



## **St. Monica Academy**

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# Family Handbook 2016-2017

## **Mission Statement**

St. Monica Academy students thrive in a Catholic educational setting that fosters creativity, instills strong moral values, encourages independent thinking and prepares them to claim their place as stewards of God's creation.

## **Administration**

Pastor:	Rev. Mariusz Stefanowski
Principal:	Raymond Coleman
Dir. of Religious Education:	Laurie Becker

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

# Table of Contents

## **Introductory and General Information**

- Admission Policy – p.2
- Calendar 2016-2017 – p.2
- Change of Address/Telephone Number – p.3
- Field Trips – p.3
- Lunch Time – p.3
- Office Hours – p.4
- Registration – p.4
- School Board – p.5
- School Visitors/Appointments – p.5

## **Student Tuition, Fees, and Other Costs**

- Extended Care Program – p.5
- Finance – p.6
- Fundraising – p.6
- Tuition and Fees 2015-2016 – p.7

## **Religious Education**

- Liturgical Celebrations – p.8
- Sacraments – p.8

## **Student Attendance, Progress, and Promotion**

- Absences – p.9
- Attendance – p.9
- Family Vacations – p.10
- Junior High Honor Roll – p.10
- Parent-Teacher Conferences – p.10
- Progress Reports – p.10
- Promotion/Retention of Student – p.11
- Report Cards – p.11
- Response to Intervention (RtI) – p.11
- Tardiness – p.11
- Testing – p.11
- Transferring – p.12
- Truancy – p.12

## **Health and Safety**

- AIDS – p.12
- Bicycle – p.13
- Child Abuse – p.13
- Classroom Snacks and Parties – p.13
- Communicable Diseases – p.13
- Dental and Vision Exams – p.14
- Emergency Form – p.14
- Emergency Medical Plan – p.14

- Emergency School Closing – p.14

## **Health and Safety (continued)**

- Fire Drills & Crisis Management – p.15
- Health Record Requirements – p.15
- Medications – p.15
- Skateboards, Roller Blades, Heelys, and Scooters – p.15
- Tornadoes – p.15
- Traffic – p.16
- Winter Temperatures – p.16

## **Discipline and Conduct**

- Conflict Management – p.16
- Corporal Punishment – p.17
- Dress Code Regulations – p.17
- Gang Activity – p.17
- Gym Class – p.18
- Hazing – p.18
- Non-Uniform Days – p.18
- Plagiarism – p.18
- School Discipline Policy – p.19
- School Uniform Regulations – p.20
- Search of School Property – p.22
- Sexual Harassment – p.22
- Substance Abuse – p.22
- Weapons – p.22

## **Athletics and Extra Curricular Activities**

- Extra Curricular Academic Code – p.23
- Student Activities – p.23

## **Technology and Electronic Devices**

- Cell Phones – p.24
- Electronic Games – p.24
- Personal Electronic Devices / iPads / Tablets – p.24
- Powerschool and ParentPortal – p.24
- Technology Use – p.24
- Technology Use Outside of School – p.25
- Telephone Use – p.25

## **Parent Involvement**

- Buckley Amendment – p.25
- Family Handbook – p.25
- Volunteer Program – p.26

### *Policies/Revisions*

The Principal of St. Monica Academy develops policies in this handbook. The policies are brought to the School Board for review and their wisdom. Implementation of the policies is the responsibility of the Principal who relies on the teachers to follow them throughout the school year. Principal and teachers develop policy revisions in the handbook.

As of August, 2003 all new policies or revisions to these policies will be dated as directed by the State of Illinois Evaluation of March, 2003.

## Introductory and General Information

### Admission Policy

Archdiocesan of Chicago schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools.

Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school- administered programs.

St. Monica Academy endeavors to educate all students within the limits of the school's education programs.

### Calendar 2016-2017

Sat.	Aug. 13	Family Payment Day 10:00 a.m. – 1:00 p.m.
Tues.	Aug. 16	Teacher Orientation Day
WeTh.	Aug. 17-18	Teacher Professional Days
Mon.	Aug. 22	School Opens 1 <sup>st</sup> to 8 <sup>th</sup> Grade <b>Half Day</b> of school (8:15 a.m. – 11:30 a.m.) in school uniforms
Tues.	Aug. 23	1 <sup>st</sup> to 8 <sup>th</sup> Grade Full Days begin (8:15 a.m. – 3:00 p.m.) in school uniforms All PreK & Kindergarten Orientation Day by assignment – no uniforms
Wed.	Aug. 24	All PreK & Kindergarten Orientation Day by assignment – no uniforms
Thur.	Aug. 25	Kindergarten to 8 <sup>th</sup> Grade - Full Day of school (8:15 a.m. – 3:00 p.m.) PreK 3 & PreK 4 Program begins (Half Day for All PreK Students)
Fri.	Aug. 26	PreK 3 & PreK 4 Program in session (Half Day for All PreK Students)
Mon.	Aug. 29	PreK 3 & PreK 4 Full Day Program Begins Food Service Begins
Mon.	Sept. 5	Labor Day – NO SCHOOL
Tues.	Sept. 13	Parent Back-to-School Night 7:00 p.m.
Fri.	Sept. 23	Teacher Professional Day – NO SCHOOL
Wed.	Sept. 28	1 <sup>st</sup> Quarter Progress Reports sent home for those in need (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Wed.	Oct. 5	1 <sup>st</sup> Trimester Progress Reports sent home for those in need (PreK-3 <sup>rd</sup> gr.)
Mon.	Oct. 10	Columbus Day – NO SCHOOL
Fri.	Oct. 28	1 <sup>st</sup> Quarter Ends (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Wed.	Nov. 2	1 <sup>st</sup> Quarter Report Cards sent home (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Fri.	Nov. 4	Teacher Professional Day – NO SCHOOL
Fri.	Nov. 11	1 <sup>st</sup> Trimester Ends (PreK-3 <sup>rd</sup> gr.)
Wed.	Nov. 16	1 <sup>st</sup> Trimester Report Cards sent home (PreK- 3 <sup>rd</sup> gr.)
Tues.	Nov. 22	Parent-Teacher Conferences– (11:45 a.m. – 4:00 p.m.) & (5:00 – 8:00 p.m.) <b>Half Day</b>
WThF.	Nov. 23-25	Thanksgiving Break – NO SCHOOL
Wed.	Dec. 7	2 <sup>nd</sup> Quarter Progress Reports sent home for those in need (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Fri.	Dec. 23	Christmas Break Begins - NO SCHOOL
Mon.	Jan. 9	Classes Resume
Mon.	Jan. 16	Martin Luther King, Jr. Day – NO SCHOOL
Fri.	Jan. 20	2 <sup>nd</sup> Quarter Ends (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Wed.	Jan. 25	2 <sup>nd</sup> Quarter Report Cards sent home (4 <sup>th</sup> -8 <sup>th</sup> gr.) 2 <sup>nd</sup> Trimester Progress Reports sent home for those in need (PreK-3 <sup>rd</sup> gr.)
Fri.	Feb. 10	Teacher Professional Day – NO SCHOOL
Mon.	Feb. 20	Presidents' Day – NO SCHOOL

