student for the government subsidized Milk Program is \$50 per year. Payment is due during the first week of school. Milk is served August 18 through June 7.

The school milk program is available to all eligible participants without regard to race, color, sex, age, disability or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to: Administrator, Food and Consumer Service, 3101 Park Center Drive, Alexandria, VA 22302.

Non-Parishioner Fee

For the purposes of tuition determination, a Registered Parishioner is defined as a family that is registered with St. Catherine Labouré Parish, has a Parish ID number, and contributes through envelope contributions to the support of the parish. The family needs to be an active parishioner for one complete school year before it will be allocated the parishioner school rate.

Sacrament Fees

Children who will be receiving the sacraments of Reconciliation and First Communion have a \$100 sacrament fee, which covers expenses such as, but not limited to, the textbook, program booklets, special instructional materials, flowers and decorations for the services, and certificates. This fee is due to the school office by February 1st. Those receiving Confirmation have a \$100 fee. The fee covers the textbook, printing of booklets, instructional materials, flowers and church decorations, certificates, pins, etc. This fee is due into the school office by February 1st.

FUNDRAISING

In an effort to provide the highest quality programs to our students, yet keep tuition affordable to our families, we rely on fundraising efforts. Each family is expected to do a pre-determined amount of fund raising each year. Families will be notified in advance of our fundraising programs. Please know that the generosity of our families is greatly appreciated. We would not be able to undertake our shared mission without this support.

REFUNDS

If a family transfers from St. Catherine Labouré School during the course of a school year, tuition and fees are determined as follows:

- Tuition will be refunded for any month not begun. Once the month has begun, tuition for that month will not be refunded.
- The New Family registration fee is not refundable.
- There will be no release of transcript or school records until all financial obligations are fulfilled.

SCL SCHOLARSHIP POLICY

Eligibility

SCL is able to offer financial assistance through donors and tax credit scholarships. Scholarship grants are based on demonstrated financial need. Students in Kindergarten through 8th grade are eligible. Assistance is not available for Pre-K tuitions. Incomplete applications cannot be considered for financial assistance.

Evaluation

The school administration shall evaluate all applications and determine financial assistance. All applications for the upcoming school year must be completed and returned by June 1st. Decisions shall be completed and applicants notified no later than July 15th. Grants shall be based on funds available and on demonstrated financial need. The names of applicants shall remain strictly confidential and shall not be disclosed. It is the policy of the school that all applicants assume a portion of the tuition payments; therefore, full scholarships will not be awarded. Once decisions are made, financial assistance awards cannot be appealed, negotiated, or re-evaluated.

Notification of Aid

All applicants shall be notified in writing of their financial assistance award. If a scholarship is awarded, the amount of the award shall be credited to the student's tuition in the FACTS system.

POLICIES AND PROCEDURES

ADMISSION POLICIES

Statement of Non-Discrimination

St. Catherine Labouré (SCL School) is operated under the auspices of the Catholic Bishop of Chicago, a Corporation Sole, in the Archdiocese of Chicago. The school admits students of any race, color, creed, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. The school does not discriminate on the basis of sex, race, color, or national and ethnic origin in the employment of teachers and staff or in the administration of educational policies, athletic or other school-administered programs.

The decision for admission or re-admission of a student rests with the Principal in consultation with the Pastor.

Priority of Admission

The school gives preference to student admissions based on the following criteria:

- Children of Registered and Participating Parishioners
 - Children currently enrolled at SCL School.
 - Brothers or sisters of currently enrolled students.
 - Children of families who are newly registered in the parish.
 - Transfer students from public schools.
- Transfer students from other Catholic schools
 - Children from schools that are closing or merging.
 - Children from parishes that do not have a school.
- Children of non-parishioners
 - Children of families with children already enrolled at SCL.
 - Children of families who have attended other Catholic schools.
 - Transfer students from public schools.

Admission Age

Illinois State law sets age requirements for admission into school programs. Kindergarten students must be 5 years old by September 1 of the year they are enrolled in school. Students in the Pre-K program for 4 year olds must be 4 years old by September 1 of the year they are enrolled in school. Students in the Pre-K program for 3 year olds must be 3 years old, toilet-trained, and able to function independently with clothing, by September 1 of the year they are enrolled in school. **Per Illinois law, SCL School will not make exceptions to this rule.**

Admission Forms and Certificates

These forms are needed for students entering Early Childhood (PK) and Kindergarten:

- Birth Certificate
- Baptismal Certificate
- Compliance with State-mandated physical exams and vaccination report

These forms are needed for students entering grades 1 through 8:

- Birth Certificate
- Baptismal Certificate
- Compliance with State-mandated physical exams and vaccination report
- Transfer form from previous school
- Recent report card and/or test scores
- Any and all documentation of an IEP, 504 Plan, or other accommodation
- An interview with the principal for all students entering grades 1-8 and their parent/guardian is required.

An evaluative test may be given to all students registered for admission in grades 1 through 8 to determine the child's current academic level. A student shadow day may be requested or required for students entering grades 1–8.

The following policies apply to all students entering SCL School in grades PK through 8th:

- All students entering grades Pre-K through 8 from other schools will be accepted for a six month probationary period to determine whether SCL School can meet students' needs of whatever kind before making the final decision. Families may need to sign an agreement that specifies expected behavior and achievement. New students will be informally evaluated by their teachers at various times during the probationary period and may be asked to transfer out if the terms of the agreement mentioned above are not met. Upon transferring out, tuition will be charged up to the date of dismissal.
- Students and parents/guardians must follow the Codes of Conduct as specified in the St. Catherine Labouré Family Handbook.
- Families must demonstrate an ability to pay and keep financial commitments to the school. Failure to meet financial obligations will result in the student(s) being excluded from school. As a final recourse, the school will take legal action for non-payment of funds.

ASBESTOS

St. Catherine Labouré School has a current asbestos abatement plan that is reviewed every three years. The plan and current reports are kept in the principal's office and are available for review by appointment. Please see the AHERA Compliance letter found at the end of this Handbook.

ATTENDANCE

Regular attendance is essential to a student's progress and success in school. State law requires that parents/guardians ensure regular school attendance by their children.

- The *School Code of Illinois* requires that the parent or legal guardian of any child who is absent from school notify the school on or before the day of absence. **A parent is to call in an absence to (847) 724-2240 before 8:30 a.m. leaving a message giving the child's name and reason for absence. Please call each day your child is absent. The school will contact parents who have not called after 8:30 a.m.**
- A student arriving after the tardy bell (8:00 a.m.) reports to the school office for an "ADMITTANCE TO CLASS" form. The student will be marked as "Tardy" when his or her arrival is after 8:00 a.m. If a student in grades 4-8 is tardy five or more times in a quarter, they will receive a number on their report card.
- School policy also requires written proof of a child's absence signed by the parent or legal guardian. When your child returns to school after an absence, please send a dated, written, signed excuse stating the reason for your child's absence. The note is due the day your child returns to school and is given to the homeroom teacher. A doctor's note is required if the child is absent for 5 or more consecutive days.
- It is the responsibility of the students and parents/guardians to make up schoolwork missed due to absence. Students must communicate with teachers about missed assignments and assessments and the timeline for making up the work.
- Extended periods of absence due to family plans interrupt the learning process. If parents/guardians wish to take the children out of school for a period of time because of family plans, the parents/guardians, principal and the teacher shall discuss the possible effect of the absence on the student's schoolwork. The recommendation shall be documented. The final decision, however, shall

be the responsibility of the parent/guardian. Teachers are not responsible for additional work or tutoring under these circumstances. **Any and all work assigned for that time should be completed and turned in to the homeroom teacher within 1 week of return.**

- In the case of any student who has more than fifteen absences during the year, the school administration will consider retaining the student and/or requiring the student to transfer out of the school at the end of the year.

