

# *Saint Hilary School*

*St. Hilary School - where faith, family, and academics thrive.*



*2016 - 2017*

## *Parent /Student Handbook*

*5614 North Fairfield  
Chicago, Illinois 60659  
(773-561-5885)  
[www.sthilarychicago.org](http://www.sthilarychicago.org)*

*St. Hilary School - where faith, family, and academics thrive.*

ST. HILARY PARISH SCHOOL  
5614 NORTH FAIRFIELD  
CHICAGO, ILLINOIS 60659-4895

SCHOOL	773-561-5885
SCHOOL FAX	773-561-6409
CAFETERIA OFFICE	773-561-4505
GYMNASIUM PAY PHONE	773-334-9825
RECTORY	773-561-3474
RECTORY FAX	773-561-1129

St. Hilary Parish School is the place to be –  
a partnership of home, school, and church –  
dedicated to the education and formation  
of the young students in our care.  
As individuals we can accomplish much;  
together we can achieve greatness!

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## **ST. HILARY SCHOOL**

**A caring community where faith, family, and academics thrive!**

### **MISSION STATEMENT**

St. Hilary School provides a nurturing Catholic environment where parents, as primary educators, work in partnership with faculty, staff, and the faith community to provide each child with experiences centered around an active faith life, challenging academics, and character building opportunities to become responsible citizens in the community.

Adopted June 2014

## **PHILOSOPHY**

Our school is an integral part of the St. Hilary Parish faith community. We provide an atmosphere in which all students can achieve spiritual, academic, and social excellence within a culturally diverse environment.

St. Hilary School provides an environment which promotes faith, family and academics.

### **Faith:**

- We develop a personal relationship with the Lord
- We serve the Lord in spiritual leadership
- We live a life centered around the Gospel
- We encourage active participation in church, stewardship, and the ability to make responsible decisions
- We attend Mass as a faith community as a central part of our prayer environment
- We educate children to incorporate Christian values in their lives

### **Family:**

- We embrace diversity in our community
- We empower students to practice global citizenship
- We incorporate a Faith Partner program for all our children
- We include family members as integral parts of our learning
- We develop a partnership based on mutual respect and understanding for the benefit of the students
- We rely on families to be engaged partners toward our school's mission

### **Academics:**

- We utilize the best teaching and learning practices and tools to educate our children
- We encourage children to become self-motivated and independent learners in pursuit of academic excellence
- We create an active learning environment that fosters a lifelong love of learning
- We promote future academic success and real world preparedness
- We incorporate the Common Core Standards in conjunction with the Archdiocesan Curriculum Benchmarks
- We integrate technology into our curriculum as a tool for learning and to promote digital citizenship

## **FAITH FORMATION**

### **The Role of the Family:**

St. Hilary is, first and foremost, a Catholic school. We exist to offer faith formation that is infused into the overall academic program.

**It is the expectation that parents/guardians provide weekly opportunities for participation in liturgy and daily opportunities for prayer in the home.** Support of prayer services, family Masses, and sacramental preparation is a top priority that will bring home, school and parish together.

### **Liturgy:**

Every week and on Holy Days of Obligation the students participate in school wide Masses. The liturgies occur during the regularly scheduled 8:30 a.m. Mass. Parents/guardians are strongly encouraged to attend all school liturgical celebrations and prayer services.

In order to become a more visible presence to the larger parish community, it is recommended that students, parents and teachers attend Sunday liturgies at Faith Partner/Family Masses. These dates will be published in the main school calendar. Participation in this activity is highly encouraged.

Students will celebrate Reconciliation at least twice during the school year. Daily prayers, along with all school prayer services, offer a variety of opportunities for students and faculty to worship.

## **RELIGIOUS EDUCATION PROGRAM**

St. Hilary School parents share in the religious education process. Parents are the first and foremost educators of their children. They are the first to communicate the faith to their children through example and instruction. As catechists (teachers), parents communicate these values and attitudes in the following ways:

1. By showing love for Christ, His Church and for each other.
2. By reverently receiving the Eucharist and living in its spirit.
3. By fostering justice and love in all their relationships.
4. By seeking opportunities to serve others.
5. By being actively involved in the parish community.
6. By treating prayer as a natural response in life.

During the sacramental preparation period, parents share in the immediate preparation for their child's sacramental life. Parents' meetings for the sacraments are conducted for the



parents of St. Hilary School children and for the parents of Religious Education children together as one community. Parents are partners in education. It is expected that teachers and parents will accept their roles seriously and will cooperate in the program. If a child is to receive the Sacraments of First Reconciliation, First Communion or Confirmation, we request the full participation of parents at all required parents' meetings.

Participation in these meetings will strengthen the efforts of all. Failure to attend these meetings may disqualify the child from receiving the sacrament.

## **SACRAMENTAL POLICIES**

1. It is policy that students who are preparing for the sacraments of First Reconciliation, First Communion and Confirmation must be enrolled for at least one year in our Religious Education Program or a Catholic school prior to receiving the sacrament. This is a total of two years: one-year prior plus one year preparation for the sacraments.
2. It is policy to withhold the sacraments of First Reconciliation, First Communion or Confirmation if the parents do not attend the required sacramental meetings and share the responsibilities of Religious Education.
3. It is policy that older students who have not received First Reconciliation and/or First Communion enter our "Special Sacraments Program". These students, too, must be in our program two years. They will attend their grade level religion classes the first year and special sacrament classes, which are usually conducted through the school.

## **SCHOOL PROCEDURES**

### **Admissions:**

In order to provide standard criteria for determining eligibility for acceptance at St. Hilary Parish School, a priority schedule for admissions was developed. Acceptance begins with the highest category and continues through each category until maximum acceptable enrollment is reached according to the current student-teacher ratio. For the complete priority schedule of admissions, please see School Board Policy Series 300 in the back of this handbook. St. Hilary complies with all applicable and relevant federal and State laws prohibiting discrimination, and it complies with all relevant case law, including Plyler vs. Doe.

St. Hilary Parish School, operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago, admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

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

St. Hilary Parish School does not discriminate on the basis of race, gender, color, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position in employment practices. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

**Registration:**

The St. Hilary Parish School registration process for the subsequent school year takes place between January and August. During this time parents are asked to complete a registration form for students who will be returning to our school the following year. The re-enrollment fee is \$100.00 before March 21, \$200.00 afterwards.

New families registering during this time or at any time during the year are required to complete the school (and parish, if applicable) registration forms and to present an original birth certificate (once the birth certificate is verified we will make a copy and return the original), a copy of the baptismal certificate if the child is Catholic, and current health records. In addition, a non-refundable registration fee of \$100.00 before March 21, \$200.00 afterwards, is required for new students.

Students entering the 3 or 4 year old Preschool, Kindergarten, or 1<sup>st</sup> grade must be their respective ages by September 1 of the current year (Pre-K3 – 3 years old, PreK4 – 4 years old, Kindergarten – 5 years old, 1<sup>st</sup> grade – 6 years old). The child's birth certificate must be presented at the time of registration or before acceptance is granted.

For students transferring into St. Hilary Parish School from other schools, a copy of the student's last report card along with a completed request for transfer of permanent records must be presented in addition to the information listed above. All new and transfer students are welcome and will be accepted are on probation for a period of 90 days at St. Hilary School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. A meeting may be called with parents at the end of the probationary period. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded; in addition, the school will help parents find an appropriate educational program elsewhere

St. Hilary Parish School reserves the right to refuse admission or continued attendance to students whose needs cannot be serviced adequately because of learning, emotional, or physical needs.

At any time during the school year, St. Hilary Parish School reserves the right to dismiss any student or family who is uncooperative with teachers or administration, or who fails

to accept and abide by the policies and procedures set forth in this handbook and in other bulletins.

### **Archdiocesan Child Custody Policy**

Because St. Hilary School assumes responsibility for all children in the school, it is important that we receive notification of any special arrangements regarding custody of and access to children whose parents are divorced and/or separated.

St. Hilary School follows the provisions of the **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** and permits parents to inspect and review their child's school records. In the case of non-custodial parents, the school will provide such parents with access to the school records and other information regarding his or her child, including medical, dental, child care and any other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records.

Please make arrangements at the office to bring necessary documents and information regarding child custody.

#### **Withdrawal:**

Families withdrawing students from St. Hilary Parish School should notify the principal as soon as possible. All permanent records will be sent or mailed to the receiving school upon request. A student's permanent file will **not** be handed to parents to take to a new school; they must be sent directly by St. Hilary Parish School. All financial obligations must be paid before permanent records are forwarded. This administrative procedure will also be applied to graduating students' records.

## **SCHOOL FINANCES**

### **Financial Information:**

**A. TUITION** (Please see School Board Policy, Finance Series 500, in the back of this handbook.)

Students may not be allowed to start any given trimester if financial obligations are not current. If the child is sent to school after that date, they will be sent to the school office and the parent(s) will be called for them to be picked up. No child will be sent home alone.

For families with eighth (8th) grade students, financial obligations **must** be paid in full on/before April 30 of the current school year. Delinquent financial obligations may have an adverse effect on year end activities, ceremonies and graduation. Lunch and Extended Care accounts should be used in their entirety and then families need to revert to a cash only payment system to avoid owing year end monies. This especially impacts 8<sup>th</sup> graders who do not have any siblings attending St. Hilary School.

## **B. PARENTAL REQUIREMENTS**

1. Parishioner parents are required to use the adult Sunday envelopes. They are to use their assigned envelope so a record can be kept in the Church office.
2. All parents are to give 15 hours of their time to school or parish projects. \$30.00 per hour will be billed for each hour not served by May 1. Hours served after May 1 may be applied toward the following school year.

Families who have one child in school who is half day Pre-K are expected to work 7.5 service hours.

As the time is given to a specific activity, the service card must be signed or stamped by the person in charge of that activity. **It is then the parent/guardian's responsibility to submit the card to the school office.**

3. A \$25.00 fee will be charged for each check written to the school that is returned from the bank for non-payment.
4. Checks returned for non-payment will be required to be replaced by a money order or cashier's check. It is the school's discretion whether or not to continue to accept checks from a family after a check is returned for non-payment.
5. No checks will be accepted for payment after May 15 to make sure they are able to clear the bank before the closing of school.
6. Each family is responsible for raising \$200.00 through the Walkathon.
7. Each family is responsible to purchase or sell one \$100.00 parish raffle ticket as part of the fund raising efforts for the school. Purchase of the ticket will occur as part of the monthly tuition and fees total.
8. Students are asked to refrain from selling candy, raffle tickets, etc. from other schools and organizations as we wish to keep these activities to a minimum.
9. While St. Hilary School and staff recognize the financial sacrifices made by our parents to provide their children with a Catholic education, our Parish Board, Board of Specified Jurisdiction, and the Archdiocese of Chicago require fiscal responsibility. Parents should contact the school immediately, if there is a problem meeting the tuition obligation. If repeated requests for clarification of a family's financial situation and efforts to set up a payment plan are ignored, outstanding tuition obligations may be referred to outside collections. Continued failure to meet financial obligations could result in dismissal from St. Hilary School.