Wed.	Feb. 22	3 <sup>rd</sup> Quarter Progress Reports sent home for those in need (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Fri.	Feb. 24	2 <sup>nd</sup> Trimester Ends (PreK-3 <sup>rd</sup> gr.)
Wed.	Mar. 1	2 <sup>nd</sup> Trimester Report Cards sent home (PreK-3 <sup>rd</sup> gr.)
Thur.	Mar. 23	3 <sup>rd</sup> Quarter Ends (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Fri.	Mar. 24	Teacher Professional Day – NO SCHOOL
Wed.	Mar. 29	3 <sup>rd</sup> Quarter Report Cards sent home (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Wed.	Apr. 12	3 <sup>rd</sup> Trimester Progress Reports sent home for those in need (PreK–3 <sup>rd</sup> gr.)
Thur.	Apr. 13	Easter Break Begins – NO SCHOOL
Mon.	Apr. 24	Classes Resume
Wed.	May 3	4 <sup>th</sup> Quarter Progress Reports sent home for those in need (4 <sup>th</sup> -8 <sup>th</sup> gr.)
Mon.	May 29	Memorial Day Observed – NO SCHOOL
Fri.	June 2	8 <sup>th</sup> Grade Graduation 7:00 p.m.
Fri.	June 9	Last day of school - Full Day

(If emergency/snow days are used, school days could be added to the calendar)

**Dates are subject to change at the discretion of the Principal**

### Change of Address/Telephone Number

Parents should notify the school office immediately regarding any change of address or telephone number.

### Field Trips

Field trips, such as cultural and academic experiences, are encouraged. Please return permission slips and money promptly. A child without a written permission slip to attend a trip remains in school for regular work and is NOT excused from school. Due to legal constraints, a phone call from a parent may not be accepted as sufficient permission. Please understand that not all parents can accompany their child on each field trip. Chaperones will be contacted as needed by the teacher. Chaperones MUST be compliant with all requirements set by the Archdiocesan “Protecting Children” guidelines.

### Lunch Times

Students may bring their lunch or arrange monthly to participate in the hot lunch program managed by Food Service Professionals.

Lunch Periods:		Recess
Grades K - 1 -2	10:55 - 11:25	11:30-11:45
Grades PreK, 3 - 4 - 5	11:35 - 12:05	12:10-12:25
Grades 6 - 7 - 8	12:15 - 12:45	Various Times

Rules Regarding Lunch – Playground:

1. All Students enter the lunchroom in orderly lines, with no pushing, shoving or running.
2. Children remain seated during lunch.
3. Students are responsible for clearing tables and putting trash in the proper containers.
4. Students attend the restrooms before lunch.
5. Food or drinks are not allowed on the playground.

6. No bike riding, baseball, snowballing, or rough playing is allowed on the playground.
7. Fighting at anytime or anyplace is forbidden and warrants punishment beyond regular disciplinary action.

Quiet talking is the key to success in an orderly lunchroom. Disobeying rules repeatedly will result in temporary or permanent discontinuance of lunchroom privileges.

**Parents are requested not to bring fast food lunches when a child forgets their lunch. The vending machines may not be used during lunch periods, or during school hours of 8:15am – 3:00 pm. Energy drinks are not allowed. Please remember healthy, balanced lunches are important.**

## Office Hours

The school office is open from 7:30 AM to 3:30 PM each day, Monday through Friday.

## Registration

St. Monica Academy offers a Catholic education to the children of families of registered parishioners at St. Monica. The admission of children other than parishioners is based on availability of classroom space. Registration for the coming year is given priority for students currently enrolled in the school.

At the time of registration (Preschool - Grade 8) the following is required:

- Birth Certificate - State
- Baptismal Certificate (not necessary if child was baptized at St. Monica)
- Completed Registration Form
- Registration Fee (\$100.00 per family). All fees are non-refundable
- Tuition Agreement

To be presented before the first day of school:

- Instructional Fee
- School Physical Form, including all updated immunizations
- Dental Form
- Vision Form (kindergarten)

Transfer students and their parents, Grades 2-8, must meet with the Principal before registration. Students will be taken first come-first served with this priority in mind.

Registration Acceptance Priority:

- Present Students
- Siblings of Present Students
- New Students - Registered parishioners of St. Monica  
(length of time as parishioners will be considered)
- New Students - Non-Parishioners

## School Board

The St. Monica Academy Board has as its primary concern the implementation of the St. Monica Academy Mission statement. This shall be accomplished through the collaboration of the Pastor, School Administration, School Board members, parents and interested parishioners.

### School Board Members

President – *Carmela Stout*

Vice President - *Lisa Naujokas*

Secretary – *Erin McNaughton*

Public Relations – *Madeline Flis, Mark Goedert*

Hospitality – *Carmela Stout, Carin Smith*

Volunteers – *Michelle O’Gara*

Fundraising – *Michelle O’Gara, Carin Smith, Carmela Stout*

Alumni – *Mark Goedert*

LAP – *Erin McNaughton*

### School Board Meetings

Meetings take place on the third or fourth Tuesday of each month. All meetings are open to interested parents and parishioners eighteen years of age or older. Executive (closed meetings) may also be scheduled or called after the close of the open meeting. Only the board members and parish staff may attend executive sessions.

## School Visitors/Appointments

Parents are welcome to visit our school. Please call in advance to arrange a time and date for the visit with the classroom teacher. Always enter through the Office and check in with the school secretary. All visitors are asked to sign in and wear a visitor's badge. All outside school doors are locked during school hours.

## **Student Tuition, Fees, and Other Costs**

### Extended Care Program

The Extended Care Program is open from 7:00 - 8:15 a.m. and 3:00 - 6:00 p.m. for students Kdg -8 needing this service. Full time preschool students will be allowed to enroll in extended care depending on their readiness. Interested families should register on Family Payment Day in August. A handbook will be given at the time of registration.