BICYCLES

Students are permitted to ride bicycles to school. Students must use lock and chain to secure their bicycles outside of the school building, on the bike rack outside the school lunchroom. The school takes no responsibility for lost or stolen bicycles.

BOOKS / BOOK BAGS

Textbooks are to be covered at all times (no self-adhesive covers are allowed) and are to be carried in a book bag, backpack, or tote bag. Workbooks need not be covered, but should be transported to and from school in a book bag as well. Students are responsible for the books handed to them. Lost or damaged books are to be replaced and paid for -- preferably at student expense. Students are not permitted to draw or deface on or in their textbooks, workbooks or spirals. SCL School strongly encourages respect for property, orderliness, and pride in one's work. Please review child's books frequently to support this value.

Before the start of the school year, parents will receive a list of necessary materials for each grade.

All students should make sure that they have has all necessary supplies with them each day.

BUS

Bussing is provided through Glenview Public School District 34. Students who ride the bus observe the proper rules of safety and courtesy. There is no eating or drinking on the bus. A child not getting off at his/her regular stop must bring a note to the office at the beginning of the school day stating so and signed by the parent/guardian.

If the bus driver reports a student's misbehavior, the parent will be notified and the following consequences will be implemented:

- | | |
|---------------|--|
| First report | - one week suspension from the bus program |
| Second report | - two-week suspension from the bus program |
| Third report | - permanent removal from the bus program |

Only students listed on the bus roster may ride the bus.

CALENDAR

The school calendar is distributed at the start of the school year. Changes to the school calendar will be communicated well in advance through the weekly newsletter. An updated calendar is also on the school website, www.sclschool-glenview.org.

CELL PHONES

Recognizing that many parents would like their children to carry cell phones for safety reasons, the administration will allow them in school with certain restrictions. Cell phones must be turned off during school hours (8:00-2:30 p.m.). Any communications during this time can be done through the school office at (847) 724-2240. Students will give their cell phones to their teacher each morning, she/he will put them in a "phone box" where they will be kept daily in the classroom until the end of the day.

CHANGE OF ADDRESS / PHONE NUMBER / EMAIL

If, during the school year a family moves to a new address, please notify the office immediately by phone or in writing. This applies also to a change of phone number. It is extremely important for the school to have the correct home phone numbers as well as emergency numbers and cell phone numbers. Please indicate if your number is unlisted so that your privacy can be respected. The school also needs to have your email address on file to ensure that you receive communications from the school regarding news, events, and other reminders. Contract information is never sold or shared in any way that would compromise your privacy.

CHILD ABUSE

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Illinois law defines an "Abused Child" as "a child under the age of 18 years who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental ... sexual abuse, or serious physical neglect ... if such neglect or injury has been caused by the acts of omission of the child's parents or by a person responsible for the child's welfare."

Illinois law declares school personnel to be "Mandated Reporters" and to notify DCFS even if there is suspicion of child abuse or neglect. Thus, the school professional does not need to have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois protects school professionals from litigation if the DCFS call was made in good faith.

COMMUNICATIONS

Several means of written communication are used to keep parents informed about activities at SCL School. Primarily they are the following:

Flocknotes

In our effort to improve communication between parents and school, St. Catherine Labouré School has implemented a mobile phone broadcast system that will enable school personnel to notify all household and parents by phone within minutes of an emergency unplanned event that causes early dismissal, school cancellation or late start. Parents can text the keyword "SCHOOL22" to 84576 to join Flocknotes.

Weekly Email Newsletter

A weekly email (E-Note) is sent to all parents/guardians with notifications of upcoming school events through Constant Contact. The email comes out on Sundays at 11am and includes downloads of permission forms, order forms, etc. All downloads are also posted to the school website. Email is the primary means of communicating school information with parents. All parents should ensure that the school office has accurate email contact information.

Email Communication Policy

All faculty and staff have school email accounts available to communicate with parents. Teachers and staff will do their best to respond within 48 hours of the receipt of your email. Any urgent matters should be phoned in to the school.

Please respect appropriate use of email communication. Emails are most effectively used for general questions, clarifications, and comments. Concerns or sensitive issues are more effectively communicated in person or over the phone. Faculty and staff will not be expected to return an email if the tone does not reflect our Catholic community.

Parent-Student-Teacher Conferences

Formal Parent-Student-Teacher Conferences are scheduled for the month of October. If you wish an appointment with the principal or a teacher, please call the school secretary who will put you in contact with the proper channels.

If you wish to talk to a teacher, you may call school and leave a message for a teacher to return your call at a convenient time.

Notes

Written messages or phone calls are required for the following:

- Assignments - when circumstances at home prevent a child from completing an assignment, a written note should be given to the teacher involved.
- Early dismissal - a note on the day of the appointment as well as stating the time of dismissal is necessary.
- Lateness - (arriving after 8:10am) the student should present a note to the teacher.
- Leaving school grounds - whenever a child leaves the school grounds for any activity, e.g. field trips, etc.
- Medication - when a child is taking a prescription or “over the counter” medication.
- Outside recess - if a child must stay inside during recess or is unable to participate in physical education class.
- Special situations - whenever you feel the school should be alerted to a special situation, e.g. death in the family, the student is going home with another child instead of on the bus, etc.
- Uniform - when a student is unable to be in full uniform.
- Vacation - notes should be sent to the teacher and to the office at least one week before the vacation, so that work can be prepared.

CONFIDENTIALITY

All employees and volunteers are held to certain levels of confidentiality. Employees and volunteers are required to refrain from discussing individual children with parents in hallways, at sporting events, in community settings, etc. Also, parents seeking information about their child should speak directly his or her teachers. Non-certified staff employees will not provide information directly to parents, as information should come directly from certified staff member.

CRISIS PROCEDURES

St. Catherine Labouré School has developed a comprehensive crisis plan (called the “SCL School Safety Plan”) to be implemented in the case of an emergency. Parents may be notified by a website alert, email, media announcement, and/or phone call in the event of an evacuation. The Safety Plan is available for review in the main office.

One fire drill per month is conducted under the supervision of the Glenview Fire Department. Extra fire drills may be held at the discretion of the administration. One or two tornado drill practices are also conducted by the school administration during the course of a school year. Lockdown drills are held periodically in order to practice procedures for an internal or external threat to the students’ safety. These drills are usually conducted by the Glenview Police Department. Additionally, students will participate in a bus emergency evacuation drill.

CUSTODY

The school cannot become involved in adjudicating marital disputes or in assisting parental rights of visitation during school hours. Where the parents are separated, and one parent has been awarded custody by a court, evidence of this award must be presented to the school at the time of visitation. If the parents are separated but either party has been awarded custody, both parents must understand and accept the school’s regulation that the differences between the parents cannot interfere with the harmonious operation of the school or the educational development of the child, as a student of the school. Where possible, this understanding should be obtained in writing from both parents.