## C. OTHER SOURCES OF REVENUE

Because the parish and parish/school organizations provide significant funds for our school programs, all school parents are expected and encouraged to actively support St. Hilary parish and its ministries through their contributions of time, treasure, and talent. The use of the Sunday envelopes is one way. The sharing of time and expertise in an area of need is another way to provide valuable services to the parish and the school. Opportunities to benefit the students are made available to school parents through activities of the Board of Specified Jurisdiction, the Family School Association, the Men's Club, the Athletic Board, etc. (Descriptions of these organizations and how you may participate are listed under Parent Resources Opportunities.) School parents are encouraged to attend and actively support the functions and activities of these organizations.

The annual school Walkathon and the Parish Raffle are major school-sponsored fundraisers that are used to finance programs and other resources for our school and parish. All families are expected to participate.

We appreciate the resources available to us through adult volunteers and their willingness to be of service in school. Volunteers are valuable in a variety of ways within the school as room parents, aides in the office, classroom aides, coordinators of special events, organizers for fund raising events, volunteers with the sports programs, etc. We are appreciative of the time and talents volunteers share with us for they add a rich dimension to the school. The students greatly benefit from their involvement and generosity.

### **Coaches and Volunteers:**

Volunteers/Coaches are required by Archdiocesan policy to complete a file, which includes: Form 7703 Archdiocesan Application for Employment or Volunteer Service  
Criminal Background Check –eAppsDB – online application  
CANTS 689 form (Child Abuse and Neglect Tracking System)  
Code of Conduct: read signed and dated  
Safe Environment Training: Virtus/Protecting God's Children and Youth  
Job Description/Position Description

**If you have completed this process last year or before last year you need only to renew the CANTS form and the Code of Conduct.**

### **SCHOOL DAY**

#### **School Bells:**

7:45 a.m.	Entrance of students
7:55 a.m.	Tardy Bell
7:55 a.m.	Morning Prayers/Announcements
8:00 a.m.	Classes Begin
3:00 p.m.	Dismissal Bell (at 1:45 p.m. on the first Wednesday of each month)

**Office Hours:**

The Main Office of the school is open every school day from 7:30 a.m. to 4:00 p.m. During school hours all doors to the school will be locked for the protection of the children.

**Daily Schedule:**

Teachers will pick-up the students in the parking lot and escort them to their classrooms at 7:45 a.m. Preschool children will be escorted to their class by their parents using door #6. Any student arriving after the classes have entered the building must use the front entrance (door #1). Students are tardy at 7:55 a.m. Students will be dismissed for the day at 3:00 p.m. The first Wednesday of every month dismissal is at 1:45 p.m. Students may not be on the school grounds before 7:40 a.m. or after 3:15 p.m. On the first Wednesday of each month students may not remain on the grounds after 2:00 p.m. Please note that there is *no outdoor supervision* in the morning. For the safety of all children, if a child is dropped off at school before 7:40 a.m. and has not made previous arrangements with a specific teacher they will be signed into the before school program. Please note that there is a small fee for this program. Students should not be in the school building before 7:45 a.m. unless they have made previous arrangements with a specific teacher or the principal has allowed early entry because of the weather. In the case of inclement weather, students will be allowed into the building at 7:40 a.m. and will proceed to their classes with the 7:45 a.m. bell.

**Preschool Daily Schedule:**

The Preschool program offers five full day attendances and five half-day attendances.

- Full time preschool students will follow the same schedule as the K-8 students. They are to be picked up and signed out in the classroom.
- Half-time preschool students will attend school five days a week and will be dismissed at 11:30 a.m. Parents/guardians are asked to come to the main entrance (door #1) to pick up and sign out their child.

**CAFETERIA**

The cafeteria opens on the first full day of school. The price of a hot lunch and milk is \$3.25. The price of white and chocolate milk if purchased alone is 50 cents. Students bringing their lunches also eat in the cafeteria. Free lunch or reduced price lunch is available by application. These applications are sent to every parent in September. Verification of need is required in order to receive free or reduced price lunch. Parents have the right to address any question of Civil Rights by filing a complaint with the school principal or the Pastor. All complaints will be investigated and proper procedures for processing complaints will be followed as prescribed by the laws of the state and the federal governments.

### **St. Hilary Lunch Swipe Card:**

To simplify the need for students to carry money in school, FSP (Food Service Professionals) has implemented the St. Hilary Lunch Box Point of Sale System. Swipe cards are used in place of cash. A \$65.00 deposit is recommended to establish your child in the hot lunch program and whenever the card needs to be replenished.

If your child does not have a balance in their lunch account to be able to purchase the complete hot lunch of the day at the cost of \$3.25, an alternate **“substitute” entrée** of a cheese sandwich including an 8 oz. milk or 8 oz. juice will be provided. This entrée is provided as an **emergency** lunch (not a full lunch substitute) and is intended to get the students through the afternoon. The family will be billed by FSP a charge of \$ 2.00 for the substitute meal that was provided. The payment should be payable to FSP and **not** be included in any future deposits that you will make into your child’s account, as this billing is separate from the Hot Lunch Program. **No charges or negative balances will be allowed.** On a daily basis we will not deny any student a meal, however, if a student frequently needs to use the emergency lunch, the student may be required to bring lunch from home.

Also, please be aware that in an effort to reduce the number of incidences of students not having enough money in their accounts to purchase lunch, low balance statements will be generated daily.

### **Cafeteria Contract**

The following are procedures and regulations that students and their parents must agree to for expected student behavior in the school cafeteria as well as the consequences of misbehavior.

#### **Rules**

- The cafeteria staff and volunteers should be shown respect and courtesy at all times.
- When entering the cafeteria, students walk to the back and go around the tables and come up the proper aisle.
- At each table there are usually only eight (8) students.
- If students buy lunch, they walk to the line that is formed by the wall of the cafeteria and wait in line quietly, without pushing. After getting food, students go to the tables to which each grade has been assigned.
- Snacks are purchased **AFTER** lunch has been bought.
- After finishing lunch, make sure that the table is cleared of garbage and that trays are returned to the front. Wash the table; all will take a turn at this. Put the chair where it belongs.
- When asked, line up by your teacher.

- Each student is to treat all other students with respect and courtesy.
- Unruly conduct will not be tolerated, i.e. fighting, yelling, throwing food, etc.
- Peanut-free table zones have been established.
- Hand sanitizers are available in the cafeteria for students to use.

**Dismissal at end of day:**

- The school day will end with prayer.
- The official time of dismissal is 3:00 p.m. and 1:45 p.m. on the first Wednesday of each month. All students are dismissed onto the playground area.
- Pre-K students are signed out in the classroom. Kindergarten students are dismissed from the double doors by the Pre-K room (door #6); all other students are dismissed from the back main entrance, (door #5). No students will be dismissed from the front doors (door #1) at dismissal time.
- It may be necessary to keep a group of children later than 3:00 p.m. in order for the class to be dismissed in an orderly manner; however, no classroom will be kept past 3:10 p.m.
- **Unsupervised** children must leave the school property by 3:15 p.m. There will be no teachers on the playground past 3:15 p.m. to supervise your children.
- Any child who is not picked up by that time will be placed in the After School Program and the parent will be responsible for the fee of \$5.00 per hour per child.
- For safety reasons children are not to wait on the gym or church steps. Please make arrangements for your child to be picked up at the proper time.
- If you know that you will be unable to pick your child up on time, please call the school office no later than 2:30 p.m. so we can notify your child's teacher about any change.
- Students are to act in a respectful manner in and around the neighborhood. Christian, courteous behavior is expected of each person while traveling to and from school.
- No ball playing is allowed on the playground in designated areas.
- Bikes and skateboards are not to be used on the playground.

Parents/guardians picking up their children by car are expected to take every precaution regarding **every** child's safety. Double parking, crossing in the middle of the street, parking on the sidewalk and/or blocking sidewalks is prohibited. Please note that the alley adjacent to the bank parking lot is one way from Fairfield exiting onto California. Parents/guardians are asked to set a good example by being very safety conscious.

Due to the traffic congestion around the school at arrival and dismissal times, the school safety patrol will conduct a drop-off and pick-up service on Fairfield Avenue every day. The service will not operate on inclement weather days; the patrol will be in the school building to assist the children on those days.



Students will be dismissed through the exits on the schoolyard. Those who walk down Fairfield will go directly through the tunnel between the convent and the school. Those students who need to walk on California are to walk to the fence opening next to the gym. Northbound students will proceed to Lincoln Avenue. **Southbound students and any students whose parents are parked on the west side of California are to go to the corner of California and Bryn Mawr and cross at the light with the crossing guard.**

Since neither parking nor double parking are allowed on the east side of California, we will open the northernmost gates of the parking lot and ask that cars form rows facing south in the parking lot. Drivers will be asked to turn off their cars and wait until students have found their rides and are safely seated within the car. **At approximately 3:10 p.m., we will open the middle gates of the parking lot and ask that cars leave turning right only on to California, one row at a time.** In other words, exiting from the parking lot will take place when all students have found their rides and those who walk are no longer in the parking lot area.

### **Safety Patrol:**

The formation of a student patrol is one way of providing students with an opportunity to develop responsibility and offer service. For this reason, our school chooses to sponsor such a program as an opportunity for our seventh grade students to give service. Written parental permission shall be obtained/filed before students engage in safety patrol.

Parents are responsible for the safety of the student traveling to and from school. The purpose of the student safety patrol is to assist in the safe arrival and departure of students with regard to traffic in the immediate school vicinity. However, by providing this service, St. Hilary School and the Catholic Bishop of Chicago accept no liability for the safety of the student. There may be times, due to circumstances beyond the control of the school, when students are not on duty.

## **EXTENDED CARE PROGRAM**

**Hours:** Before School, 7:00 a.m. until 7:45 a.m. Enter through main Fairfield entrance.  
After School, 3:00 - 6:00 p.m. The first Wednesday of each month: 1:45 - 6:00 p.m.

**Cost:** Before School will cost \$4.00 per day per child. After School will cost \$5.00 per hour per child. (**Note:** Each fraction of an hour will be rounded up to the hour.) ½ days will be billed at \$4.00 per hour, based on pick up time.

### Wednesday Special

The first Wednesday of each month, dismissal is at 1:45 to allow time for teachers to meet and work on the school improvement process and curriculum updates. Parents who pick up their child from Extended Care

on the first Wednesday of each month by 3:00 p.m. will only be charged \$3.00.

Families who use the program on a regular basis should pay two weeks at a time in advance. Those who use the program sporadically will be asked to pay at the end of the week or on the actual day of use. In order to continue using the program, all accounts must be paid in full every two weeks. If there is an unpaid after-school account for a length of more than a month, the family may have to make other arrangements for their child besides the after-school program.