*(August 2006)*

## Finance

1. Correspondence regarding payment of both the Registration and Instructional Fee will be distributed towards the end of every school year.
2. All school families must register every year. At the time of registration, a \$100.00 per family Registration Fee is due. **NO CHILD MAY BE REGISTERED FOR A PARTICULAR SCHOOL YEAR UNTIL ALL TUITION, BAND AND EXTENDED DAY CARE PAYMENTS FOR THE PRIOR SCHOOL YEAR HAVE BEEN MADE.**
3. A Tuition Agreement form will be initiated at the time of registration, indicating the various tuition payment plans that are available to our school families. A signed Tuition Agreement must be returned along with the \$100.00 Registration Fee.
4. Each family is also required to pay an Instructional Fee for each child every year. This fee is determined by grade level.
5. Tuition payments are due the 15<sup>th</sup> of each month. A late fee of \$25 is assessed for delinquent tuition not paid by the 20<sup>th</sup> of each month.
6. The procedure for dealing with delinquent tuition payments is as follows:
  - a. A statement listing the specific amount due, including late fees will be issued.
  - b. The parent or guardian is required at this time to contact the Director of Finance to discuss payment.
  - c. If the current balance due has not been paid in a timely fashion or arrangements have not been made with the Director of Finance, a delinquent tuition account will have the following consequences:
    - student(s) will not receive their report card at the end of the quarter
    - student(s) will not be allowed to participate in field trips
    - 8<sup>th</sup> grade students will not be allowed to participate in 8<sup>th</sup> grade class trips, graduation exercises, or any related activities.

## Fundraising

All Families are urged to participate and volunteer for Fundraising Events and Activities throughout the school year to keep tuition costs down. The School Board Fundraising Team determines events in coordination with the Principal. Fundraising events, socials, and activities planned include the Chocolate Sale, General Mills Box-Tops for Education, Movie Nights, 5K Run/Walk, Holiday Gift Shop, SMA Gala, SMA Summer Fest and Car Show, and Special Lunch Days. Events may be changed or added.

# Tuition and Fees 2016-2017

	Tuition Total	10 month	11 month	12 month
Preschool (3 & 4 year olds) One Student Half Day -5 Days per week (No discounts apply)	\$3,175	\$318	\$289	\$265
Preschool (3 & 4 year olds) One Student Full Day - 5 Days per week	\$5,050	\$505	\$459	\$421
Two Students in Full Day PreK (30% discount for 2nd PreK student)	\$8,585	\$859	\$780	\$715
Three Students in Full Day PreK (30% discount for 2nd PreK student & 50% discount for 3rd PreK student)	\$11,110	\$1,111	\$1,010	\$926
One Student in K-8 and One PreK Student (30% discount for PreK student)	\$8,585	\$859	\$780	\$715
One Student in K-8 and Two PreK Students (30% discount for 1st & 50% discount for 2nd PreK student)	\$11,110	\$1,111	\$1,010	\$926
Two Students in K-8 and One PreK Student (50% discount for PreK student)	\$10,535	\$1,054	\$958	\$878
Two Students in K-8 and Two PreK Students (50% discount each Pre K student)	\$13,060	\$1,306	\$1,187	\$1,088
Three Students in K-8 and One PreK Student (50% discount for PreK student)	\$12,465	\$1,247	\$1,133	\$1,039
<b>K - 8</b>				
One Student Tuition	\$5,050	\$505	\$459	\$421
Two Students Tuition	\$8,010	\$801	\$728	\$668
Three or More Students Tuition	\$9,940	\$994	\$904	\$828

**PAYMENT OPTIONS:**

**Option 1:** Tuition is paid in 10 monthly installments beginning August 2016.

**Option 2:** Tuition is paid in 11 monthly installments beginning July 2016.

**Option 3:** Tuition is paid in 12 monthly installments beginning June 2016.

**Option 4:** \$50 discount for tuition paid in full on or before August 13, 2016, Family Payment Day

-Payment Option 1, 2 and 3 requires payment made on or before the 15th of every month.

-A late fee of \$25 is assessed for delinquent tuition not paid by the 20th of each month.

-A service charge of \$25 will be assessed for any returned checks.

-Registration Fee and Instructional Fees are not refundable and do not apply toward tuition.

**EXTENDED CARE FEES:** on or before August 13, 2016    **after August 13, 2016**

REGISTRATION - \$25.00 for one child

\$50 for one child

Hourly rate \$5.00 per child if registered

-\$50.00 per family

\$100 per family

Hourly rate \$10.00 per child if not registered

Registration Fee: \$100 per family

Instructional Fee: \$200 per child for ½ day preschool student; \$280 per child for full day student



**Please Note:**

-There are no mandatory fundraising commitments. However, your participation in any of the fundraising efforts for this school year lends to the success of each event. The success of each event allows current school programs to progress successfully. We welcome and encourage all efforts.

Visit our website: [www.stmonicachicago.com](http://www.stmonicachicago.com) (August 2014)

## **Religious Education**

Faith is a way of life. The Religious Education Program is one aspect of assisting children in the life-long process of listening and responding to God's invitation to love.

### **Liturgical Celebrations**

Prayer and liturgical celebrations, especially the celebration of the Eucharist, are vital to our lives as Catholics. While we integrate these celebrations as much as possible into our school schedule, family participation at Sunday Eucharist and other family prayer times are essential to the faith development of young people. Making these special prayer times a priority of family life will enable each child to see their importance in our lives of faith.

### **Sacraments**

#### **Sacramental Celebration**

Sacraments are community celebrations in which we, as a people of faith, are given opportunities to respond to God's loving presence in our lives. Sacraments are not events isolated from life, but are meant to enrich our everyday lives as followers of Christ.

**One full year of religious education is required before preparation for the celebration of any sacrament begins.**

#### **Confirmation**

Confirmation is celebrated with 8th grade students. Catechesis for this sacrament begins in Grade 7 and continues throughout 8th grade both before and after the celebration of Confirmation. This process of preparation and celebration will assist the junior high students in understanding the faith commitment they make upon completion of initiation into the community of believers.

#### **Eucharist**

Students in Grade 2 are invited to a fuller participation in the Eucharist celebration as they prepare for first reception of Communion. Though coming to an understanding of Eucharist is a life-long process, the first communicants will explore the themes of gathering with the faith community, of listening to the Word of God, of remembering God's saving action in our lives, of sharing the Body and Blood of Christ and of being sent forth to serve others in the name of Christ.

Their presence and participation at the Sunday celebration of the Eucharist can only heighten student awareness of this preparation. Parents are strongly encouraged to bring their children to worship with them and the faith community each week.

## **Reconciliation**

In preparing for the sacrament of Reconciliation, students are invited to explore the meaning of sin and the experience of forgiveness and reconciliation. In this process of learning, students are given the opportunity to gradually develop an understanding of Reconciliation.