We ask people in this situation to work out their differences and schedule visitation outside the school day. The child will learn better if there is the least amount of interruption during the school day.

Please notify the school in writing as to who is the custodial parent, if there are visitation rights, and, if so, when the visitation times are. Please inform school if a visit of this nature must occur.

If a child's name is changed, legal documents must be presented at school before the name on the school records can be changed

Buckley Amendment

St. Catherine Labouré 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 to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Release of a Child to a Non-Custodial Parent

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights. If it is determined by the school that the custodial parent may not be expecting the release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting the release of the child.

The school will never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement will be contacted.

DAILY SCHEDULE

Grades 4-8: The children wait in the lunchroom for the bell to ring. Pre-School, Kindergarten, First, Second, and Third grade children may be in their classrooms after 7:30AM. Children who arrive early should go to before school care.

7:50	First Bell rings - students enter building and go directly to their classrooms
8:00	Tardy Bell
8:00	Classes begin / Morning Prayer, pledge, and announcements
11:25	Lunch and Recess - grades K-3
12:05	K-3 classes resume
12:10	Lunch and Recess - grades 4-8
12:50	4-8 classes resume
2:30	Classes dismissed

EMERGENCY CLOSING

Due to some unforeseen circumstance or to severe weather conditions it may become necessary to close school. SCL School will follow the decision made by Glenview Public Schools District 34. Notification will be communicated via School Reach by automated telephone call and by all school email. It will also be posted to our website at www.sclschool-glenview.org and announced over the Radio and on TV on major stations such as WBBM-780 and WGN-720 and Channels 2 (CBS), 5 (NBC), 7 (ABC), 9 (WGN) and 32 (FOX).

FAMILY INFORMATION

Emergency contact forms are kept on file in the main office for use in case of a true emergency. All parents are asked to complete the information and promptly return the form to school upon registering. **If a number (home, work, doctor, etc.) should change during the year, we ask that you notify the school immediately.**

We will be coming out with a SCL Directory this year, courtesy of the Parent Club. Each family's name, address, phone number, student's name(s), and grade(s) are published in the *SCL Directory*. Parents are responsible to notify the school office of any change in this information. If a family does not wish to have directory information printed in the handbook, they are to request exclusion from the directory.

FIELD TRIPS

Educational field trips are encouraged. It is necessary that parents complete and sign a permission slip for each trip that the child will be taking. Telephone permission is not acceptable. A faculty member, assisted by other adults, will accompany the students on any field trip. We encourage parents to help supervise and monitor the groups on these field trips. However, all adults who participate in a field trip must meet the Volunteer Requirements of the Archdiocese of Chicago (see "Volunteers" below). Students who choose not to participate in a given field trip will remain at school under a teacher's supervision.

Participation in field trips is a privilege, not a right. The Principal, in consultation with the teachers, may withhold permission for a student to attend a field trip if a student, by his/her behavior or attitude during the year, indicates that the student would not be responsible, or would be careless in exercising proper safety toward self or others. If a student displays irresponsible behavior, he/she will be required to remain at school.

All field trip fees must be turned in to school by the day indicated on the permission slip.

FOOD ALLERGIES

For the safety and well being of all students, **we will no longer be allowing food treats to be brought in.** Non-food treats such as pencils or books will be allowed.

HEALTH AND INSURANCE

Communicable Diseases

If a child has been diagnosed as having a chronic or infectious disease, parents and/or guardians have the obligation to notify the school administration of this diagnosis out of a concern for the safety and well being of all of the children and adults in our school. The determination of whether a student with a chronic infectious disease shall be permitted to attend school activities shall be made on a case-by-case basis in accordance with Archdiocesan guidelines.

Emergency Medical Care

It is essential that an Emergency Contact Form is filed in the school office as soon as possible and that parents and guardians keep current the information, especially telephone numbers and names of persons the school may need to contact in case of emergency.

In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical Authorization Form on file with the school, the principal or designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Emergency Contact Form. If the student's parent/guardian cannot be reached, school personnel will attempt to contact the person the parents/guardians have identified as the emergency contact. The principal, or other school personnel, may call local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if the student is perceived to be in need of emergency medical care at any time.

First Aid

If minor injuries occur during the school day, a student may be given basic first aid. A parent/guardian is informed, if necessary, or called immediately if the injury is questionable or more serious. In case of illness, parent/guardian will be contacted. Please note that SCL School does not employ a nurse or any other health care professional.

Illness and Injury

At times it is difficult to tell if a child is sick enough to stay home for the day. **If the child has an elevated temperature or has vomited, please keep him/her home.** A child should remain at home **for twenty-four (24) hours** after the temperature has returned to normal. This will hasten the child's complete recovery as well as help the school check the spread of illness.

Please call the school if your child should contract measles, chicken pox, lice, scarlet fever, pink eye (conjunctivitis), strep throat, or any other communicable disease.

Lice

While head lice infestation is not considered a disease, its contagious nature makes it a considerable nuisance for both school and family. Because the close proximity of students and their belongings in a school environment facilitates the spread of head lice, the prompt treatment of lice is vital to its containment. Treatment of the infestation with a pediculicide (A-200, R&C, Rid) or a non-pesticide (Lice Be Gone or Not Nice to Lice) is necessary to stop the spread. A fine comb should also be used to remove nits from the hair. Before the child returns to class he/she should be treated. While respecting the student's anonymity, the administration will notify parents of other students in his/her room that a case of lice has been detected. Parents will be given guidelines to determine if their children have been infected as well as precautions for avoiding infestation.

Medication at School

The Archdiocesan Procedures regarding medication will be sent home at the beginning of the school year. It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall **NOT** administer medication to students unless a **Medical Authorization Form** has been received by the main office. It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers that are prescription-labeled by a pharmacy or licensed prescriber or manufacturer-labeled for non-prescription over-the-counter medication. Please send a note if you would like your child to have Tylenol for headaches, etc., noting the dosage and time intervals. All medication and release forms are kept in the office under secured measures.

Immunization Enforcement Policy

All children entering the early childhood programs, Kindergarten, sixth grade and new students to SCL School will not be admitted until they have presented evidence of the required immunizations. Each child between the ages of six months and six years has to be screened for lead poisoning. All students enrolled in Illinois schools (K-8) must show proof of TWO doses of measles vaccine.

Medical forms are due in the school office for all new students **BEFORE** the first day of school.

Records Acceptable as Proof of Immunization

The only records that are acceptable are those records provided to the parent or guardian by a health care provider, such as a physician, health department, school, hospital, etc., and existing school health records.

A note from the doctor's office, on the prescription pad or doctor's stationery, giving vaccines and dates or stating that the child is completely immunized according to the doctor is acceptable proof of immunization after medical records have been turned in.

Records Requirements

The State of Illinois requires students to present immunization forms and current physical examination records upon entering the early childhood program, kindergarten, and sixth grade. All students must show proof of having received the mumps vaccine at 12 months of age or older or a statement from the physician verifying the disease. Lead poisoning screening and 2 measles shots are required to be in medical records. Health forms are to be submitted by the first day of school. Students may be excluded from school if health records are not complete or turned in before the beginning of school.

All students participating in sports must have a current physical examination.

The State of Illinois now requires dental exams for all students in Kindergarten, 2nd grade, and 6th grade.

The State of Illinois now requires vision exams for all students in Kindergarten and all students who transfer into the school.