**Note:** The program is only open to children attending St. Hilary School. This is not a day care program; it is an extension of the school day.

Students provide their own snacks after school and their own lunches and snacks on the half days. After school the children will participate in specific activities during the time they are in the building: play time, snack time, homework/study time, videos, games and relaxation.

For your child's sense of security and out of respect for the after school staff, **parents must pick up their children by 6:00 p.m. There will be a FIVE-MINUTE grace period. After the five minutes there will be a \$5.00 charge for each 15 minutes a parent is late in picking up his/her child.** After the 3rd time a parent is late, the child will be excluded from the program.

Students are expected to be cooperative and well behaved during the time they are in school. They are expected to treat others with respect. Repeated misconduct will cause exclusion from the before and/or after school care program.

### **ATTENDANCE**

It is important that students are regular and punctual in attendance, as academic progress is inhibited when classes are missed or interrupted by late students. Students are expected to be in attendance daily. If your child will be absent from school, please call the school office and leave a message on the answering machine until the school office officially opens at 7:30 a.m. From the time the office opens, you may continue to call the school until 8:30 a.m. (Please note that our phones in the office are put on hold for 5 – 7 minutes while we do morning prayers and announcements at 7:55 a.m.) Absences from the classrooms will be checked with the call-in list. Any absence not verified will result in the parent/guardian being contacted. Please call **each day** your child is absent unless you have reported the exact amount of time your child will be out of school.

When your child returns to school after an absence, please send a dated, written, signed excuse stating the reason for his/her absence. The note is due the day your child returns to school.

Please make every attempt to schedule all medical appointments after school hours. **If it is necessary for your child to leave school before normal attendance hours, the child must present a written request from you to the school office AND to the homeroom teacher.** No child may leave school unaccompanied, unless we receive verbal permission accompanied with a fax to the school. Parents or guardians must sign the attendance log in the main office before leaving with a child.

\*Section 26-2a of the Illinois School Code defines a chronic “truant” as a student who is absent without valid cause for 5 percent or more of the regular attendance days. **Students who have absences/tardies for 5% or more of the school year may be retained unless proof of certified tutoring is provided at parent/guardian expense and/or class academic requirements have been met with passing grades.**

### **Tardy:**

In an effort to stress the necessity for punctuality, we require all students to arrive at school on time in order to prepare for classes to begin. If your child is late for school, he/she must report to the office where a tardy will be recorded. The first bell will ring at 7:45 a.m. The second bell will ring at 7:55 a.m., at which time any student who is not in the building will be considered tardy. Announcements will begin at 7:55 a.m. and instruction will begin by 8:00 a.m. Excused tardies may include a major traffic accident and other extreme circumstances approved by the principal. Please help your child to arrive on time for the beginning of the school day. When a child is tardy they are losing academic time. In order to help our children receive a full day of instruction the following tardy policy has been established:

First tardy: warning

Second tardy: reflection time

Third tardy: parent will receive written communication and the Academic Recovery Program will be required.

The Academic Recovery Program for tardiness is a before school time for the child to make up the academics that they missed. Children in grades 1 – 4 will report to school at 7:15 am the morning after the note is sent home. Children in grades 5 – 8 will report to school at 7:00 am the morning after the note is sent home.

Chronic tardiness in a marking period may require a conference with the parents to discover how the situation may be remedied. Punctuality is one of the most important habits that must be taught to our children.

### **Perfect Attendance:**

In order for a student to be acknowledged as having perfect attendance, she/he must be on time (not tardy) and present for the entire day (no early dismissals), every day of the school year. Absences for funerals of an immediate family member and/or a recognized religious holiday do not count against perfect attendance. However, attendance at special events, such as Take Your Child To Work Day, dance recitals, music performances, doctor appointments, etc., do count against perfect attendance.

The principal will handle extreme situations, which may take a child and his/her family out of school, on an individual basis.

**Shadow Days:**

Shadow days are reserved for students who wish to visit a prospective Catholic high school. These days should be scheduled when we are not in session. If such arrangements cannot be made, and a visit must be scheduled on a school day, seventh and eighth grade students may visit the high school of their choice without being charged with an absence twice per school year.

Any child who will be visiting a high school must submit a completed shadow day form found under Student Life on the school website, and available in the school office. Students are responsible for completing any missed assignments. Again, we suggest that these types of days be taken when we are not in session. Requests should be received one week in advance.

**EMERGENCY CLOSING OF SCHOOL**

In the case of inclement weather or another emergency preventing school from being open, our School Messenger System will notify parents via phone call and e-mail. The Internet, local radio stations and television stations will be notified. Please go to:

- Information will be put on the school's answering machine (773-561-5885).
- Information will also be on the school web site: [www.sthilarychicago.org](http://www.sthilarychicago.org) and/or [www.EmergencyClosings.com](http://www.EmergencyClosings.com)
- Tune in to WGN 720 (am radio), WMAQ 670 (am radio), WBBM 780 (am radio),
- Television stations WGN TV 9 and FOX TV 32.

**If the school is closed, the school office will also be closed. Please do not contact the rectory for information on the closing of school.**

**Family Vacations:**

While it is not encouraged, we understand that on rare occasions families may have no other choice than to remove students from school for a family vacation. This should only be done after consultation with the principal. Students are responsible for missed work. Students will be marked absent on all missing days during their vacation time. The faculty and the student(s) will formulate a plan to complete work. Please notify principal and classroom teacher at least one week prior to departure.

## **PARENT RESOURCES OPPORTUNITIES**

### **School Advisory Board:**

The purpose of the School Advisory Board is to develop and define the policies, which shall govern the operation of St. Hilary School to promote the implementation of said policies and to provide counsel and advice in the operation of the school. Meetings usually are held on the first Tuesday evening of each month, September through May, at 7:00 p.m. in the Rectory Basement South. Meetings are open to all parents and parishioners. Annual elections and/or appointment of new members are held in the spring of each year.

### **Family School Association:**

The purpose of this organization is:

- to promote child development by Catholic, Christian example.
- to encourage greater cooperation between home and school.
- to promote social activities and acts of philanthropy.
- to further those objectives that lie within the scope of Catholic education.

Meetings are usually held every month, on the second Wednesday of the month, in the cafeteria at 7:00 p.m. All families are most welcome to attend and join.

### **Men's Club:**

The purpose of this organization is:

- to subsidize and supervise athletic activities in the school and Parish;
- to encourage the student athletes to excel in all aspects of school life: sports, academics and conduct;
- to promote sportsmanship in School and Parish Athletics;
- to promote Catholic, Christian Principles in all Men's Club activities;
- to promote social activities that bring all men of the parish together; and
- to have fun accomplishing these goals.

In addition, the Men's Club makes itself available to aid and assist the pastor, principal, and all parish organizations when appropriate.

All men 21 years and older, involved with the parish and school are encouraged to join. Meetings are held on the third Wednesday of each month at 7:30 p.m. Meetings feature dinner, lively discussions, updates on parish and Men's Club activities, as well as opportunities to meet your neighbors and parishioners.

Some Activities & Events sponsored by the Men's Club:

- Superbowl Party - this annual event features food, drink, raffles and fun.
- Major Fund Raiser – hardly ever the same event two years in a row, but always fun. Featuring good food, drink and entertainment. A “don't miss” event!
- St. Patrick's Day Corned Beef & Cabbage Dinner Auction

As part of its commitment to its members and concern for students and their families, the Men's Club provides in its bylaws that if a member dies, his children will have their St. Hilary tuition paid for by the Men's Club for one year after his death.

**Athletic Board:**

We are currently in the process of reorganizing our Athletic Board/Committee.

**Sports Program:**

An inter-scholastic program is offered throughout the school year when volunteer coaches are available. Though there is a small participation fee for each player, these programs are primarily supported financially by St. Hilary Men's Club. The Principal, the Pastor and Athletic Director establish details of the inter-scholastic program.

Any student who participates in the inter-scholastic sports program must be covered by insurance. The Archdiocese requires that the school have on file a record of insurance coverage for each student involved. A yearly physical is also required.

Athletes are subject to all rules and regulations as developed and enforced by the Archdiocese of Chicago, and CCYL, as published in the Athletic Handbook from the Archdiocese of Chicago. Both handbooks clearly state that students must meet eligibility requirements to play an extracurricular sport. The following two quotes can be found in these handbooks:

"The student must perform satisfactorily in the areas of academic effort, behavior, and attitude."

"The athlete must exhibit academic progress as determined by the classroom teacher(s)."

Teachers are asked to notify the principal if there are athletes who are in danger of losing their eligibility due to academic performance. Upon this notification, the parent will be contacted and the child will receive a one week warning. At the conclusion of that week the principal and teachers will review the current status of eligibility and determine if the athlete is able to continue playing and practicing or if they need to be suspended until progress in their studies improves.

Both the Archdiocese Athletic Handbook and the St. Hilary Athletic Handbook may be found on the St. Hilary School website.

Students who participate in extra-curricular or athletic activities, whose academic effort, behavior and/or attitude changes may be asked to withdraw from that activity until a positive change takes place. In the case of athletics, due to the necessary time requirements of the sport, the athlete may participate from week to week, depending on progress shown.

**Traditions:**

Every school has its unwritten traditions that are passed from one school year to another. The following have been written down in an effort to be clear for present and future families.

The faith partner program is structured with the younger students matched with older students. Opportunities for shared faith activities are provided throughout the school year. The Family & School Association oversees the following celebrations:

- Kindergarten grade parents provide the refreshments for the party held after the Pre-K celebration.
- First grade parents provide the refreshments for the party held after the Kindergarten celebration
- Third grade parents provide the refreshments for the reception held after First Communion.
- Sixth grade parents provide the refreshments for the reception held after Confirmation.
- Seventh grade parents provide the refreshments for the celebration held after 8<sup>th</sup> Grade Graduation.

Also parts of the yearly traditions are the issuance of the Academic Scholarship, the Bishop Thomas Grady Leadership Award, and the Elizabeth A. Flaherty Memorial Scholarship.

**Volunteers/Service Hours:**

All parents are to give 15 hours of their time to school or parish projects. \$30.00 per hour will be billed for each hour not served by May 1. Hours served after May 1 may be applied toward the following school year.

Families who have only one child in school who is a half –day Preschool student are expected to work 7.5 service hours.

As the time is given to a specific activity, the service card must be signed or stamped by the person in charge of that activity. **It is then the parent/guardian's responsibility to submit the card to the school office.**

**Coaches and Volunteers:**

Volunteers/Coaches are required by Archdiocesan policy to complete a file, which includes: Form 7703 Archdiocesan Application for Employment or Volunteer Service  
Criminal Background Check –eAppsDB – online application  
CANTS 689 form (Child Abuse and Neglect Tracking System)  
Code of Conduct: read signed and dated

Safe Environment Training: Virtus/Protecting God's Children and Youth  
Job Description/Position Description

**If you have completed this process last year or before last year you need only to renew the CANTS form and the Code of Conduct.**

## COMMUNICATION

Because this is a Catholic school and Christian community, any communication between parents and teachers or school administration should model values of mutual respect and value for each individual.