Students in Grade 2 begin to reflect on their ability to make choices and are guided to understand sin as making unloving choices. They are encouraged to explore ways of seeking forgiveness. Second graders are invited to participate in Reconciliation prior to the celebration of the First Eucharist.

## **Student Attendance, Progress, and Promotion**

### **Absences**

Regular attendance is expected. In case of extended absence, a dated, written reason for the absence must be brought to the office upon return to school.

**Each morning of a child's absence a parent is required to call the school office before 9:00 A. M. to report the absence.**

**School Phone: (773) 631-7880**

**Please call to request make-up work for illnesses or absences of more than a day or two.**

Doctor and dental appointments should be scheduled after school hours. If it is necessary to pick up your child during school hours, a written note is expected that morning. The parent must come to the office for the child.

### **Attendance**

#### **School Hours - Preschool**

3 & 4 year old – 5 Half Day, meet on Monday through Friday, 8:15 a.m. - 11:30 a.m.

3 & 4 year old – 5 Full Day, meet on Monday through Friday, 8:15 a.m. - 3:00 p.m.

#### **School Hours - Kindergarten – 8<sup>th</sup> Grade**

8:15 a.m. - 3:00 p.m.                      Regular Days

8:15 a.m. - 11:30 a.m.                      Half Days

#### **Arrivals and Departures**

Preschool - Enter and exit through the Northeast doors (Rectory parking lot)

Kindergarten - Grade 1 - Enter and exit through the Northeast doors (Rectory parking lot) and exit through classroom doors.

Grades 2 -5 - Enter and exit through Carmen Ave. doors

Grades 6-8 - Enter and exit through office doors (Mont Clare)

**Students should not be on the school grounds before 8:05 a.m. unless they are enrolled in the Extended Day Care Program**

## Family Vacations

Vacations should be planned so that the student is not absent from school. Parents planning a vacation which requires a child's absence from school must discuss the matter with the principal and the child's teacher well in advance of departure. Please do not expect advance assignments prior to a trip. It may not be possible to give long-range assignments or to determine current progress of the class during this vacation time. Make-up work following vacations should be completed as directed by the teacher.

**A written note must be sent to the office before the planned vacation.**

## Junior High Honor Roll

St. Monica Academy makes an effort to recognize the academic achievements and excellence of our students as they prepare for high school. Students in grades 6-8 are recognized each quarter through an academic honor roll. The following criteria for the Academic Honor Roll will be used:

1. Academic areas only will be considered for eligibility for honors: Math, Reading, Science, Social Studies, English and Religion.
2. A check on the report card in any area or a grade lower than a C - will eliminate a student's eligibility for honors.
3. The following Achievement Code (ABC 95.3) will be used:

A	93-100	(4 points)	D	69-76	(1 point)	First Honors 3.5 - 4.0
B	85-92	(3 points)	F	0-68		Second Honors 3.0 - 3.4
C	77-84	(2 points)				

## Parent - Teacher Conferences

Parents and teachers become partners, supporting one another in the educational process. These conferences give parents and teachers an opportunity to discuss each individual child and to develop a better understanding of the child and school program. We encourage a conference whenever the parent or teacher deems it necessary. Please feel free to make an appointment at any time during the year to discuss your concerns

A mandatory conference is held each November after the first report card.

## Progress Reports

Interim progress reports mid-quarter (4<sup>th</sup>- 8<sup>th</sup> gr.) and progress reports mid-trimester (Preschool – 3<sup>rd</sup> gr.) are issued for students whose work is questionable and parental assistance is needed. This report must be signed and returned to the teacher. If the student's performance is below average parents are encouraged to seek further clarification if needed.

## Promotion/Retention of Child

### **Promotion:**

Each child/student is promoted based on the work completed in any particular grade. In the primary grades (1-3) satisfactory work is our benchmark along with the evaluation of the teacher indicating that the child

will be successful in the next grade. In grades 4-8 students must complete their work and maintain a passing grade. The evaluation of the teacher is invaluable to direct the student's success in the next grade. (August 2003)

### **Retention:**

A student is retained only if adequate evaluation and documentation indicates the student will benefit from retention.

Retention must have prior approval of the principal and be accepted in writing by the parent/guardian. If the parent/guardian refuses to have the student retained, this fact should be in writing prior to promotion. The parent/guardian must not be forced to choose between retention and transfer to another school.

Retention rarely occurs beyond the third grade.

(Archdiocesan Policy, Procedures and practices stated in the handbook for School Administrators, August 2000- added to St. Monica Family Handbook, August 2003)

### **Report Cards**

Report cards are issued quarterly for grades 4 - 8 and on a trimester basis for preschool – 3<sup>rd</sup> grade. Students in grades 4 - 8 receive letter grades. Students in preschool – 3<sup>rd</sup> grade receive a standards-based report card indicating if a student is meeting learning standards for their particular grade-level. A parent signature is required to verify receipt of the report card.

### **Response to Intervention (RtI)**

RtI, or Response to Intervention, is a multilevel prevention program designed to help maximize student performance. Implementing RtI means using different interventions, or different intensities of interventions, in order to best reach all students. RtI includes data-based decision making, scientifically based interventions, progress monitoring, and documentation. The principal, teachers, and parents work together in the RtI process to help students be successful. (August 2013)

### **Tardiness**

Tardiness may cause an interruption in the classroom. Three unexcused tardies per quarter will result in a 90 minute detention for grades 5 through 8. (August 2007)

### **Testing**

St. Monica Academy participates in the ACT Aspire Testing program of the Archdiocese of Chicago. Grades 3 - 8 are tested in the spring of each year. Individual home reports are sent to parents. Grade level reports are shared with the school community.

### **Transferring**

When transferring, parents must come to the school office and complete an authorization to release records. Student's records will be sent to the new school after the release form has been signed.

Tuition must be paid fully to the point of transfer. If tuition has been paid in advance, the over payment will be reimbursed. The Instructional Fee is not refundable.

## Truancy

School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

The principal will investigate and involve the parents/guardian if:

- There is a suspicion that a student is truant,
- A student returns to school with no excuse or one that might not be valid,
- A student continues to be absent with no apparent reason.

Often extraordinary circumstances are involved and the principal and parent/guardian should work together to remedy the situation.

When all efforts fail to persuade the student to attend school regularly, a written warning shall be sent to the parent/guardian indicating that the case will be turned over to the public school district in which the student resides. (Archdiocesan Policy, Procedures and Practices stated in the Handbook for School Administrators, August 2000-added to St. Monica Family handbook, August 2003.)