ITEMS NOT ALLOWED IN SCHOOL

The following items are not permitted to be carried by students during the school day: cell phones, CD players, iPods, mini radios, personal gaming devices, and other electronic devices. If a student brings a cell phone or iPod to school, it must be turned into the classroom teacher upon arrival and picked up at the end of the day. The school is not responsible for loss or damage to these items. We encourage all items to be labeled and placed in a protective case. If a student is found in possession of one of the above items during the school day, the school may take and hold the items, and he or she will face disciplinary action.

It is requested that children not bring toys, valuables, or unnecessary money from home. We are not responsible for these items.

LEAVING SCHOOL DURING SCHOOL HOURS

A student who needs to be dismissed early for an appointment or for any other legitimate reason must have written/verbal notification from his/her parent or guardian. Provisions must be made for parents or guardians or someone authorized by the parent to call for him/her in the school office. "School Hours" include the lunch hour. The student must be signed out in the main office before leaving and must be signed back in upon returning.

LOST AND FOUND

Lost items are usually taken to the office and are kept in a box there for a reasonable period of time. Parents are requested to mark each piece of clothing, boots, hats, mittens, etc. with the child's name. Label all items with child's name. At the end of each month all unclaimed items will be donated to the uniform resale or will be donated to charity organization

LUNCH AND RECESS

Hot Lunch Program

Under the direction of Mrs. Bridget Monckton, a hot lunch is available on Mondays, Wednesdays, and Fridays from September through the end of May. The cost is \$3.50 per lunch with the menu/order form published a week in advance. Credits are given for sick days only. The parent is responsible for crediting the next lunch order form. All students must bring bag lunches on Tuesday and Thursday. No food service is provided on these days.

Personal responsibility is encouraged. If, however, students forget their lunches, parents may leave **LABELED** lunches in the school office. Lunches and other materials brought to school by a parent may be claimed in the office by the **child** prior to going to the cafeteria for lunch.

Students at SCL are granted the privilege of eating their lunch in the lunchroom. While exercising this privilege, students are expected to respect the rights and peace of others. Proper table manners are expected to be used. When a student disregards cafeteria rules, suspension from the privilege of eating in our school cafeteria is the consequence.

Recess

Recess is offered to students each day and is an opportunity for physical exercise and to develop social skills. It is important to teach children acceptable behavior both inside and outside the classroom setting. Teachers present students with the rules and procedures for recess at the start of each year. Behaviors that endanger the safety of students will result in removal from the play area. We expect our students to display good manners and courtesy to all recess monitors.

All students go outside for recess during their lunch period and should dress appropriately for the weather. Written permission from a parent is needed for the student to remain indoors.

There are times when outdoor recess is not possible due to weather or safety conditions. The following are the guidelines that the teachers and administrators follow when making a decision about outdoor recess:

- The gym is available each day in case of inclement weather.
- When temperatures are between 20 – 32 degrees Fahrenheit, when evaluating whether or not to send students outside, teachers evaluate temperatures and wind chill. Temperatures/wind chill in the teens and below typically denote indoor recess.
- During indoor recess, students are given choices for free play, games, etc.
- If the playground area is snow/ice covered, the administrator will evaluate the situation considering the children's safety.

There are no strict rules that we can go by at all times. The situation requires the teachers and administration to use our best judgment for the children's safety.

Nutrition

Wellness Policy: Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

Nutrition plays an important part in the learning process. The student is to eat the hot lunch or the lunch prepared by the parent. Soda pop with lunch is not permitted. **Microwavable food is not permitted.**

Lunches and Snacks brought from home:

We like to remind parents about the importance of nutritious meals for their children. Although packing meals at home for school is time consuming, the types of food that a child finds in his or her lunch box helps to determine the energy that he or she has for participating in schoolwork and school activities. When selecting foods for snacks or lunches from home for your child, please consider those that are low in fat, sodium, and sugar. For example, some of the ready-made snacks or luncheon meals are high on kid eye-appeal, but low on nutritional value.

Bringing a Snack to School for the Classroom:

When choosing a snack food to bring to school, please bring one that is on the teacher's list of acceptable snack items. We discourage parents from sending any sweets to school for shared snack time. Please also consider any allergies that may exist in your child's classroom.

Hot Lunch School Program:

We are all trying to give your child a more nutritious lunch during the school year. You will notice a positive change in the menus. If we educate our children about nutritious eating and snacking, they will all benefit now and in the future

Parties and Special Occasions:

Food served on special holidays will be determined by the teacher and homeroom parent. A birthday treat may be brought in. Please let the teacher know in advance, so that he or she may allow the time for it. Please bring in the necessary items for serving.

ORGANIZATIONS

SCL School Parent Club

The Parent Club of St. Catherine Labouré School meets monthly in the morning. Fund raising activities are planned and implemented by the Parent Club to raise additional funds for various projects. All school parents are considered members of the SCL School Parent Club by virtue of the fact that they have children attending our Parish school. For information please contact: Mrs. Sarah Feezor President of Parent Club.

SCL School Board

The St. Catherine Labouré School Board meets on the fourth Monday of the month at 7:00pm on Zoom. The current president of the Board is Ms. Helen Barcham.

SCL Booster Club

The Booster Club is a sports organization that directs, develops, and implements the athletic programs of St. Catherine Labouré School. For any information contact Athletic Director Ms. Eileen Savino.

RELEASE OF SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Education, has established guidelines for school records. These guidelines describe your rights with regard to the records of your child that are maintained at the school. These rules include:

1. **RIGHT TO INSPECTION:** You have the right to look at your child's permanent record that includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.).
Parent must submit a written request to inspect records and shall identify as precisely as possible the education records to be inspected. The Principal will respond to each request within a reasonable amount of time, not to exceed forty-five days after it is received.
2. **RIGHT TO PREVENT DISCLOSURE:** The school will not disclose anything to third parties from your child's record unless: (a) you consent in writing prior to the disclosure, or (b) the information is directory information which you have not requested be kept confidential, or (c) the information is requested by the school to which your child is officially transferring, or (d) the circumstances described in "Guidelines for School Records".
3. **RIGHT TO REQUEST CORRECTION:** You have the right to present evidence that the school should amend any part of your child's record that you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.

Once your child is 18, he/she obtains all of the above rights.

RELIGIOUS ACTIVITIES

As a Roman Catholic school based on faith, prayer, and Christian practice, St. Catherine Labouré School offers a variety of religious activities and religious study for its students. Each Wednesday, PK-8 students attend morning Mass. A monthly calendar of school Masses is posted on the St. Catherine Labouré School web site: www.sclschool-glenview.org. Parents and friends are welcome to attend student Masses.

Students will participate in informal, formal, shared, and private prayer throughout the school day. In addition to attendance at Liturgies, various other faith experiences are part of SCL School. Classes are encouraged to perform service work and donate to charities to assist others in need.

The school assists parents in the sacramental preparation of their children. All children need a copy of their baptismal record on file. Parents are responsible for providing a copy of their child's baptismal certificate to the school office.

Children are instructed formally in grade two for the first reception of the Sacrament of Reconciliation. The opportunity to receive the sacrament is also afforded the children during the school year. At the end of grade two children receive formal instruction for the first reception of the Sacrament of the Eucharist (First Communion). The Bishop will Confirm eighth graders, who are instructed by their teachers. Parent meetings are held so home and school can work together to prepare for each of these sacraments.