When working through conflicts and concerns, it is expected that parents and teachers be positive role models for the students. Parents' behavior should never undermine respect for the teacher. While there may be differences of opinion, it should be understood that all parties are acting to the best of their ability, and on behalf of the benefit of the child.

Parent behavior consistently contrary to this expectation may result in the family being asked to withdraw from the school.

### **Parent-Teacher Communication:**

Frequently throughout each school year, informal conferences between parent and teacher can and do take place via telephone conversations, written messages, email, texts, and scheduled meetings at mutually agreeable times.

To initiate a conference with a teacher, parents should write a note or email to the teacher indicating the nature of the request and convenient times for a conference. Upon receipt of the written request, the teacher will contact the parent by return letter, email or telephone call whereby the time and location of the conference can be mutually agreed upon. Ordinarily, phone calls and messages will be returned on the day they are received by the staff member **or** the next school day. **Parents should not come to school expecting to meet with a teacher without an appointment.** The teacher may have other commitments or meetings already scheduled. **In justice to the students and the teaching-learning process, no teacher should be contacted during the teaching hours of the school day.**

Under no circumstances should teachers be contacted in their homes.

### **Parent-Principal Communication:**

Ordinarily, questions and/or concerns regarding a classroom or a student's progress should be discussed first with the teacher(s) involved. To initiate a conference with the principal, parents should write a note or email indicating the nature of the request and convenient times for a conference. Upon receipt of the request, the principal will contact the parent by return letter, email or phone call whereby the time and location of the conference can be mutually agreed upon. Ordinarily, the principal will return phone calls and messages on the day they are received **or** the next school day. Because of the



responsibility for the supervision of the learning programs and student and faculty concerns, the principal may not be able to honor each unscheduled visit or meeting.

### **Communication Guidelines for Parents:**

A well-informed parent needs to know the proper channels of communication in order to express his/her concerns regarding school matters. With this in mind, the following guidelines are offered:

- Concerns/questions involving child's academic achievement and classroom behavior, contact teacher; if concern persists, contact the principal.
- Concerns/questions involving day-to-day operation of the school including: discipline, curriculum, special programs, extracurricular activities, uniforms, etc., contact the principal.
- Concerns/questions involving athletic program, contact the Athletic Director; if concern persists, contact the principal.
- Concerns/questions regarding school budget, tuition, school policies, contact the School Advisory Board. Every board member is available to listen to any concern that a parent may have. Please don't hesitate to contact any of the board members. They will direct you to the proper person for your concern.
- If problems persist after following all normal channels or if conflicts involving the principal, teachers, parents, or students occur, the matter can be discussed with our pastor. The School Advisory Board **is not** involved in the conflict management process; contact the principal for more information.

### **Written Communication:**

There is much important information from the school office that is sent home through students. It is important for students to realize their responsibility in bringing this information home. Every effort will be made to send all information home with students on Wednesday of each week so that parents will be expecting it. This **WEDNESDAY FOLDER** is our weekly communication tool. The youngest/only student in each family brings home a folder every Wednesday. *The information in our Wednesday folder will also be electronic. Parents have the option to receive the information electronically and/or as a hard copy. This information will also be archived on the school website.* A form will be sent home at the beginning of the school year and there is a link on the website to sign up for the electronic copy also. *Some information will need to be sent home as a hard copy.* Parents are to read the papers enclosed, and have the youngest/only student return the folder to his/her homeroom teacher the very next day.

The principal must approve any and all communications to parents, teachers, or students sent through the school before being sent out; this includes correspondence from all school organizations. Such communications will go home in family envelopes on Wednesdays. If something is being sent home, it must be in the office by the previous Monday with a request for approval and photocopying, available in the school office. *Information for the Wednesday folder should be sent electronically to [wed.envelope@sthilarychicago.org](mailto:wed.envelope@sthilarychicago.org) before Monday of the week it is to appear in the Wednesday folder.*

Organizations should allow time to make changes in the material for typos and incorrect information and not assume that all material is ready for approval and distribution.

The principal reserves the right to restrict frequency of photocopying for a particular event (usually only once), number of copies, and size of material (½ page if appropriate).

### **Visiting the School:**

Parents and other guests are always welcome at St. Hilary School, but **all persons visiting the school for any reason must sign in and out at the main office. Visitors will be issued a visitors or volunteer lanyard to wear, which will serve as proof of entry through the main door (door #1) and office.** Parents are to enter the school by the main door (door #1) on Fairfield Avenue. Visitors who do not have a lanyard will be asked to return to the office to sign in. This applies to cafeteria workers as well. The secretary or a staff member will answer the doorbell; students are not to open the door for anyone.

### **Conflict Management:**

As in all human relations, occasions will arise when, due to a lack of communication, some differences of opinion may occur between a teacher and a parent; the school procedure is that such occasions must first be dealt with at a meeting between the parent and the teacher. If the situation is not settled, the principal will be available to meet with both parties. As a final step, the school does follow a conflict management process if the need arises.

## **PARENT/GUARDIAN CONDUCT**

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

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

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

Ordinarily, a student is not 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, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school ground is temporarily or permanently suspended;
- dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

## **STUDENT EXPECTATIONS**

### **Rights and Responsibilities:**

“The Christian way of living begins at the level of family and school: affection, respect, obedience, gratitude, gentleness, goodness, helpfulness, service, and good example. At the broader level of Church, it means: a love for all that excludes no one because of religion, nationality or race; prayer for all, so that all may know the Lord; laboring together in apostolic works and in efforts to relieve human suffering; a preferential option for the less fortunate, and sick, the poor, the handicapped, the lonely.”

- Congregation on Catholic Education, Rome, 1988

Realizing that intellectual development and growth as a Christian go forward hand in hand, a Catholic school draws its inspiration and strength from the Gospel in which it is rooted. Because the human person is created in “the image and likeness” of God; elevated to the dignity of a child of God; redeemed by Christ; a temple of the Holy Spirit; a member of the Church; and destined to eternal life, in practice this means respect for oneself and for others; in practice this means that each of us – including our students - has **rights and responsibilities**.

We have the **right** to be respected as a person and we have the **responsibility** to respect others.

We have the **right** to develop our talents and intelligence and we have the **responsibility** to share our gifts and insights for the benefit and betterment of others.

We have the **right** to be leaders and decision makers and we have the **responsibility** to ensure peace through justice.

We have the **right** to follow the imperative “Love one another as I have loved you” and we have the **responsibility** to be of service, of comfort, of ministry to others.

We have the **right** to patience and support and we have the **responsibility** to show courage and perseverance when obstacles come.

We have the **right** to honesty in conversation, all schoolwork, activities, games, and sports and we have the **responsibility** to be truthful even when it is difficult.

We have the **right** to personal property without harassment and we have the **responsibility** to respect other people’s property.

We have the **right** to a fair share of the teacher’s time and we have the **responsibility** to allow other students their fair share of the teacher’s time.

We have the **right** to personal safety and we have the **responsibility** to follow rules to ensure each person’s safety.

We have the **right** to have our viewpoint heard in a conflict situation and we have the **responsibility** to listen to the viewpoint of others.

## ACADEMICS

### **Student Placement:**

School personnel will determine placement of a student in any program. Request for reconsideration of a placement must be in writing, must include an educational reason for the reconsideration (reasons such as a preference for a particular teacher or the student's best friend is in that room are not acceptable), as the balance of numbers, gender, abilities, needs, personalities, etc. should be considered and maintained.

### **Homework:**

Homework is an effective way to reinforce children's learning. It is assigned as a means of helping students review, comprehend, and enrich material presented in class. It should serve to unite the home and the school in the continuing partnership of educating the child. All students should be working on some reading and math every day. Daily reading outside of school material should also be encouraged in the home. Even primary children should have a time each day to learn spelling words, read, or practice math. Good habits will improve the quality of your child's work.

Each student should have a place, proper books and supplies, and a designated time daily to do homework. Parents should check periodically to see that their child is working and that the work is equal to ability. The homework is the responsibility of the child, not the parent. However, it is also important that the parent encourage the child to complete assignments and help to develop good study habits. It is always difficult for a parent to maintain a balance between guiding the student and doing the student's assignment. Students in grades 2 – 8 are to use the school assignment notebooks in which to record each day's assignments. Homework is also posted on the school website. Since homework is the student's responsibility, written excuses by parents stating that homework has not been completed because of shopping, sports events, parties, etc. are not accepted. Illness or family emergencies are acceptable reasons for assignments being completed late. In these cases, parents are asked to send a written note to school explaining the situation and an alternate due date will be given.

It is the responsibility of each student to have all materials and items needed for each school day. In the event the child has forgotten something at home and the parent wishes to deliver it, the item may be brought to the school office. The item will then be sent to the student or the child will be notified to pick it up in the office. Nothing should be brought directly to the child's classroom during school hours unless permission has been given in the office.

Students will not be allowed to use the office phone without permission of their teacher or office personnel. Permission should not be granted for such things as forgotten books, assignments, gym shoes, etc. Teachers are expected to make students aware of this policy.

**Suggested times for homework:**

Kindergarten: 15 minutes of homework Mon. – Wed.

grades 1 - 3: 30 minutes of homework;

grades 4 - 6: 60 – 90 minutes of homework;

grades 7 - 8: 60 – 120 minutes per evening.

Grades Preschool and Kindergarten: Parents/Guardians should read to students daily.

Every student in grades 1 - 8 is expected to read independently on a regular basis in addition to daily homework.

Homework is posted online at [www.sthilaritychicago.org](http://www.sthilaritychicago.org)

The amount of time to be spent on homework each day will vary on several factors: the age and the attitude of the learner, the atmosphere in which the learner studies, the degree to which study skills are applied, etc. As a general guideline, students should be spending a minimum of 10 or 15 minutes times the number of their grade level on homework each day. *If a parent or guardian feels that the student is spending an excessive or a minimal amount of time on homework, contact with the teacher(s) is recommended.*

Homework is assigned to help students review, better comprehend and enrich the subject matter taught in class. Students are assigned homework daily. Please be aware of the student's need to manage his or her life so that homework is a priority - sports, music, Scouts, visits from relatives, time with friends and family events are just some of the things that can make a student too tired to do homework each night. Creating balance is a vital skill to learn. Repeated instances of neglect with regard to homework will be sufficient grounds for school and family intervention.

**Homework For Absent Students:**

When a student is ill, the foremost concern is his or her health; the academic program is secondary to the improvement of the child's well being. Many times the student benefits the most from rest and quiet time, free of homework and school concerns. When the child returns to school, it is his or her responsibility to check with the teacher regarding work and tests to be completed. If the parent chooses, absentee's work, *if requested from the school office by 10:00 a.m.*, may be picked up in the school office between 3:00 – 5:30 p.m.. It could also be sent to the room of a relative or neighbor. It is impractical and often impossible to gather an absentee's work if requested after 10:00 in the morning; homework requests received after 10:00 a.m. may not be able to be filled. An additional real help is a "buddy system" so that a child can call for homework if absent for any reason. **Homework should only be requested if the parent knows it can be picked up and that the child is well enough to finish it. Homework is posted daily on the school website: [www.sthilaritychicago.org](http://www.sthilaritychicago.org).**

Teachers are **not required** to provide advance homework assignments for students who expect to be absent, but are asked to anticipate work in extreme cases.