## **Health and Safety**

### AIDS

It is the policy of St. Monica Academy to provide a safe and healthy environment for the students. Therefore, the following guidelines will be used when dealing with students who have been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex) or other illnesses caused by HIV (Human Immune Deficiency Virus), that causes AIDS also known as HTVL, VIII or LAY. Throughout this policy it will be known as AIDS Virus.

Parents and guardians have a moral obligation and legal responsibility to report to St. Monica Academy administration when any child has been diagnosed as having AIDS Virus.

In order to protect confidentiality when a child with the AIDS Virus is admitted to school, there shall be a minimum of school personnel made aware of the child's condition to assure proper care of the child.

St. Monica Academy community will act to educate and foster compassion for individuals and families faced with this challenge.

### Bicycle

The Police Department recommends that children below third grade should not ride bicycles to school. If parents request this privilege, a written notification must be on file in the school office. Periodically the police inspect the bicycles, which must be in safe condition and properly licensed. While precautions are taken, the school cannot assume responsibility for bicycles at school. All bicycles are to be locked. All bicycles are to be walked on the school premises. Any child who violates the safety regulations about bicycles will have riding privileges suspended.

## 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.

(August, 2009)

## Classroom Snacks and Parties

In those classes with designated snack times, parents are requested to provide children with appropriate and nutritionally sound snacks.

Cakes, cookies, pudding, etc. are to be reserved for special birthday treats. Please attempt to bring a "healthy alternative" treat whenever possible. Arrangements for class treats should be made in advance with the classroom teacher. There is a possibility that some students have peanut and other food allergies. ALL CLASSROOM TREATS FOR PARTIES NEED TO BE STORE BOUGHT in order to ensure students can recognize ingredients and possible allergens. Also, NO PEANUT PRODUCTS OR TREE NUT PRODUCTS should be brought in as treats. This can include products that say "May Contain Nuts." Please check the label of products for classroom parties.

(August 2015)

## Communicable Disease

**These procedures are in accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health.**

1. Notify the school office immediately when your child has a communicable disease.
2. The following diseases require exclusion from school, but no written release from a physician is needed to return to school.
  - Chicken Pox - not less than six days after eruption of the rash.
  - German Measles - five days after appearance of rash.
  - Mumps - nine days and until all swelling is gone.
  - Conjunctivities, Strep Throat, and Pink Eye - 1 full day
3. All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school.
4. If your child has a sore throat, earache, discharge from the nose, skin rash eruptions, eye infections, or elevated temperature of 100 degrees, **THE CHILD SHOULD BE KEPT AT HOME.**

## Dental & Vision Exams

The state of Illinois has adopted mandates that require proof of dental exams for students in grades kindergarten, second, and sixth and vision exams in kindergarten. (August 2008)

## Emergency Form

An Emergency Form for each family will be sent home with the oldest child during the first week of school. Please complete and return it immediately. Parent signatures are required on this form. In case of an accident at school, first aid will be administered. When neither parent can be reached, the persons indicated on the form are contacted. If the child is too ill to remain at school, the home is contacted and arrangements are made for the child to be taken home.

## Emergency Medical Plan

The following is the emergency medical plan for St. Monica Academy. This plan was designed in June of 2005 according to the proposed rule issued from the Illinois Department of Public Health.

### Description of Medical Emergency Responses

St. Monica Academy personnel have been instructed to immediately call 911 in the case of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person to believe that the sick or injured person requires urgent or unscheduled medical care. They are instructed to err on the side of caution. Personnel carry cell phones in order to be able to respond immediately. St. Monica Academy has installed an Automatic External Defibrillator (AED) in the school gymnasium.

Selected staff members have been instructed in the use and maintenance of the AED as part of our annual in-service on medical related issues. Yearly, faculty members are instructed in basic procedures for dealing with medical emergencies. They are also told about any individual students or faculty members who have specific medical needs. Emergency information is kept on file for each student and faculty member. Copies of these forms will be routinely given to paramedics in the event a person needs to be sent to the hospital.

In any medical emergency, staff members are instructed to also immediately notify the school office after calling 911. Parents/guardians are immediately notified in case of medical emergencies. Students and staff members are instructed to ask other adults for assistance in emergencies and are aware of who is nearby at various times during the school day.

(August 2007)

## Emergency School Closing

If it is necessary to close school because of weather conditions, etc., the following radio stations will be notified: WGN - WBBM - WMAQ. Families will also be informed through the SchoolReach telephone and email broadcast system. (August 2014)

**EMERGENCY CLOSING WILL BE REPORTED ON CBS, WGN, FOX AND CLTV STATIONS THROUGH THE EMERGENCY CLOSING CENTER.**

## Fire Drills & Crisis Management

Local fire regulations state that fire drills should be conducted a minimum of 3 times within the school year. During fire drills, silence and rapid walking are expected and perfect ranks are to be maintained. There will also be a Crisis Management drill conducted one time per year. During this drill a tight lockdown response is required. (August 2008)

## Health Record Requirements

Your child's health is an important factor in his/her progress in school and can influence his/her work considerably.

State regulation requirements for Kindergarten, 6th Grade and all new students:

1. Physical examination including immunization against Polio, DTaP, Measles, Mumps, and Rubella, and Hepatitis B.
2. All children in preschool must provide proof of immunization against Hib.
3. All children must provide proof of immunization against varicella/chickenpox.
4. Please also refer to the dental/vision section of the handbook for dental and vision requirements.

These health records must be on file in the school office by the first day of school or the child will not be admitted to school. All health records must be dated **August 22, 2016 or later** to be valid. **All sections must be completed and signed.**

## Medications

Parents or guardians have the primary responsibility for administering medication to their children. Medications are to be administered during school hours only with proper authorization from a licensed prescriber. The medication authorization form must be completely filled out and signed by the licensed prescriber and parent/guardian prior to administration. Medication must be provided to the school by the parent/guardian in the original pharmacy container, clearly labeled.

A student may self-administer his/her asthma medication with proper authorization, including physician's order, a physician's signature, and parent/guardian signature while in school.

The parent/guardian will be responsible at the end of the treatment period for removing from school any unused medication, which was prescribed for their child. Any medication that is not removed by the parent will be disposed. (August 2005)

## Skateboards, Roller Blades, Heelys and Scooters

Skateboards, roller blades, heelys shoes and scooters are not permitted on school grounds during school hours. They pose a safety hazard to those riding them and to pedestrians on the sidewalks. Students are not allowed to ride any of these to or from school.