ROOM PARENTS

Room Parents are assigned to offer assistance to each classroom teacher. Field trips, parties, and all classroom activities are to be coordinated with the School Calendar by the Principal.

SAFETY

Preschool

- **Arrival** - Cars will drive up to the doors at Entrance K and your child will be helped out of the car by a SCL teacher. They will be walked into the building and then dropped off at their classroom.
- **Dismissal**: Cars will drive up to the doors at Entrance K and your child will be helped into the car by a SCL teacher.

Kindergarten - 3rd Grade

- **Arrival** - Students will drive at the front circle drive by the flagpole. Students will exit their cars and an SCL staff member will show them to their designated classroom in the North hallway.
- **Dismissal**: K-3rd will exit through the end of their hallways or through their exterior doors and will wait as a class to be called when their cars pull up.

4th - 8th Grade

- **Arrival**: Students may be dropped off at the back parking lot by the Gym and enter through the Gym doors - Entrance E.

- **Dismissal:** Cars will wait in the pickup line in the back lot and students will be called to their cars by an SCL staff member. Parking your car and walking to pick up your child will not be allowed. We ask that parents please be respectful of one another and not cut in front of other cars.

Siblings

Students in 4th-8th grade with siblings in K-3rd will be escorted as a group down the hallway to the front circle, where they will either ride the bus or be picked up together with their younger siblings.

Fire and Tornado Drills

Fire Drills are held to familiarize the children with the most efficient way to leave the school should a fire or other emergency occur. Tornado drills are held to familiarize the children with the most efficient way to seek safety in the building should a tornado warning be announced.

OSHA Universal Safety Precautions

1. Body fluids should not be touched so disposable rubber gloves are available in each classroom and throughout the school. These gloves need to worn by personnel in cleaning up blood and body fluid spills.
2. To prevent the spread of disease, staff and students are taught to routinely wash their hands using soap and running water. Disposable paper towels are available.
3. Open lesions on students and staff are to be covered if possible.
4. Soiled surfaces are to be promptly cleaned with a solution containing bleach, and rubber gloves are to be worn during that process.
5. All disposable materials, including gloves, are to be disposed of in a sealed plastic bag.
6. The use of common water bottles, cups and towels is to be eliminated.
7. When possible, self-treatment of injuries or illness is encouraged.
8. First Aid materials are available in the school office.

Parking Lot Safety

The traffic flow was designed with the safety of **ALL** of the **CHILDREN** in mind. This pattern permits the greatest amount of child visibility with the least amount of traffic congestion. Back gates will be locked at all times for safety purposes.

Cars must be parked in **marked spaces** only. There should not be parking in the spaces next to the sidewalk. Driving up onto the sidewalk is NOT permitted, nor will it be tolerated. Unless you display an appropriate handicapped license plate or I.D. card on the dashboard you may not park in any of the handicapped spaces. Police enforcement of these rules may be requested by the school.

School Board voted to make the portion of Thorndale that runs in front of school a “No Parking” zone from 7:00 AM – 9:00 AM on school days. The circle drive in front of school is a “No Parking” zone at all times. Parents dropping off students are asked to follow the regular traffic flow to the back of school and drop their children near the Marian Hall entrance or the front Entrance A. The Glenview Police will help us establish an efficient and safe traffic pattern during the school year. All parents and visitors to the school will need to park in the rear of the school

or in the church parking lot and enter the school through the front entrance. These changes have been made to ensure the safety of the children of St. Catherine Labouré School.

Supervision of Students

Students may not be anywhere in the building without faculty supervision or permission. It is the responsibility of the classroom teacher to supervise his/her students. If an emergency arises which necessitates a teacher leaving the area of instruction/activity, supervision of students must be provided.

On the playground, the students remain under the supervision of the playground monitor. If a child is injured, the playground monitor will send for someone to bring the child to the office. If the child sustains serious injury, the supervising adult remains with the child and sends for the Principal or school secretary. School personnel will contact parents if the injury seems to need medical attention.

SCHOOL VISITATION RIGHTS ACT

(Effective July 1, 1993) permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. The school administrator shall provide the parent or guardian documentation of the school visitation that shall include the exact time and date the visitation occurred and ended.

SPECIAL SCHOOL ACTIVITIES

Altar Servers

Many of our 5th, 6th, 7th and 8th grade girls and boys give service to our school and Parish by participating as altar servers. For more information, please contact Mrs. Jessie Kunnel (jessiekunnel@yahoo.com).

Athletics

All children at St. Catherine Labouré School are encouraged to participate in the Athletic Programs of the school. These programs are designed for the children of St. Catherine Labouré School to contribute to each child's physical and emotional well being while allowing for the differences and uniqueness of every child. These programs shall be mindful of the fact that athletics shall always remain secondary to a child's academics.

Casual Day

The students are permitted to come to school out of uniform on the last Friday of the month. Clothing choices must be appropriate for a school environment. If a teacher feels that a student's dress is not appropriate, the student will be required to call home for a change of clothing before being re-admitted to classes. Repeated infractions of this privilege will result in a student wearing his/her uniform on this day.

Computers

A networked computer lab is located in our Learning Center. Classes in grades K-8 are given weekly time periods in the lab. Computer skills, including: keyboarding, academic skills, review and remediation, as well as creative writing and word processing skills are provided during these time. Computers are also located in all classrooms for use by both teacher and student. Students will be held responsible for inappropriate use of or damage to computers.

Field Trips

Field trips are truly educational and are an integral part of our curriculum. Each teacher plans field trips to places of interest as a learning experience for students. Please see "Field Trips" above for all policies.

Student Council

The Student Council, under the leadership and direction of its moderators, work to develop leadership, promote school spirit, and encourage involvement in parish, school, and community. The officers and class representatives organize activities and assemblies for the students. The Student Council program enables the student to develop responsibility and growth in Christian attitudes.

SUPERVISION OF CHILDREN

Parents/guardians are responsible for the care and supervision of their children travelling to and from school and outside the times of school supervision before and after school. The school is not responsible for the supervision of children not formally enrolled in the school. Parents or guardian volunteers who bring other children with them to the school are solely responsible for the supervision and safety of these children.

TELEPHONE

Permission of the classroom teacher, school secretary, or Principal must be obtained to use the phone. Ordinarily, **the school phone is not for the personal use of the students.** In an emergency, a student will be permitted to call a parent from the office.

TRANSFER

When transferring from school, please call the office and inform the Principal. A “Release of Records” form must be completed by the parent or guardian indicating the receiving school. Parents will receive a “Parent Copy” of the official transfer when the paperwork is completed; however, the official school and health records will be sent directly to the receiving school. All financial obligations to the school must be fulfilled before a transfer of records will be completed. Please refer to the “Financial Policies” section.

VISITING THE SCHOOL AND CLASSROOMS

Parents are welcome to visit school. Please call the school office to arrange for a mutually convenient time. Visitors are required to wear an ID badge and to register in the office upon entering the building.

VOLUNTEERS

All volunteers and employees **MUST** adhere to the Background Screening requirements of the Archdiocese of Chicago. More details of these policies can be found at www.archchicago.org under the “Protecting God’s Children” tab.