**Tips for Homework:**

The goal for all our students is to be successful in their academic pursuits. With that thought in mind, the following "tips for homework" are offered:

- Do homework prior to any “free time” activities.
- Schedule a regular homework time in a place that allows you to concentrate. Developing good study habits is very important now and will help greatly in high school and college.
- Be sure that you have your assignment notebook completed each day and bring your book home with you! Remember to bring all books and supplies home.
- Follow directions when completing assignments. If you are expected to answer in complete sentences, do so!
- Follow the St. Hilary guidelines for written work. (See below)
- When you come to school each day, follow the homework collection procedure that your teachers have established. Always submit your work.

**Acceptable Standards for Written Work: Grades 3 - 8** (see sample page below)  
All headings begin on the first line of the paper. The heading will include:

	----- <b>Student name</b> ----- <b>Subject</b> -----
	----- <b>Date</b> ----- <b>Title of assignment</b>
	----- <b>Page #</b> -----
○	

- Written assignments will be done in **blue or black ink ONLY**, or they may be typed
- Generally speaking, math assignments will be done in pencil.
- White-Out is not allowed. Please do not bring it in to the building.
- Toxic markers are not allowed in the building.
- Usually the written work that is handed in is done in complete sentences on loose-leaf paper.

- All rules for spelling, grammar and punctuation are to be used in every class.
- Students are expected to follow the established procedure for submitting homework on a daily basis.
- Extended absences will be handled on an individual basis.
- Individual teachers will adjust expectations for projects or homework depending on the assignment. Students will then follow the directions given for that particular work.

### **Report Cards:**

Report Cards are sent to parents/guardians three times each year. Report cards vary in format, with different versions for different grades or levels. Report card envelopes are signed by parents/guardians and returned to the teachers.

Grade percentages for report cards are: 90%-100% = A, 82%-89% = B, 74%-81% = C, 66%-73% = D, 65% or lower = U. This grading scale is consistent with PowerSchool gradebook.

### **Student Retention:**

Should it become necessary to retain a student, a decision such as this would be made after extensive dialogue has taken place among the family, principal, and teacher, school counselor and RTI Committee. St Hilary School follows Archdiocesan guidelines for retention.

### **Progress Report Conferences:**

Progress reports are issued midway through each trimester. Progress report envelopes are to be signed and returned to the homeroom teacher in accordance with the date listed on the envelope. Close cooperation between home and school is essential if the efforts of parents and teachers are to be successful. And since we strongly feel that parents/guardians are partners in the education of the students, we want to meet all parents/guardians of our students. Conferences also give the teachers and parents/guardians the opportunity to briefly discuss the child's progress. Therefore, twice a year parent-teacher-student conferences are scheduled. Because the student benefits from such important face-to-face encounters, it is important that parents/guardians attend these conferences. The first conference is mandatory for all students and their families; the second conference is optional. Students in grades 1 – 8 are to attend these conferences. Students in Preschool – kindergarten should be encouraged to attend also. If a parent/guardian is unable to make this conference, it should be rescheduled. In the case of serious academic or behavioral problems, parents/guardians will be contacted throughout the school year for a more comprehensive conference.

Students, who participate in extracurricular or athletic activities and whose academic effort, behavior and/or attitude changes, may be asked to withdraw from that activity until a positive change takes place. In the case of athletics, due to the necessary time requirements of the sport, the athlete may participate from week to week, depending on progress shown.

The School Visitation Rights Act (effective July, 1933) 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. Each employee shall be entitled to a total of 8 hours of school visitation rights within the normal school year of the school that the employee's children attend. A written request to the employer made at least seven days in advance is required to utilize the visitation rights.

### **Rights of Non-Custodial Parents:**

This school abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic record 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.

It is important for the principal to know:

- Who makes crucial decisions
- Who may come for the child when sick or in need
- Who is responsible for the financial obligations for the child.

**It is necessary to have proper names, mailing addresses, phone numbers (home, work, cell) for both parents when both have access. IF CONTACT INFORMATION CHANGES (new work numbers, cell numbers, addresses, etc.), PLEASE INFORM THE SCHOOL IMMEDIATELY.**

Also, in the case of a blended family, it is proper for the school to be informed of the name and information concerning the step-parent. *A request form for a second copy of information and handouts is available in the school office.*

### **Standardized Testing Program:**

St. Hilary students in grades 3-8 are tested each year using the Archdiocesan approved ACT Aspire Testing Program. Testing takes place a designated week in April. Athletic practices/games are to be kept to a minimum and should not be scheduled after 6:00 p.m. during testing week.

### **HONOR ROLL**

The Honor Roll will be considered recognition of academic **excellence**. Students must earn A's or B's in all subject areas, which designates that they have mastered or exceeded curriculum standards. This distinction honors students for going above and beyond the minimum standards. In order to achieve Honor Roll status, students must consistently turn in work on time, and have only 3's or 4's in the behavior/social growth section of the report card.



**Moriarity Applied Technology Center:**

All students have access to the Moriarity Applied Technology Center. The faculty along with the Technology Teacher, plan together to provide activities that match the school's curriculum. Time is also provided in the Center for students to use computer software and learn computer skills. Students also have access to laptops and iPads. Consult the school website under Admissions/Family Forms for information on the St. Hilary School Internet Acceptable Use Policy.

**Library:**

Students are allowed to check out books as part of the Accelerated Reading Program, for a period of one week. Books can be renewed but must be brought to the library to be renewed. If a book is lost, the student is responsible for the replacement of the book.

**Homework Clubs:**

Students in grades 4 – 8 may attend Homework Club with permission of parents and guardians. This is not a tutoring service.

**Student Records:**

St. Hilary Parish School keeps permanent record of each student's grades, attendance, and test results. The Buckley-Pell Act, PL93-358, was signed into law in December, 1974. This act provides access on the part of parents/guardians to student records maintained by an educational institution. The Archdiocese of Chicago has adopted Guidelines for School Records as a means to describe what the parents' rights are. These rights include:

1. The right to look at all of your child's records maintained in the official school file.
2. The right to prevent disclosures: The school will not disclose anything to third parties from your child's records 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 request for the information meets one of the limited circumstances described in the Guidelines.
3. The right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise violates the student's rights. If the school decides not to change the record, you may insert an explanation into the record.

Once a student turns eighteen, he or she alone obtains all the above rights.

Your request to view the records must:

1. Be in writing
2. State the specific record desired
3. State the reason for the request

Within fifteen (15) days of the receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent/guardian.

## **BEHAVIOR AND DISCIPLINE**

### **Student Behavior:**

Students will be held accountable and responsible at all times for their actions and suitable measures will be taken to ensure this. In support of the school authority, we expect the full cooperation of the parent community by enforcing school rules and regulations. Failure by parents/guardians to cooperate as determined by the school administration may result in the exclusion of the child from school.

### **Student Behavioral Norms:**

Because the school is part of the church's ministry, the school shall strive to be a strong Catholic community united in the conviction that Jesus is Lord. An atmosphere enlivened by the Gospel spirit is dependent upon mutual trust and respect among faculty and students. Community is an ideal toward which a group of people is continually working. Members of a community manifest concern for one another, as Jesus instructed each one of us.

As we help guide the growth of children, we are concerned with the development of responsible behavior. The essence of Catholic Christian life is the formation of a personal value system, which acts as the motivating force of good self-discipline. Guiding the child to construct these values is the major role of the parents and educators in our society. Children must learn, therefore, to accept the results of their behavior. When our actions cause disturbance or injury to others, or the reputation of our school or parish, there are serious consequences.

### **Goals of Discipline:**

All disciplinary actions will be the caring concern of teachers, staff, principal, and parents to afford the guidance needed by students to move toward Christian discipline so needed to be disciples of Christ.

Because we are involved with students at different stages of formation and maturity, we cannot say that the action an adult takes can be applied to each student throughout our school. What we are saying though is that no adult in this school community will disregard any of the above and that the adult will take some action with the student.

We realize that we all make mistakes and that none of us is without flaws. We firmly believe that students are in magnificent and bewildering stages of growth and they turn to us for guidance and vision. Because of our role as models for the students, we cannot ignore or isolate their behavior and claim that we have offered them guidance. The action that an adult takes when a student disregards any of the stated code of behavior or student rights and responsibilities is a form of guidance which a student expects, wants, needs, and deserves.

The rights and responsibilities of behavior and expectations of students during school time are also expected any other times or places that they represent St. Hilary Parish School. This is especially true of athletic events, field trips, fundraisers, and parish activities.

**Cell Phones**

Students in grades 5<sup>th</sup> – 8<sup>th</sup> will turn off their cell phones and electronic devices and turn them in to their teacher each morning. Each cell phone will be held in a bubble wrapped envelope labeled with the child's name. These envelopes will be stored in a locked cabinet in the office. At the end of the day the cell phones and electronic devices will be brought back to each classroom and returned to each student.

If a child does not turn in his phone and it is seen during the day it will be confiscated, given to the principal, and a parent must come to school to pick up the phone. Repeat violations will result in a \$50.00 fine payable to the school.

**Peaceful Playground**

Students are assigned time on the playground each day as part of their lunch period. Students are expected to act in a respectful manner toward others during this time. Inappropriate language is unacceptable as is fighting or other misconduct. Students sent to the office during the lunch break because of misbehavior may have a discipline conference with the principal and will be assigned an appropriate consequence.

**Peaceful Conflict Resolution among Students:**

If students become involved in situations that require mediation, every attempt will be made to provide a forum in which students may express their feelings, discuss alternative and positive ways to handle difficult situations and come to a peaceful resolution with their teacher and peers.

**Party Invitations and Birthday Treats:**

One potential situation that could cause conflict is passing out invitations to parties, especially if some students have not been included. All invitations should be mailed or given out after school hours and away from school property unless all students in the homeroom are invited.

To be aware and conscious of the many food allergies that students may have, birthday treats should be limited to non-edible treats such as pencils, stickers, small toys etc. If you choose to bring a food treat such as cookies or cupcakes, they must be individually wrapped and will be sent home at the end of the school day in keeping with our no food in the classroom policy.

**Expectations for Student Conduct:**

1. Students are not to engage in any behavior that would/will endanger the health or safety of themselves or any other person or persons. This includes behavior detrimental to the academic or personal progress of the individual concerned or any other person or persons.
2. Inappropriate language or gestures will not be tolerated during the school day or at any school activity.
3. Disrespectful behavior or noncompliance of teacher requests will not be tolerated.
4. Inappropriate physical contact is a matter of endangering another and is not acceptable.