## Tornadoes

Tornado Watch - Conditions are present which encourage the formation of tornadoes although none sighted. No student will leave the school premises prior to dismissal time unless accompanied by a parent or responsible adult. Students will be instructed to go directly home. A tornado drill is conducted in early March to familiarize students with procedures in the event of a real emergency.



## Traffic

Parents are asked to follow the flow pattern of SOUTH on NOTTINGHAM, WEST on CARMEN and NORTH on MONT CLARE at arrival and dismissal time. Parking in the Carmen lot is not permitted. For SAFETY of the children, please drop off students and drive away. Blocking the cross walks and double parking is not permitted.

## Winter Temperatures

It is the responsibility of parents/guardians to make sure that their children are dressed appropriately to participate in daily recess breaks and school arrival and dismissal. Students will go outside for recess unless recovering from an illness or the weather does not permit it.

The guidelines that St. Monica Academy will follow for outside activities and morning arrival during the winter are as follows:

<u>Temperature (F)/ Wind Chill</u>	<u>Maximum Time Outside</u>
15 degrees or warmer	unlimited
0 degrees to 15 degrees	20 minutes
Below 0 degrees	Students stay inside

If a student needs to stay inside during recess due to illness or injury, a parent note will be necessary. A doctor's note will be required for additional days inside.

## Discipline and Conduct

### Conflict Management

We recognize that conflict can occur between child/student and the teacher or the parent and the teacher. In such case, the following is our procedure for managing these situations.

#### **Teacher/Student**

- Teacher and student will try to find an agreeable solution to the issue.
- If a solution is not agreeable, the parent/guardian will be asked to attend a conference with the student and teacher.
- If still no resolution is reached, the principal, parent/guardian, student and teacher will have a conference and a student contract with its consequences will be agreed upon.

#### **Teacher/Parent:**

- Teacher and parent/guardian will try to find an agreeable solution to the issue.
- If a solution is not agreeable, the principal will be asked to attend a conference with the teacher and parent/guardian. (August 2003)

## Corporal Punishment

Our philosophy does not recognize the use of corporal punishment. All teachers have been instructed that if a child/student is misbehaving to such a degree that classroom instruction is interrupted, the child/student is sent to the office. The parent will be notified to pick up the child/student and must have a conference with the principal and teacher before the child/student may return to the classroom. (August 2003)

## Dress Code Regulations

Parent cooperation is expected and appreciated in the area of uniform and dress code at St. Monica Academy. Please read the following section regarding dress code with your child(ren).

- Girls**
- No make-up
  - No nail polish
  - Stud earrings only
  - No hanging earrings/jewelry, distracting jewelry or accessories, body piercing, tattoos
  - No colored T-shirts under school top
  - No hair "tails", shaved or colored hair (natural-tone highlighting is acceptable)
  - Hair Styled Neatly
- Boys**
- No hair below the collar and neatly trimmed above eyebrows
  - No hair "tails", moussed hair, razor cuts shaved or colored hair (natural-tone highlighting is acceptable)
  - No earrings, jewelry, piercings, tattoos
  - No colored T-shirts under school shirt
  - No facial hair.
- All**
- Dress shoes or gym shoes in black, brown, blue or white (no bright colors or patterns)
  - No "high tops" (*ex. Shoes above the ankle bone*), boots, sandals, crocs, clogs, flip-flops, slippers, or moccasins

(August 2013)

## 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 or others.
- symbols that may be gang-related in the manner displayed, including but no 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 and law enforcement 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 suspension and/or expulsion.

## Gym Class

All students must be in complete gym uniform on their designated gym days. Students should wear their gym uniforms to school on gym days. Gym shoes must be tied or secured with Velcro. **ONLY GYM UNIFORMS PURCHASED THROUGH THE ATHLETIC BOARD ARE ACCEPTABLE. SPIRIT WEAR MAY NOT BE WORN AS A UNIFORM.** Order forms are available in the school office.

Grades 1 - 3	Uniform navy shirt and shorts. Only uniform issue sweat pants are acceptable. Students may wear uniform issue gym clothes during the school day on gym days.
Grades 4 - 8	Uniform issue T-shirt and blue mesh shorts. Students may wear uniform issue gym clothes during the school day on gym days.

To be excused from Physical Education, a written request from the parent is required. Prolonged absences from Physical Education require a note to that effect from a physician.

## Hazing

Hazing activities are a crime and will not be tolerated. Any incidents of hazing need to be reported immediately. The Cook County Sheriff of Illinois defines hazing as:

- A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
  - The act is not sanctioned or authorized by that educational institution; and
  - The act results in bodily harm to any person

(August 2013)

## Non-Uniform Days

During the year, there are occasional non-uniform days. On “dress-up” days, students should wear presentable looking clothing. On other occasions, there will be “jeans days”. Jeans are acceptable on these days as well as garden/planting days, where selected classrooms meet in the garden as part of the SEEDS curriculum. No T-shirts with writing, tank tops, or shorts are acceptable on these days.

## Plagiarism

Plagiarism is the act of taking a piece of writing from someone else and presenting it as being your own work. The consequence for plagiarism is the following: no credit/zero for the assignment and demerits.

(August 2005)

## School Discipline Policy

In guiding the child's growth we are concerned with the development of responsible behavior. The essence of Christian discipline is the development of a personal value system, which acts

as the motivational force of self-discipline. Guiding the child to form Christian values is the major role of the parent and educator. Discipline is essential to any school that hopes to achieve its aims. St. Monica Academy emphasizes the positive aspect of regulations and order, and believes with every right a child may have, there is a corresponding obligation. Teachers will make every effort to recognize and reward positive, constructive behaviors.

Students and teachers will work together to form rules, consequences and rewards at the beginning of the year. Parents will be informed of these policies during Back-to-School Night in September. We hope to elicit a feeling of ownership, a sense of obligation to follow the rules and a high degree of support from the parents.

Disobedience, breaking school rules or classroom rules, cannot be tolerated. Continuous lack of effort, disregard of instruction, overly disruptive behavior in and around school, disrespect toward teachers, supervisors, aides or neighbors in the community demonstrate a negative behavior pattern that must be corrected.

For Grades 5 - 8 demerits will be used to help the students and parents recognize disruptive and/or non-constructive behavior in the classroom and school. These demerits will be sent home to be signed by a parent and returned the following day. Students receiving three (3) demerits in one quarter will serve a 90 minute detention, scheduled by the principal. The next demerit will cause a mandatory meeting with their parents and the Principal. Honor Roll status will be denied for any student receiving a detention for that quarter.