All volunteers are required to complete the following:

CRIMINAL BACKGROUND SCREENING

All employees and all volunteers who work with children must complete an online background check. No one may begin to work or volunteer unless the criminal background check has been completed and approved. All school employees and volunteers are required to complete the eAppsDB form online at www.archchicago.org.

SAFE ENVIRONMENT TRAINING

All employees and volunteers who work with children must attend the Virtus/Protecting God’s Children training program within three months of beginning employment, ministry, or service.

CODE OF CONDUCT

All employees and all volunteers who work with children must read, sign, and date the Code of Conduct Personnel Acknowledgement Form that is kept in the personnel or volunteer file at the place of

employment/ministry.

CHILD ABUSE NEGLECT TRACKING SYSTEM (CANTS)

All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System CANTS 669 form. One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file.

ACADEMIC POLICIES

GRADING SCALE

The grading system for grades 1-8:

A+	95-100
A	93-94
A-	90-92
B+	88-89
B	85-87
B-	82-84
C+	80-81
C	77-79
C-	74-76
D+	72-73
D	69-71
D-	66-68
U	65 and below

HOMEWORK

“Homework” refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Homework is often more than just written assignments. It could encompass drill, memorization, reading, long-term projects, review, and study of notes. Independent reading at home is strongly encouraged.

The following time allotment is suggested for homework. This includes both written and study assignments. It could also include daily reading time.

Grades 1 & 2.....30 minutes
Grades 5 & 6.....90 minutes

Grades 3 & 4.....60 minutes
Grades 7 & 8.....120 minutes

Each student in grades 2-8 is required to have an assignment notebook. In some cases, a teacher may request a parent signature in the assignment book to insure the school of home involvement in assignment completion. The assignment book also helps children organize and plan for tests or special projects.

Homework is to be completed at home. If there is a special circumstance that prevented your child from doing or completing his/her homework, please write a note to his/her teacher. The teacher will notify the parent if homework is not completed on a consistent basis. Students who are missing assignments may also be required to serve an after-school detention. Habitually late or missing assignments will be reflected on a student's report card.

As a parent you are urged to check your child's work for completeness and general appearance. All work should be neat and representative of your child. Parent concerns related to homework assignments are to be discussed with the teacher/s involved.

HONOR ROLL (Grades 4-8 only)

SCL Scholar

1. Students earning a 95-100% (no rounding) in the major subject areas will be recognized as "SCL Scholars."
(English, Math, Reading, Science, Social Studies) Grades 4 and 5
(English, Math, Reading, Science, Social Studies, Spanish) Grades 6, 7, and 8
2. No number indicating need for improvement, in homeroom or any subject area.

A Honors

1. Students earning a 90%-94% (no rounding) in the major subject areas will be recognized as "A Honors."
(English, Math, Reading, Science, Social Studies) Grades 4 and 5
(English, Math, Reading, Science, Social Studies and Spanish) Grades 6, 7, and 8
2. No number indicating need for improvement, in homeroom or any subject area.
3. No "D" in any subject area.

B Honors

1. Students earning an 85%-89% (no rounding) in the six major subject areas will be recognized as "B Honors."
(English, Math, Reading, Science, Social Studies) Grades 4 and 5
(English, Math, Reading, Science, Social Studies and Spanish) Grades 6, 7, and 8
2. No number indicating need for improvement, in homeroom or any subject area.
3. No "D" in any subject area.

NOTE: Grades 6th – 8th Spanish will be averaged as 3/5th of percentage for honor roll.

Honors Assemblies are held after each marking period so that children receive the recognition deserved for their accomplishments. All parents and friends are welcome to attend.

LEARNING CENTER – LIBRARY/COMPUTER LAB

The school Learning Center is an integral part of SCL School's academic program and serves as a central resource for both students and teachers. It is the storehouse for all materials, print and non-print. Its purpose is to assist its users to discover, evaluate, and apply information. Here the student strengthens knowledge and skills in reading and other curriculum areas.

Books may be signed out or returned at any time during the week, and one-week renewal is permitted. The student is responsible for any lost or badly damaged books. If a student is absent on his/her library day, the book is due on the day they return to school.

A note for an overdue book is sent to the student; a replacement cost note is sent to the parent if the student fails to return the book after several notices. All books are to be returned prior to summer vacation.

A multi-station networked computer lab is a part of our Learning Center. Individuals and classes are encouraged to spend as much time as possible on the computers. As more software is purchased, the possibilities for expanded use will increase. Each student/parent is required to sign and return a copy of the acceptable use policy before using the Internet.

It is the policy of St. Catherine Labouré School to:

- (a) prevent use access or transmission of, over its computers and computer network, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors, or; and
- (d) comply with the provisions of the Children’s Internet Protection Act (Pub.L. No. 106-554 and 47 USC 254(h).

MAKE-UP TESTS / HOMEWORK DUE TO ABSENCE

If a child is absent on a day when a test has been scheduled he/she must make up this test at a time designated by the teacher. All tests and work missed because of absence must be made up within a week of the child’s return to school. Completion of make-up tests and make-up work is the **responsibility of the student**

POWER SCHOOL

PowerSchool is an easy-to-use school management system that improves communication between parents and teachers. PowerSchool will enable St. Catherine Labouré School parents to access their child’s grades which will help them to be more involved in their child’s schoolwork. Each grade cluster has their own policy for assessing grades.

Pre-School

Pre-School students will be engaging in a variety of activities and informal assessments throughout the year. Progress will be monitored based on a developmental scale. Report cards will be sent home each quarter. Pre-School reports are not available in PowerSchool.

Kindergarten

Kindergarten students will be assessed continually throughout the year. Students report card will be issued each quarter and their achievements will be based on the mastery of skills learned, assignments completed, homework completed, work habits, and social interaction. Kindergarten teachers are prepared and dedicated to providing successful opportunities for growth for all of their students.

First – Third Grade

Assignments and Assessments

Students will be assessed throughout each unit of study in every subject. In PowerSchool, assignments and homework will be marked to show completion. Test, quizzes, and projects will be given a percentage grade. Teachers will work with students to enable success in all academic work.

Participation

Participation will be assessed per the discretion of the teacher. Participation includes:

- Completing daily assignments
- Active participation in discussions
- Applying previously learned skills

Fourth and Fifth Grade

The student’s overall grade will include tests, projects, quizzes and homework. Participation grades will be assessed per the discretion of the teacher.

No retests will be given unless a modification plan is in place, and has been approved by the teacher and administration. If a retest is given it will be averaged with the original test. Only one optional retest per quarter will be allowed, and it will also be averaged with the original test. All grades of 65% or below on tests will be averaged in as a 65% in the teacher's grade book.

Grades will be posted within one weeks of completion. Long term projects or assignments may take longer.

Sixth through Eighth Grade

Grades will include tests, projects, quizzes, homework assignments, and participation. The lowest percentage entered into a grade book will be a 60% on tests and quizzes only.

No re-tests will be given, unless a modification plan is in place.

Grades will be posted within one week of completion. Long-term projects or assignments may take longer.

REPORT CARDS

Report cards are given four times a year to the student. Strengths and areas for improvement are discussed with your child. If grades are not understood by the student and/or parent, they should be discussed with the teacher. A modified program is available to students who qualify through testing either privately or through the district.

DIAGNOSTIC TESTS

Standardized/diagnostic testing is given in grades K through 8th. Results of these tests are distributed to parents or guardians. Test results are used to monitor student progress, adjust placement in groups, and examine the basic curriculum being taught.