5. Spitting at any person on the school premises is not allowed.
6. For maintenance reasons, gum chewing is not allowed in the school building at any time. This includes the gym and school grounds. Repeated infractions will result in a detention.
7. Bicycles, skateboards, etc. are not to be ridden on the playground immediately before or after school. Bicycles must be locked in the rack when not in use.
8. Unless permission has been given, no student is allowed to leave the school or school grounds at any time from the morning bell to the afternoon dismissal bell. If a student has been given parental and/or school permission to leave, she/he must sign out in the office before leaving.
9. Tackle football or any other activity that causes children to be tackled or pushed on the playground is not permitted.
10. Snowballs are not to be thrown on or around the playground, on school property, or on the way to or from school.
11. No student is allowed in the gym unless accompanied by a teacher or other authorized adult.
12. If iPods, cell phones, iPhones, electronic games, laser equipment, etc., are brought into the building, they will be collected in the morning and returned to the child at the end of the day. **(See cell phone policy on page 35)**. The school accepts no responsibility for any of these items brought into the building. If used during the school day, these items will be confiscated. Arrangements may be made for their return to a parent. If students bring an iPhone, iPad or Kindle with teacher permission, they must also have parent permission for usage with the understanding that the device has only appropriate material.
13. Students are expected to accept the responsibility to have what they need for class, athletics and extracurricular activities with them. Students will not be allowed access to the office phone to call for forgotten items or homework.

All of the above infractions are considered minor infractions. The time that is necessary in resolving these issues results in loss of time in class; therefore the following consequences will be enforced:

- First offense: Student will be warned verbally.
- Second offense: Student will serve a time out or time of reflection.
- Third offense: Parent will receive written communication and the Academic Recovery Program will be required.

The Academic Recovery Program for minor infractions will require students to remain after school to make-up the academic time that was lost due to the infraction.

Primary grades 1 <sup>st</sup> – 2 <sup>nd</sup>	15 minutes
Intermediate grades 3 <sup>rd</sup> – 5 <sup>th</sup>	30 minutes
Jr High grades 6 <sup>th</sup> – 8 <sup>th</sup>	45 minutes

**Detention:**

Detention will be the last step of each teacher's classroom management plan. In the event a child receives a detention, the parent/guardian will be notified by the use of the detention notice. **Signed detention notices must be returned promptly.** Detentions are generally served after school for one hour. The teacher makes the decision when it will be served, though a family need may change the day.

Three detentions will result in a conference with the teachers, principal and counselor. Any student who receives five detentions will lose privileges (examples: field trips/relaxed dress code days) and will serve a one day in school suspension.

Notices about suspension from class are used to inform parents of serious misbehavior on the part of the student. The notice is to be signed by the parent and returned to school the following day.

Again, it is in our concern for the proper development of a child's growth of responsible behavior that these consequences exist. Since suspension notices are for use with acts of serious misbehavior, the following consequence will be served in conjunction with the issuance of a suspension notice. Students who receive 1 notice will serve a 1-day in-school suspension. A second notice will result in a 2-day in-school suspension and a conference with the parents/guardians.

The Principal has the right to handle each situation on an individual basis.

## Severe Infractions

**Disciplinary Action:**

These regulations have been created to safeguard the health, safety, spiritual and academic growth of our students. If it becomes necessary to contact parents/guardians concerning a discipline matter, we hope you will keep in mind that our purpose is to benefit, protect, improve, correct and educate your child, not to apportion blame. The student is the one to take responsibility for his/her actions. When parents and schools cooperate, a mutual purpose will be fulfilled...the child will grow in self-control and self-discipline. These severe infractions are considered major infractions and will result in a detention.

1. **FIGHTING** – Altercations which result in physical contact. Further disciplinary actions may be taken by the principal to resolve the situation.
2. **FORGERY** - Students who forge a parent/guardian signature on any form/paper calling into question their own credibility and trustworthiness.
3. **CHEATING/PLAGIARISM** - Each student has a responsibility to complete his or her own work. Cheating in any form will not be tolerated. No credit will be given for the work in question. Use of sources without proper citations/documentation is considered plagiarism/cheating.

4. **STEALING** - Each student has a responsibility to properly safeguard his/her own personal property. The student also has a greater responsibility to safeguard the possessions of other persons. Stealing is a direct infringement upon the rights of others.
5. **CIGARETTES** - Possession or use of cigarettes or smoking material by any student on the school grounds or at a school activity is not permitted.
6. **DRUGS/ALCOHOL/INHALANTS** - Possession of or use of drugs, alcohol or inhalants (such as white-out or toxic markers) in school or at any school related function, is absolutely forbidden.
7. **GRAFFITI/DESTRUCTION OF PROPERTY** - Any student responsible for any unauthorized marking or drawing (tagging) on school property or the surrounding school area, will be required to make restitution for the restoration of the damaged property. This includes, but is not limited to, the destruction of school property or public property of the surrounding area.
8. **WEAPONS** - Students are forbidden to possess, handle or transport any instrument, on or around the school premises that is generally considered a weapon. Examples include, but are not limited to, the following items: knives, guns, stun guns, pipes, chains, stars, blackjacks, explosives, fireworks or other hazardous chemicals. This is a very serious issue and can be deadly.
9. **GANG AFFILIATION** - St. Hilary does not permit or tolerate students belonging to or becoming a member of a street gang. Gang markings and/or clothing are strictly forbidden. For the safety of the entire school, and following guidelines by the police department and specialists in gang affiliation, students displaying markings or clothing that identify gang affiliation will be requested to cease and desist immediately.
10. **THREATS OF VIOLENCE** - In response to the growing number of violent incidents in schools across our country, as well as a desire to reemphasize Gospel values, violent threats of action will not be tolerated. Students are never to use language that refers to any act of violence. No mention is to be made that would indicate any attempt at a violent act. Threats of violence should be reported to the principal, teacher, and parents.
11. **HARASSMENT - WRITTEN, VERBAL, OR PHYSICAL, INCLUDING CYBERBULLYING – (please refer to the new bullying policy, page 34)**
12. **SEXUAL HARASSMENT**  
Sexual harassment is illegal under both state and federal law and is objectionable under any circumstance. Sexual harassment can be verbal, visual, or physical. Sexual harassment can take many forms: insulting sounds, noises, or words; offensive pictures, notes or objects; derogatory sexually-based humor or obscene gestures; unwelcome touching, pinching, deliberate bumping into another; suggestive remarks about a person's body, appearance, gender, or sexual orientation.

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

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

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth by the Archdiocese of Chicago and St. Hilary School.

### **Responding To Harassment**

If a student is harassed in any form, the student should tell an adult - a parent, a teacher, the principal. Together they need to determine if the actions have gone beyond playful teasing, (which is when both parties know that it is teasing and both parties agree that it is funny) and is now an act of harassment. Together we need to help the offending person know the consequences of his/her actions: for himself/herself and the person who has been harassed.

**The teacher handles ordinary classroom behavior.** If a student is consistently out of order, the principal is asked to assist. Parents will be informed in the event of serious or prolonged misbehavior. In most cases it is understood that the teacher will have privately discussed the student's behavior with him/her several times before parents are notified.

### **Options for Disciplinary Action:**

The following potential actions are listed from minimum to maximum. This does not mean that the first time a student "gets into some trouble" that step one would be taken, the second time that step two would be taken, etc. This is only a list in the order of severity of possible consequences. Severe disciplinary cases will be handled individually on a case-by-case basis and the principal has the authority to determine the consequence based on the situation.

- Teacher/Principal/Student have a conference
- Teacher/Principal/Parent/Student have a conference
- Detention and/or service (one hour)
- In-school suspension and/or service hours
- Removal from extracurricular activities
- Suspension from school or Expulsion from school
- Police notification may become necessary in extreme cases

Police notification will be mandatory for severe infractions involving weapons, gangs, graffiti, and/or drugs and violent threats of action. Should the need for search and seizure occur, St. Hilary would follow Archdiocesan guidelines in this area.

These rules serve as guidelines. The principal has the authority to modify the consequences of a given situation, based on individual circumstances.

## **BULLYING/HARASSMENT POLICIES AND PROCEDURES**

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

**BULLYING** is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically which can occur on or off campus during non-school time and is directed toward another student or students, that has or can be reasonably predicted to:

- place a student in an unreasonable fear of harm to the student or his/her person or property;
  - cause a substantially detrimental effect on the student's physical or mental health or interfere with the student's academic performance; or
  - interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.
- **Bullying** takes many forms, and is not limited to violence, harassment, intimidation, stalking, public humiliation, threats, and retaliation for alleging an act of bullying, sexual harassment, sexual violence, theft, and destruction of property.
- **Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media, blogs, websites, electronic text, photos, videos/digital images, text messages, and Instant Messages to harm a student or students.
- **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/sanctioned events



and activities or through the transmission of information from a school, home, or public computer network, or other similar electronic school, home, or public equipment.

### **STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT**

1. INTERVENTION: STOP THE CONDUCT IMMEDIATELY.
2. INVESTIGATION: INVESTIGATE THE COMPLAINT PROMPTLY, THOROUGHLY, AND IMPARTIALLY.
3. DETERMINATION: INFORM PARENTS/GUARDIANS OF COMPLAINANT AND ACCUSED OF THE FINDINGS.
4. RESPONSE: PROMPT, EFFECTIVE STEPS TAKEN TO END THE BULLYING/HARASSMENT AND TO ELIMINATE ANY HOSTILE ENVIRONMENT, RETALIATION, OR RECURRENCE; DISCIPLINARY ACTION FOR INFRACTIONS TAKEN WHICH IS NOT LIMITED TO ACTION PLANS, PROBATION, SUSPENSION, AND/OR EXPULSION FROM THE SCHOOL.

## **STUDENT FIELD TRIPS**

### **Field Trips:**

Field trips for educational purposes are encouraged for each grade. Trips are financed by parents and supervised by teachers and **Virtus trained** parent volunteers.

General class behavior will be a decisive factor in considering a trip, as will an individual's personal behavior during past field trips to determine her/his eligibility to participate. Participation in a field trip is a privilege, not a right of each student. The school retains the right to remove this privilege if behavior and/or academic standards are not met. Removal of this privilege will be the decision of the principal. Those children unable to attend the field trip because of improper behavior or other circumstances will have a regular day of school and will be in uniform.

The school requires written consent of a parent/guardian before a student is permitted to go on a field trip. A form requesting the school to allow a student to participate in a field trip will be sent home well in advance of the trip and should be promptly returned. Special instructions regarding dress and lunch will be included with the permission form. Students are usually transported by bus and pay their own fare. If financial concerns prevent your child from attending a field trip, please discuss the matter with the principal.