(August 2007)

If your child fits into one of these categories, he/she will have to accept the appropriate consequences that may range from spoken reprimands, deprivation of privileges, detention, special conferences with parents, suspension, to the most severe punishment, expulsion.

### Fighting:

Fighting at anytime or anyplace is forbidden and warrants punishment beyond regular disciplinary action. Suspension is the consequence for excessive physical and/or verbal fighting.

### Snowball Throwing:

Snowball throwing on school premises is dangerous and is therefore forbidden. Any child/student who throws snowballs will receive a demerit.

### Tardies:

Tardiness may cause an interruption in the classroom. Three unexcused tardies per quarter will result in a 1-1/2 hour detention for grades 5 through 8.

(August 2007)

### No Gum

Chewing gum is not permitted in school.

### Bullying:

Bullying is wrong and will be dealt with speedily and effectively when it occurs. St. Monica Academy is committed to values of tolerance and respect for others and as an institution opposes all forms of bullying. All members of the school community have an important part to play in fostering an atmosphere where bullying is discouraged and each individual feels cared for and valued.

Bullying is deliberately hurtful behavior. It is repeated often over a period of time, and it is difficult for those being bullied to defend themselves.

At St. Monica Academy, bullying will be taken seriously. It will be investigated and appropriate action will be taken. Information will be kept on file should bullying persist. Parents of all children involved will be kept informed and their support will be expected. If bullying is persistent, suspension or expulsion may result.  
(August 2004)

### Suspension:

Suspension is the isolation of the student from some or all school activities. Except in unusual cases, the suspension should not exceed a week. Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected pupil in overcoming a disciplinary problem. After the third detention a student will be suspended for two days.

### Expulsion:

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

## School Uniform Regulations

St. Monica students wear a specified dress uniform and gym uniform. Parental supervision is required to insure your child's compliance with uniform and dress code. Children not in complete uniform are expected to present a written note by the parents to the teacher.

Uniforms may be purchased at Dennis Uniform Co. 1400 E. Business Center Drive Mt Prospect, IL 60056 Ph. 847 299-1774. Gym uniforms must be purchased through the Athletic Board. Order forms are available in the school office.

### Girls

#### Grades 1-3

- |                     |                                                                 |
|---------------------|-----------------------------------------------------------------|
| Kemper Plaid Shift* | V-neck, box pleats- no shorter than 2" above the knees.         |
| Polo                | White with collar, short or long sleeve, polo must be tucked in |
| Sweaters            | Solid navy in any style                                         |
| Socks               | Solid navy or white knee-hi's or ankle length                   |
| Sweatshirt          | Navy uniform issue or navy with St. Monica logo (no hoods)      |
| Pants               | Solid Navy, no cargo pockets                                    |

*\*Pants may not be worn under the uniform (i.e. pajama pants, leggings, etc.)*

#### Grades 4 - 5

- |                           |                                                                            |
|---------------------------|----------------------------------------------------------------------------|
| Kemper Plaid Skirt/Skort* | Box pleats, or w/ tabs –no shorter than 2" above the knees                 |
| Polo                      | Navy with collar, long or short sleeve, non-banded polos must be tucked in |
| Slacks                    | Solid Navy, no cargo pockets                                               |
| Sweaters                  | Solid navy in any style                                                    |
| Socks                     | Solid navy or white knee-hi's or ankle length (not below the ankle)        |
| Sweatshirt                | Navy uniform issue or navy with St. Monica logo (no hoods)                 |

*\*Pants may not be worn under the uniform skirt (i.e. pajama pants, leggings, etc.)*

Grades 6-8

- Kemper Plaid Skirt/Skort\*      Box pleats, or w/ tabs –no shorter than 2” above the knees
- Polo                      Dark Green w/ St. Monica Logo, collar, long or short sleeve, White with collar, long or short sleeve, non-banded polos must be tucked in
- Sweater                  Solid navy in any style
- Socks                     Solid navy or white knee-hi’s or ankle length (not below the ankle)
- Sweatshirt              Navy uniform issue or navy with St. Monica logo (no hoods)

*\*Pants may not be worn under the uniform skirt (i.e. pajama pants, leggings, etc.)*

**Note:** Any non-compliance to the above will result in a demerit

## **Boys**

Grades 1-5

- Shirt                      Powder blue knit short or long sleeve. Shirt must be tucked in.
- Pants                      Navy (must be dress pants with belt)
- Sweater                  Solid navy any style
- Sweatshirt              Navy uniform issue or navy with St. Monica logo (no hoods)
- Walking shorts      Only uniform issue may be worn August-October and April-June  
(August 2005)

Grades 6-8

- Shirt                      Dark Green knit short or long sleeve, with St. Monica logo. Shirt must be tucked in.
- Pants                      Khaki (must be dress pants with dress belt, no oversized pants or cargo pockets)
- Socks                     white only, no below the ankle socks
- Sweater                  Solid navy any style
- Sweatshirt              Navy uniform issue or navy with St. Monica logo (no hoods)
- Walking shorts      Only uniform issue may be worn August-October and April-June , khaki  
(August 2005)

**Note:** Any non-compliance to the above will result in a demerit

## **Kindergarten**

Navy blue sweatshirt, sweatpants, T-shirt, and shorts with St. Monica logo available through St Monica Athletic Board.

## **Search of School Property**

All property of the school, including student desks and lockers, as well as contents, may be opened, and searched or inspected at any time without notice. School personnel have an unrestricted right to search this

property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. The school reserves the right to inspect all school and/or personal property.  
(August, 2009)

## Sexual Harassment

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

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

Any employee 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.

## Substance Abuse

Anytime a student is representing St. Monica Academy, whether in the school, on school grounds, during the school day, or at school sponsored activities extending beyond the regular school hours, substance abuse of any kind is strictly prohibited. Substance is defined as illegal drugs, drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they were intended.

(August 2006)

## 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 weapons violations as well as physical battery on a teacher or staff member, to the local police, (per ISBE). The weapon is turned over to the local police jurisdiction.

(August, 2014)

## **Athletics and Extra Curricular Activities**

### **Extra-Curricular Academic Code**

We seek to create a learning environment where all children can develop to their fullest potential. This is brought about through the integration of an academic program with active involvement in athletic and extracurricular pursuits (i.e. student government, band, sports, etc.) within a Christian community. Academics must always be a priority.

Therefore:

1. Participation in all extracurricular activities is contingent upon maintaining a "C" average in all academic areas and remaining detention-free.
2. Failure to abide by the academic code will result in temporary suspension from the activity. Students, teachers and parents will communicate expectations for reinstatement. Three suspensions will result in permanent removal.

### **Student Activities**

Many opportunities that enrich and support our curriculum are available for students' involvement.