CONDUCT POLICIES

DISCIPLINE

Students displaying unacceptable behavior, either in or outside the classroom, will be issued a Discipline Report(DR). This report will indicate the nature of the behavior and the action taken by the teacher or principal. (Since this report will be in triplicate form, one copy will go to the principal; one copy will go to the homeroom teacher; and one copy will be sent home to be signed by a parent.)

Signed Discipline Reports are to be returned the school day following the date they are issued. If a report is not returned at the designated time, the parent will be notified by the office by a phone call. **If a student receives three discipline reports, the student and their parent will be asked to meet with the principal and the teachers who issued the reports in order to determine a way of improving the student's behavior.** Obviously, any infraction of a serious nature would warrant an immediate conference.

The goal of our school discipline policy is to encourage self-discipline while providing a Catholic atmosphere conducive to self-growth and learning. It is our belief that this goal can only be met through the cooperation of both parents and teachers. We are hopeful that this new discipline policy will facilitate closer communication between home and school.

The purpose of discipline is to establish an atmosphere where students can both learn and practice the basic principles of mature and responsible membership in society. Respect of God, self, others and the environment are the basis for self-discipline.

Our students are human (not perfect), and they are at differing stages of development. It is important for them to realize what behaviors exhibit an understanding of the values to which we ascribe at St. Catherine Labouré. A student is an SCL School student at all times. Therefore, a student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials

The student will:

1. Learn how to work cooperatively with others.
2. Value his or her own ethnic identity and respect the contributions of all ethnic groups.
3. Treat others with respect, regardless of race, sex, and other ethnic identity.
4. Develop attitudes of responsible citizenship.
5. Develop a concern for humanity.

A student who attends SCL School is expected to be respectful. In relationships with the faculty, peers, and other School personnel, the student must exhibit an effort to be truly Christian in attitude and action. Through self-discipline, the student refrains from behavior that would disrupt or hinder the growth of self or others in the learning atmosphere of the school.

In growing up, children sometimes make poor choices that may result in unacceptable behavior, depriving themselves and others of safety and peace. This is understandable. However, the child has to learn to deal with the consequences of his/her behavior, especially when the rights of others have been infringed upon or denied. When corrected, advised or counseled about changing to be cooperative, the child is expected to listen, to obey, and to make positive steps toward more satisfactory behavior.

If the student continues to choose behavior that is considered unacceptable in the school, he/she is also taking upon himself/herself the consequences of the poor choice.

The following is a sample listing of what is considered **unacceptable behavior**:

- continual disturbance of another's right to teach or learn
- reacting with defiance, back-talk, offensive, abusive language
- misuse of school or another student's property
- incomplete homework or class assignments

- dishonesty in regard to homework or class assignment
- violations of dress code
- tests, papers, report card notices not signed and returned
- regular tardiness or absence without a sound reason
- threats to students, personnel, or school property

A student violating any of the above will usually receive a DR or a consequence deemed necessary by an individual faculty member. That student will notify his/her parent by phone if the detention is to be served the day of infraction. Ordinarily, detentions will be held at the discretion of the teacher. Please contact your child's teacher at school if you have any questions or concerns regarding the matter.

The following are major infractions contrary to the good order of the entire school community and may warrant disciplinary action:

- Disrespect of persons or property
- Possession of obscene literature
- Fighting
- Possession, selling, or passing of drugs (illegal or over the counter)
- Vandalism
- Possession of a weapon, including toy weapons
- Theft
- Possession of matches or lighters
- Possession of or being under the influence of alcohol
- Leaving school premises without permission of the Principal and parent/guardian.
- Smoking
- Truancy
- Other infractions performed habitually
- Threats to students, personnel, or school property

Several modes of discipline are used in order to try to help the child change an unacceptable behavior to an acceptable one. When the mode of discipline, at a given time, is not affecting change, then a more serious step must be put into operation. Strategies used in serious situations incorporate a conference with parent, probation, suspension and possible dismissal.

The role of the administrator and the faculty is to work with the students and parents to assist the student in growing into a person with a strong Christian attitude toward life and to lead the student in putting this attitude into action.

Rights of the Principal

The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct (based on severity and/or frequency) require stronger measures including but not limited to detention, suspension, and/or expulsion. The principal may waive any disciplinary rule for just cause at his or her discretion.

GANG ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic School. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related

activities or are a victim of gang-related activity. Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

HARRASSMENT AND BULLYING

The Pastor, administration, and staff of St. Catherine Labouré School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. Bullying/harassment is an intentional, repeated and hurtful act by one or more persons toward others. Bullying is characterized by repeated aggressive behavior, and it is often a power struggle.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to
 - place the student or students in an unreasonable fear of harm to the student or student's person or property
 - cause a substantially detrimental effect on the student or student's physical or mental health;
 - interfere substantially with the student or student's academic performance;
 - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

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

No student shall be subjected to bullying:

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

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

Bullying by a student or students may result in suspension and/or expulsion from the school.

PARENT AND GUARDIAN CONDUCT

Parents/Guardians in the St. Catherine Labouré School community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

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

Parents/guardians who post defamatory or threatening statements about the school, its staff, or students on social media will be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
- conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the school.

LUNCHROOM/PLAYGROUND SAFETY RULES

In order to ensure a safe and orderly lunch and recess period, the following rules have been established:

Lunchroom

1. Each person is responsible for cleaning up any mess at his/her table and on the floor. All items go into the designated garbage cans.
2. Throwing of food or other items is never permitted.
3. Food is not permitted outside of the lunchroom area.
4. Milk, juice boxes, sports drinks or water are permitted. No soda pop is allowed.
5. Each student is expected to listen with respect to the directions of the adults responsible for their care.
6. No microwavable food is allowed.

Outdoor Playground Area

1. Tackling or contact sports are not permitted fighting is a sign of disrespect and will never be tolerated.
2. Playground equipment is to be used in the proper manner:
 - i. running up the slides is not permitted
 - ii. any behavior considered dangerous is not permitted
3. When the school bell rings, all students are expected to line up in their assigned area and enter the school building in orderly silence.
4. Throwing of objects (including snowballs) is not permitted.

5. If equipment is borrowed from the gym or brought from a class it is the responsibility of the student to return it to where it belongs.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-related activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students, are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- actions that gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions that are detrimental to the school's reputation;
- grave offenses that may include a violation of a criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, or student desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Desks and closets are the school's property, which the school retains the right to search at any time.

If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and the school will cooperate fully with the police and other government authorities.

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, or by a parent of a student, or by a student of a parent is unacceptable conduct. Employees, students or parents 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, parent or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SUBSTANCE ABUSE

In accordance with local, State and Federal laws and the tenets of anti-drug education, no student of SCL School shall be allowed to possess on, or in his/her clothing, supplies, desk or other area any illegal substance.

The provisions of this policy shall be enforced at all school-sponsored events, whether the event is on-campus, off-campus, or on school-sponsored transportation. Appropriate action will be taken by the Administration for any infraction of this policy.