The school form is the only one that will be accepted as a permission slip. If the form is lost, a parent may copy the form below **exactly** with the blanks properly filled in and it will be accepted. Other handwritten notes do not take the place of this form. ***Permission given over the phone, even on the day of the trip, cannot be accepted; it must be accompanied by a fax.***

### **Responsibilities of the Chaperone:**

St. Hilary School greatly appreciates parents/guardians who volunteer their time to serve as chaperones. All chaperones must meet the Archdiocesan guidelines for volunteers (must be **Virtus Trained**). As you serve in this capacity we ask that you:

- ALWAYS remain with the students assigned to you.
- NEVER leave students alone on a field trip.
- NEVER accompany individual students into the bathroom; ALWAYS send a few students into the bathroom and wait outside. In the case of a sick child, TWO adults may accompany the child into the bathroom if it is necessary.
- ALWAYS have teachers and chaperones seated at the front, middle, and back of the bus.
- ALWAYS verify any questions you may have with the teacher. She/he is in charge.
- ALWAYS know the number of children you brought on the trip and return with the same number.
- ALWAYS follow the generally accepted St. Hilary school rules.

## **STUDENT HEALTH AND SAFETY**

**Medical, Dental and Vision Examinations:** Children attending St. Hilary School must have current medical, dental and vision reports on file in the school office **by September 1** of the current school year as listed below.

**Physical examination:** all students entering the school in Preschool, Kindergarten, 6<sup>th</sup> grade, transfer students and students planning to participate in sports.

**IDPH Dental Exam Verification or Waiver:** all students in Kindergarten, second or sixth grade.

**IDPH Vision Exam Verification or Waiver:** all students entering school for the first time, this applies primarily to Preschool, Kindergarten and possibly 1<sup>st</sup> graders.

Any student who is not to participate, or is to have limited participation in physical education classes for health reasons, must have a dated, signed note from the doctor to that effect.

### **Insurance:**

It is necessary for all children to be covered by some form of insurance. Parents are given the opportunity to obtain optional accident insurance for their children on a school day or on a 24-hour basis. You may request an insurance form from the school office. Please return the proof of insurance form during the first week of student attendance in school.

**Emergency Information:**

Student Data forms are distributed as part of the registration process and again on the first day of school. These forms are to be reviewed, updated, and signed each year. They must contain the signature of both parents or of the parent or guardian who has custody of the child. There **must** be a phone number on the form where a responsible adult can be reached at any time the child is on the school premises. **If a change occurs during the school year, contact the office with the new information; i.e. change of address, or a new work, cell, or home phone number.**

**Dispensing of Medication/Student Illness:**

Students who do not feel well are to report to their teacher. The teacher will send the child to the office and parents will be notified.

Ordinarily, school personnel shall not dispense medication to students. Exceptions to this rule are extremely rare. The following circumstances might merit school personnel assuming the risk of dispensing medication:

The student has a chronic illness that would preclude his/her attendance at school if the medication was not given and:

- the option of taking the medication before and/or after school has been ruled out.
- there is no one from home who can come to school to give the medication.
- the student's doctor completes the Medication Authorization forms.
- the parent/guardian has filled out the proper forms.
- single dose servings can be stored with the school secretary.

Cases of asthma or severe allergies such as allergies to bee stings sometimes merit the above consideration.

**To be distributed to parents/guardians annually and to new families at registration:**

**OFFICE OF CATHOLIC SCHOOLS  
ARCHDIOCESE OF CHICAGO**

**SCHOOL MEDICATION PROCEDURES**

*Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.*

**Procedures**

- 1. Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete

**Medication Authorization Form** approved and signed by the School Principal.

A **Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. A Copy of the **Medication Authorization Form** is attached. **Medication Authorization Forms** are available in the school office.

The School retains the right to deny requests to administer medication to students provided that such denial is indicated on the **Medication Authorization Form**. If the school denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee of the parent/guardian administer the medication in school.

2. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed **Medication Authorization Form**. Students who suffer from asthma, allergies, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medication Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School. In the case of the use of cough drops: A dated letter from the parent is required and the cough drops are to be kept in the school office. Students must sit in the school office while taking cough drops.
3. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers that are:
  - a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
  - b. Manufacturer-labeled for non-prescription over-the-counter medication.
4. **Storage of Medication.** Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discarded the medication

### **Other Illness Procedures for St. Hilary School:**

A student who becomes ill during class will only be dismissed after parents/guardians have been notified and a responsible adult arrives to sign them out. If the school personnel are unable to reach them, those listed on the family emergency cards will be contacted. They may either call for the child or make other arrangements for the child to be taken home. In the case of a serious accident or illness where no one can be reached, the school office will call the police or fire department and put the matter in their hands. Students must be fever free for 24 hours before they return to school. This is to ensure that the child is healthy and able to perform throughout the day and ensures the health of other students.

### **Student Accidents/Injuries:**

Whenever an accident or injury occurs at school, a student is to report to the nearest adult, preferably the homeroom teacher. Appropriate steps will be taken and an accident report will be filed.

### **Notification of Contagious Conditions:**

Parents have the responsibility to notify the school office in the case of contagious illness. In the event a student in a particular grade is diagnosed with a contagious condition of any kind, parents/guardians of students in that grade will be notified.

### **Fever:**

Please notify the office to report fevers. The school will notify parents in the child's homeroom/grade/departmental cycle. Students may not return to school until they are fever free for 24 hours without the use of medication to reduce the fever.

### **Head Lice:**

Please call the office to report any case of head lice. The school will notify parents in the event head lice are found in their children's homeroom/grade/departmental cycle.

Lice spread quickly, so every precaution is to be taken to protect other students. Should we discover a student has lice while in school, the parent will be required to come and take him/her home. Parents/guardians are expected to take the proper steps to make sure their children are free of lice before having them return to school. Students may not return to class for at least 24 hours after treatment has been administered and it has been determined that the child is free of lice and nits. Student's head will be checked before readmitted into the classroom.

**Rashes:**

If your child has a rash of unknown origin, please consult a physician before bringing your child to school. Please take every precaution with potential contagious situations.

**School Security:**

All school doors will be locked after students enter the building at 7:45 a.m. Parents/volunteers/visitors entering and exiting the building after this time should use the school office entry door.

**Visitors:**

For the safety and protection of the students, all visitors must report to the main office to sign in and receive a visitor's lanyard upon their arrival during school hours and to sign out and return the visitor's lanyard to the school office upon their departure from the building. **Staff members are instructed to question any visitor who does not have identification visible.**

**Deliveries to School:**

Any items forgotten at home (lunch, gym shoes, homework, etc.) should be delivered to the school office. Please put the child's name and room number on the items. Office personnel will deliver these items to the student. **Parents are not to deliver such items to the classroom.**

**Money:**

All money should be enclosed in an envelope with the child's name and room number and the purpose for the money. All payments, large or small, should be sent in the form of a check or a money order in a labeled envelope (please, try NOT to send cash). Students are discouraged from carrying more than \$20 of their own money during school hours.

**Fire Drills:**

Fire drills are conducted on a regular basis. All students are made aware of the exits and precautions to be taken.

**Tornado Drills:**

Tornado drills are held once a year. If a tornado warning is in effect, the students will be taken to a safe place in the building. The children will not be dismissed during a tornado warning.

**Crisis Management Plan:**

A school emergency is defined as any situation whereby the school day is interrupted and the safety of school persons is jeopardized by an act of nature or a willful act of violence. **Please note: In case of a situation which requires us to vacate the school building, we will gather in the church. If we need to vacate the parish property, we will take the students to Jamieson School, 5640 N. Mozart. In case of a lockdown, we will follow the instructions of the Chicago Police.**

**Crises are defined as:**

1. Natural Disasters  
Tornado, earthquake, snowstorm, wind storm, etc.
2. Environmental and Building Disasters  
Chemical hazards, explosion, gas leak, power failure, heat/water loss, flooding, fire, etc.
3. Disruption of Human Life  
Serious accident/injury, food poisoning, death within school, unannounced/aggressive intruder, assembly or lunchroom disruption, bomb threat, etc.

**Crisis Response:**

1. Natural Disasters  
Students will be taken to the safest place.  
Children will not be sent home during a natural disaster.
2. Environmental and Building Disasters  
If the safety of the children is endangered, the building will be evacuated immediately.  
Children will be brought to the nearest place of safety.
3. Disruption of Human Life  
Appropriate action will be taken depending on the crisis with the primary concern being the safety of the children.

**Crisis Intervention Plan:**

- I. Principal or designee activates plan after verification of facts obtained.
- II. Crisis team members notified. Team convened.
- III. Pre-established communication process begins.
  - a. Summary of event typed along with notification of staff meeting, suggestions to teachers concerning notification or response to questions and process of accessing crisis team members if need arises.
  - b. Summary memo distributed by hand to staff.
  - c. Principal communicates to appropriate personnel and agencies (i.e., central office, parents, media, etc.).
  - d. Office personnel begin communicating with people outside the school as previously instructed.
  - e. Plan for student release to parents is implemented.
- IV. Pre-designated support system becomes operational (i.e., individual or group counseling in designated locations using pre-identified personnel).
- V. End of day staff meeting conducted.
  - a. Purpose is to clarify, review and process crisis event and plan.
  - b. Discuss how to handle media/parent contacts, special needs that have occurred based upon what has happened, and any additional support areas that are available.

**Change of Address and/or Telephone Number:**

Parents/Guardians should notify the school office in cases of a change of address or any telephone or cell phone number. It is occasionally imperative to contact a parent/guardian immediately. Therefore, the school must have an up-to-date file on home, business, and emergency telephone numbers.

Parents/Guardians who move during the school year or at the end of the year should notify the school office at least one week prior to the date the child(ren) will be leaving. This notice will give sufficient time for the school office to complete work on the child's file and prepare the needed transfer.

**Environmental Policy:**

It is St. Hilary's Policy to provide a **SMOKE FREE** environment in school buildings. This applies to any and all school related functions, such as, athletic events, student recitals and awards ceremonies. All buildings of the school complex and within 15 feet of the school building are designated as smoke free.

**Mandated Reporters Of Suspected Child Abuse:**

The State of Illinois has legislated that all principals, faculty and staff working with children are mandated to report all cases of suspected child abuse. Principals, faculty and staff who fail to report suspected cases may be subject to disciplinary action for neglecting to report. Principals, faculty and staff are not the final determiners in such cases; we serve as reporters. Any case that is reported is not done so without serious consideration beforehand.

**Asbestos:**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines the intent in controlling the potential for exposure to asbestos fibers in the school.

St. Hilary Parish School Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. We have had our people properly trained to administer this program successfully.

Every three years the asbestos in schools is required to be inspected. The asbestos report notes any changes in the condition of the asbestos since the previous report, which in this case is the original management plan. The re-inspection was conducted at our school and has been added to the management plan.

A copy of the 3-year inspection report and the management plan is on file and available through the school and at the Administration Office, 155 East Superior Street, Chicago for your review if you so desire.



# UNIFORMS

All students, except Preschool are required to be in complete uniform each day unless an out-of-uniform day has been scheduled.