Altar Servers: Students in grades 4-8 have the opportunity to receive training and guidance in order to serve during liturgies for school and parish. We encourage students to participate as a way to practice and deepen their faith.

Band: Students in grades 4-8 are encouraged to join our Band Program. Registration takes place in September. Weekly band lessons and band practice continue through May. Band fees are in addition to school tuition.

Athletic Programs: Programs are directed by the Athletic Board and the Athletic Director. The members of the Athletic Board as well as the coaches will strive to educate the minds as well as the bodies of our students in a Christian manner. Teams are formed as players and coaches permit. St. Monica Junior High Teams are members of the City-Suburban Catholic Conference.

- Cross-Country, Basketball and Track are available to both boys and girls in grades 4-8.
- Volleyball, boys and girls grades 4-8.
- Girls Softball and Boys Baseball, grades 5-8.
- Soccer, Co-Ed, grades 5-8

Scouting: St. Monica Parish offers all levels of scouting for boys and girls. Meetings and trips take place after school hours and on the weekends.

Newspaper: Junior High students produce the school newspaper, the SMA INFORMER.

Student Council: This is a student government organization, which promotes school spirit and service to the school community. Students in grades 6-8 are elected to the council.

Yearbook Staff: Junior High students assist in the production of the annual school yearbook by taking photographs and designing the layout of the book.

Academic Challenges: Our students are proud to represent our school at many academic competitions during the school year such as: Science Fair, Essay and Art Contests and others.



## Technology and Electronic Devices

### Cell Phones

Cell phones are not to be used in the school building without proper authorization. Unauthorized use of cell phones and electronic devices will result in these devices being taken away and/or loss of the privilege to have these devices at school. Cell phones should remain turned off during the school day and in a student's backpack. Smartphones will be recognized as cell phones and should also remain turned off and in a student's backpack. (August 2013)

### Electronic Games

Electronic gaming systems are not allowed at school. (August 2013)

### Personal Electronic Devices/IPads/Tablets

Students in grades 4-8 are allowed to bring to school personal electronics, such as iPads or tablets, at their teacher's request. Such devices should be used for educational purposes only, and at the teacher's discretion. Students may not use their devices for inappropriate communication, texting, personal emails, social networking, or gaming. The student and their parents take full responsibility for their device. The school is not responsible for the loss, damage, misuse, or theft of personal devices brought to school. The school reserves the right to inspect a student's personal device. Violations of the school's policies or unauthorized use may result in these devices being taken away and/or the loss of the privilege to have these devices at school. (August 2013)

### Powerschool and ParentPortal

In accordance with the Archdiocese of Chicago Schools, St. Monica Academy currently utilizes Powerschool to track student attendance, student information, and for grade keeping purposes. The ParentPortal is available as a resource for parents in grades 4-8. Parents have the opportunity to view classroom assignment postings and their child(ren)'s grades. Please contact the school office if you are in need of a username/password, or more information. (August 2013)

### Technology Use

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

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical

manner. The St. Monica Academy Acceptable Use Procedures are intended to clarify these expectations as they apply to computer and network usage in school.

Student access to the school's WiFi is at the principal's discretion. Students must respect the use of any WiFi codes. Students may not download any files (ex. E-books) over the school's WiFi.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Students are not permitted at any time to access social media sites, from school devices, or personal devices, during school hours. This includes, but is not limited to: Facebook, Instagram, Twitter, etc.

(August 2014)

## Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, cyber-bullying, offensive communications (including videos/photographs) and threats. (August 2009)

## Telephone Use

In case of emergency and for serious need, the phone in the office may be used.

Arrangements to pick up students engaged in after school activities should be made before the child leaves home. Teachers and students are not called to the phone except in emergencies.

**Students are not allowed to use any phone to call for forgotten homework, books, or the like.**

## Parent Involvement

### Buckley Amendment

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents 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.

### Family Handbook

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

## Volunteer Program

Our Volunteer Program is an indispensable tool to the total success of our educational program. It helps us meet the needs of our students.

There are a variety of different tasks and schedules to allow for involvement of all parents. Please consider how you can share your time and talents. As part of the Archdiocese of Chicago's "Protecting Children" program, each volunteer is required to fill out several forms, complete an online application, and attend Virtus Training.

## Index

- Absences – p.9
- Admission Policy – p.2
- AIDS – p.12
- Attendance – p.9
- Bicycle – p.13
- Buckley Amendment – p.25
- Calendar 2013-2014 – p.2
- Cell Phones – p.24
- Change of Address/Telephone Number – p.3
- Child Abuse – p.13
- Classroom Snacks and Parties – p.13
- Communicable Diseases – p.13
- Conflict Management – p.16
- Corporal Punishment – p.17
- Dental and Vision Exams – p.14
- Dress Code Regulations – p.17
- Electronic Games – p.24
- Emergency Form – p.14
- Emergency Medical Plan – p.14
- Emergency School Closing – p.14
- Extended Care Program – p.5
- Extra Curricular Academic Code – p.23
  
- Family Handbook – p.25
- Family Vacations – p.10
- Field Trips – p.3
- Finance – p.6
- Fire Drills & Crisis Management – p.15
- Fundraising – p.6
- Gang Activity – p.17
- Gym Class – p.18
- Hazing – p.18
- Health Record Requirements – p.15
- Junior High Honor Roll – p.10
- Liturgical Celebrations – p.8
- Lunch Time – p.3
  
- Medications – p.15
- Non-Uniform Days – p.18
- Office Hours – p.4
- Parent-Teacher Conferences – p.10
- Personal Electronic Devices / iPads / Tablets – p.24
- Plagiarism – p.18
- Powerschool and ParentPortal – p.24
- Progress Reports – p.10
- Promotion/Retention of Student – p.11
- Registration – p.4
- Report Cards – p.11
- Response to Intervention (RTI) – p.11
- Sacraments – p.8
- School Board – p.5
- School Discipline Policy – p.19
- School Uniform Regulations – p.20
- School Visitors/Appointments – p.5
- Search of School Property – p.22
- Sexual Harassment – p.22
- Skateboards, Roller Blades, Heelys, and Scooters – p.15
- Student Activities – p.23
- Substance Abuse – p.22
- Tardiness – p.11
- Technology Use – p.24
- Technology Use Outside of School – p.25
- Telephone Use – p.25
- Testing – p.11
- Tornadoes – p.15
- Traffic – p.16
- Transferring – p.12
- Truancy – p.12
- Tuition and Fees 2013-2014 – p.7
- Volunteer Program – p.26
- Weapons – p.22
- Winter Temperatures – p.16