Any person suspected of sale of drugs in the school area will be referred immediately to local law enforcement authorities.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment students shall not carry, possess, or use weapons in school, or on school premises. Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm. School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

SCHOOL UNIFORMS

Required Kindergarten – 8th Grade

Preschool is not required to wear uniform Gym Uniforms for K-8 Boys and Girls

Dress Uniform for K-8 Boys

1. Red polo with school logo
2. Navy blue pants
3. SCL logo sweatshirt
4. Athletic shoes
5. Navy blue or white sock
6. (Optional) Dennis navy blue walking shorts may be worn during the months of August, September, October, April, May, and June

Dress Uniform for K-8 Girls

1. Red polo with school logo
2. Hamilton Plaid: jumper, skirt or skort
3. SCL logo sweatshirt
4. Athletic shoes
5. Navy blue dress pants, any brand. Navy blue pants should have waist band, pockets, a zipper and not form fitting. No jeans
6. Navy blue or white socks.
7. Dress or athletic shoes
8. Navy blue or black leggings may be worn under a uniform skirt. Leggings, yoga pants, or similar type of garment **may not** be worn **without** a uniform skirt
9. (Optional) Dennis navy blue walking shorts may be worn during the months of August, September, October, April, May, and June

GYM UNIFORMS

Required Kindergarten – 8th Grade

Preschool is not required to wear uniform Gym Uniforms for K-8 Boys and Girls

To be worn to school only on gym class days. All items may be purchased from Dennis

1. Blue shorts with SCL logo
2. Blue sweatpants with SCL logo
3. Red t-shirt with SCL logo
4. SCL logo sweatshirt
5. White athletic socks
6. Athletic shoes with non-marking soles

Additional Guidelines

1. Girls may wear small, plain earrings only. Earrings on boys are not permitted
2. Jewelry should not be worn on gym days
3. Make up is not to be worn. Those wearing it will be required to remove it
4. Extreme hairstyles and hair color for boys or girls will not be allowed. Hair should be neat and clean. For boys hair length must be above the top of the ear, above the top of the eyebrows and not touching the collar.

Winter boots are **not** allowed to be worn during the school day. Fashion boots such as Ugg's, are not allowed to be worn. Students may wear winter boots to and from school and for recess, but they must change into the required footwear for the school day.

Online: dennisuniform.com
National Customer Service: 800.854.6951
Chicago DENNIS Store:
7055 West Higgins Avenue, Chicago, IL 60656
Phone 708.669.7944

CASUAL DAY PASSES

As a reward for Parish or school service, conduct, or deadline achievement, Casual Day passes will be handed out at times. This permits a student to be out of uniform and in presentable jeans and gym shoes--in good taste for school wear. **The pass is good for only one use on any Tuesday, and expires one month after date of issue.** If a class has a special liturgical responsibility on a Tuesday we ask that the pass not be used and your child dress in proper uniform.

EXTENDED DAY PROGRAM

Open from 7:00 a.m. until 7:45 a.m. and from 2:30 p.m. until 6:00 p.m. each school day, the Extended Day Program provides care, supervision, recreation and enrichment activities. It serves working families who desire both Catholic school education and supplementary day care in a Christian environment for children enrolled at St. Catherine Labouré in Pre-K classes through eighth grade.

FEES

Registration fee for extended care is \$100. Hourly fee for extended care is \$6.00 per hour or any portion thereof for each child.

The Program is entirely financed by an hourly fee, paid at the end of each month. Regular and prompt payment will assure the continuation of the Program. All fees are paid directly to the Program Director and checks can be made out to St. Catherine Labouré Extended Day Program. Please send an email to extendedcare@sclschool-glenview.org for billing inquiries.

If a parent or guardian fails to meet the Extended Day Program fee payment due on the last day of each month, and does not make adequate arrangements with the Director, the child will not be allowed to continue in the Program.

A \$15.00 charge will be assessed for all NSF checks.

Staff members are employed only until 6:00P.M. It is only common courtesy to respect the time of closure. A substantial fee will be assessed for late pick-ups (\$30).

HOMEWORK

Each day, a homework period is scheduled with the teacher or teacher aides available for tutorial help. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The Extended Day Program staff has no way of knowing what work, if any, has been assigned to the students.

ILLNESS OR ACCIDENT

In situations that appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Card. Parents who do not wish their child treated in any way should indicate such on the Emergency Card, and should give directions to be followed in the space, "Special Instructions". However, all policies listed in

the "Health and Insurance" section of the Family Handbook will be followed. If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Program staff will act in accord with their judgment for the welfare of the child.

Parents will be expected to make provisions for taking sick children home. The Extended Day Program does not have facilities for transportation of children. Staff may not transport children anywhere for any reason.

IMPORTANT PARENTAL RESPONSIBILITIES

With the children's safety and well being in mind, it is MOST important that the parent completes an EMERGENCY FORM from the office and adheres to the instructions given. Please keep your child's emergency form up to date.

- One of the most important regulations concerns the child's leaving the premises of the Extended Day Program.
- Parents or guardians should not take children from the school or other areas without notifying the Extended Day Program staff and SIGNING THE CHILD OUT.
- Parents or guardians should not send persons whose SIGNATURES are not on the Emergency Card to ask for the release of children. For the child's safety, extended care staff may ask for identification or they may call parents asking for verbal permission to leave with the person. If the staff cannot reach the parents, then the release will not be granted.
- Parents or guardians may wish to telephone the Extended Day Program asking that their child be directed to go to various places after school. As there is always a possibility that a person other than parent or guardian might telephone, such requests will not be granted.
-

EXTENDED CARE SIGN-OUT

- Preschool and Kindergarteners will be in the PreK building.(Entrance K) This is where they are checked in and given snack. When the weather is good, we ALWAYS go to the playground. Children can be picked up at the playground, but make sure an after school teacher has checked your child out.
- 1-8th grade students check in and get snacks in the Main building lunchroom. (By the Gym entrance door E) They also go to the playground as long as weather permits. Students in 1-8th grades can be picked up at the playground on good weather days.

**Please note: both groups of students will be combined starting at 4:30pm each day. If you come to pick up your child after 4:30, please come to the playground (on good weather days) the main building lunchroom (By the Gym entrance door E)

** If an Extended Care teacher does not recognize or know who is picking up your child, they will call the parent and/or ask for ID. This is a safety protocol that we have in place. Please have patience -we are still getting to know everyone!

*PARENTS MUST PARK AND WALK TO THE PLAYGROUND OR THE DESIGNATED BUILDING TO GET THEIR CHILD FROM EXTENDED CARE.

EXTENDED CARE TERMINATION

Extended Day Program services to the family and/or an individual child may be terminated by the Director, after consultation with the school principal. Such cancellations of services will be given with one week's written notice, and for the following causes:

- Abuse of Center hours (chronic late pick-ups)
- Non-payment of Extension Program fees
- Failure of the adult or child to respect the safety and rights of other individuals in the Extended Day Program.

TOYS FROM HOME

It is requested that children not bring toys from home. Often these items are very personal and important, so the child feels that he/she must defend or protect them. This is not consistent with the “sharing” atmosphere that is encouraged at the center. The policies described in the “Items Not Allowed in School” section of the Family Handbook apply to the Extended Day Program.

If you are interested in the services of Extended Day at St. Catherine Labouré School for the school term, please contact the school office at (847) 724-2240 for the necessary forms.

AMENDMENT STATEMENT

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep parents informed of all changes as soon as possible, through bulletins and newsletters; however, some changes might be made immediately due to unforeseen circumstances.

Last revision:
07/2021 - JR