School uniforms are supplied by: Schoolbelles Uniform Company or Land's End. Gym uniforms and Spirit Wear (polo shirts, school sweat shirts, etc.) may be purchased through St. Hilary School.

## **Girls**

- White short or long sleeve blouse
- White or red long sleeve turtleneck
- White or red short or long sleeve polo
- St. Hilary red plaid round neck pleated jumper, split skirt, or skirt (K – 4<sup>th</sup>)
- St. Hilary red plaid split skirt or regular skirt (5<sup>th</sup> – 8<sup>th</sup>)
- Khaki uniform slack (no jean style, cargo pants, yoga pants, leggings, skinny style, or tight pants are acceptable.)
- Khaki uniform shorts (August, September, May, June)
- St. Hilary sweatshirts or sweaters
- Red, white, or black cardigan or v-neck sweater
- Belts are required with shorts or slacks with belt loops
- Red, black, grey, or white socks
- No flip-flop, crocs, or backless shoes of any type are allowed

## **Boys**

- White or red long sleeve turtleneck
- White or red short or long sleeve polo
- Khaki uniform slack (no jean style, cargo pants, yoga pants, leggings, skinny style, or tight pants are acceptable.)
- Khaki uniform shorts (August, September, May, June)
- St. Hilary sweatshirts or sweaters
- Red, white, or black cardigan or v-neck sweater
- Belts are required with shorts or slacks with belt loops
- Red, black, grey, or white socks

## **Gym Uniform**

- Red St. Hilary t-shirt with school logo
- Black St. Hilary shorts or sweatpants with school logo
- Red, black, grey, or white socks

## **General rules for dress code:**

- Socks must always be worn and must be visible

- Hats or caps are not to be worn in the school building.
- St. Hilary Athletic sweatshirts are not part of the uniform and may not be worn in school.
- Sweatshirts with hoods may not be worn in school.
- Shirts must always be tucked in.
- Snow boots may not be worn in school. They may be worn to school and replaced with indoor shoes to be worn during the day.
- Lengths of skirts are to be no more than two inches above the knee.
- Make-up is not to be worn at school. Items considered to be make-up include: nail polish, fake nails, colored lip-gloss or balm, blusher, eye shadow, eyeliner, perfume or cologne, scented hand/body lotion, etc. Medicinal use of lip balm may only be used when accompanied by a signed parent letter.
- Boys may not wear earrings to school. Girls are allowed to wear small type earrings that are not dangling or hanging. An appropriate amount of jewelry in the forms of bracelets, necklaces, hair decorations may be worn to school.
- No visible writing on the body or tattoos are allowed.
- Students may not display the following hairstyles: un-natural colored or tinted hair, tails, and any type of designs that are cut or shaved into the hair, or hair that is an inappropriate length. Bangs should not cover the eyes and boys' hair should be no longer than their shirt collar. Hair must be a natural color and be kept clean and neat.
- **School uniforms must be kept in good repair and clean during the school year**

### **Dress Code Violations:**

If a student is out of uniform, the following consequences will be applied:

- First offense: Students who violate the uniform policy will be warned verbally.
- Second offense: Parents will receive written communication.
- Third offense: student will be unable to participate in the next out of uniform day.

### **Out-of-Uniform Days**

- General rules for dress code listed above apply on these days
- All tops are to have sleeves, no tank tops, halter-tops, tube tops
- All clothing must provide adequate coverage and should not be excessively tight
- Clothing may not display inappropriate words, symbols, or logos
- Straps on dresses should be at least two inches wide
- Pajama pants are not allowed
- Shorts should reach the fingertips of the student's arms when arms are placed at their side

Any violation will result in the loss of the privilege of the next out-of-uniform day.

## **SCHOLARSHIPS AND AWARDS**

Criteria and selection process of all scholarships/awards are on review in the office of Institutional Advancement.

### **Principal's Award**

Every year two seventh grade students are chosen to receive the Principal's Award. The students receive \$300 towards their eighth grade tuition.

The students are chosen for their academic achievement, cooperative relationships with faculty, Christian attributes and leadership qualities. The principal determines this award.

### **Academic Scholarship: Excellence in Catholic Education**

Sponsor: St. Hilary School

Each year the eighth grade student with the highest grade point average is awarded the Academic Scholarship, which is sent directly to his/her high school. (One stipulation for this award is that the student must be going on to a Catholic high school.) The student's grades are assigned a point value. Check marks count as a negative point. This scholarship is currently \$400.00

### **Bishop Thomas Grady Leadership Award**

Sponsor: St. Hilary Men's Club

This discretionary award is given to a graduating 8th grade boy and girl student athlete. It is given in recognition of leadership qualities in athletics and school life. Candidates qualify for this award by participation in a full season of their chosen sport, while fully complying with the school's stringent criteria for academic achievement and conduct set for student athletes.

The Principal, along with a panel of school and athletic staff, the pastor and Men's Club representatives choose recipients. Criteria used in selection include athletic leadership, academic achievement, school activities participation, letters of recommendation from faculty and conduct during the entire school year. Selected students each receive a \$500 savings bond.

### **Elizabeth A. Flaherty Memorial Scholarship**

Sponsor: Mr. Joseph Flaherty

Each year two third grade students are chosen to receive the Flaherty Scholarship. The students receive a \$500 scholarship in increments of \$100, which is applied to their tuition grades 4 through 8.

The scholarship is recognition of Christian attributes, cooperation with faculty and fellow students, academics and evidence of leadership qualities. The students will participate in

a mentoring program at St. Hilary. Mr. Flaherty nominates candidates. A committee comprised of the Principal, Pastor, Mr. Flaherty and the 3<sup>rd</sup> grade teachers select the recipients.

## SCHOOL POLICIES

St. Hilary School is governed by the local policies as well as the policies of the Archdiocesan Office of Catholic Schools. Archdiocesan policies take precedence over local policies.

### Organization

**Series 100:** The Parish School Advisory Committee shall develop such additional policies as are necessary to govern the operation of the school. Additional policies shall be filed with the Archdiocesan School Office and with the office of the Superintendent of Schools.

St. Hilary School Advisory Committee will set goals for its work.

**Series 200:** St Hilary School will use the principal evaluation process as directed by the Office of Catholic Schools. *- revised, February 2004*

**Series 300:** Admissions: Every Catholic child, whether his/her parents are Catholic or not, has the right to attend his/her Parish School. Neither race, national origin, nor the **ability** to pay tuition is to prevent a child from being accepted in the school.

\* There is a difference between the ability to pay tuition and failure to meet whatever financial arrangement has been established between the school and each family. All are expected to make monthly tuition payments. When a family crisis occurs, **please contact the principal immediately**. An appointment will be made and the situation will be discussed.

Enrollment shall be limited to 28 students per classroom **whenever possible**, with the exception of kindergarten which will be limited to 25 students. Non-parishioners shall be enrolled only if there are less than 25 students in the receiving classroom.

Non-parishioner enrollment: Enrollment may be granted to others who express a desire for a religious education subject to the following conditions:

1. The class size is lower than the standard for St. Hilary School.
2. The parents allow the child to participate in the religious instruction classes and related activities.
3. Registration is subject to annual acceptance.

4. Preference will be given to those students who wish to enroll from parishes, which have no school of their own.
5. In other cases, preference will be given to Roman Catholic children.

*- revised, February 2004*

Uniform policy: All students are required to wear their uniforms appropriately, in accordance with the school guidelines.

Hair policy: All students are required to adhere to the hair policy as stated in the uniform section.

### **Instructional**

**Series 400:** Special programs listed below will be part of the instructional effort of Saint Hilary School.

- a. Religious education and sacramental preparation.
- b. Peace and Justice Education
- c. Fine Arts Program
- d. Physical education and health programs
- e. Remedial programs
- f. Personal Enrichment Programs
- g. Drug education

There shall be a coordinated program of volunteers.

### **Finance**

#### **Series 500:**

- I. Registration fee for the school year will be \$100.00 per family before March 21, and \$200 from that date forward.  
*-revised, January 2016*
- II. With the advice of the School Advisory Committee, St. Hilary Church and School will determine annually tuition rates for all categories to reflect budget requirements and other policies of the Church and school. Parishioner status is maintained on the basis of regular use of the adult Sunday envelopes.
- III. If Parishioner status is lost because of failure to contribute, the Parishioner must make a contribution equal to the recommended quarterly amount for sacrificial giving or contribute for one year before regaining Parishioner status.
- IV. There shall be a 25% tuition reduction for children attending St. Hilary School whose parent or parents are actively teaching in a Catholic Elementary School in the Chicago Archdiocese. Limit one reduction per family.

Final report cards will be issued only upon complete payment of the year's tuition and related fees. No registration for the next school year will be guaranteed until all outstanding tuition and fees are paid in full. No student will receive a diploma or report card if tuition and fees are outstanding. Extreme circumstances need to be discussed with the Principal and Pastor.

*- revised, February 2004*

V. Tuition Payment schedule:

St. Hilary School uses the FACTS/Tuition Management Program. The following are tuition payment options:

Tuition for the school year will be paid by:

\_\_\_ **FULL PAYMENT OPTION** - One full tuition payment by September 1. This payment will be made directly to the school and will entitle a family to a 3% discount on the tuition portion of the family's school account.

\_\_\_ **TWO PAYMENT OPTION** - One half payment of tuition due by September 1; one half payment due by January 21. These two half payments will be made directly to the school. If the January payment is not made by the deadline, the family will be required to enroll in FACTS and make 4 monthly payments for the remaining balance. No discounts. Annual fee is \$10.00 a year.

If you choose to pay monthly, you are required to use the FACTS Program. Options are:

\_\_\_ **NINE PAYMENT MANDATORY** - This option is required for any family with a child in 8th grade regardless of siblings in other grades. Nine monthly payments will be made through FACTS. Payments will start in August and continue through April. Payments can be made on the 5th or 20th of the month. Annual fee is \$30.00 a year.

\_\_\_ **NINE PAYMENT OPTION** - This option is available to any family wishing to use a nine month plan to alleviate the financial burden of making a tuition and book fee payment all within the month of May. Nine monthly payments will be made through FACTS. Payments will start in August and continue through April. Payments can be made on the 5th or 20th of the month. Annual fee is \$30.00 a year.

\_\_\_ **TEN PAYMENT OPTION** - Ten monthly payments through FACTS. Payments will start in August and continue

through May. Payments can be made on the 5th or 20th of the month. Annual fee is \$30.00 a year.

Using the monthly option, payments can be made through FACTS by:

\_\_\_ Automatic deduction from a savings/checking account. Annual fee is \$38.00 a year and will be automatically processed from your account in the first payment of the month. NOTE: You may prefer to open a custodial account in the name of your child for tuition payments. Many local financial institutions require no minimum balance or incur no monthly charges for this type of account. Check with your local bank.

\_\_\_ Monthly invoices payable by check. Annual fee is \$30.00 a year and will be automatically processed from your account in the first payment of the month. Invoices are received by the 10<sup>th</sup> of the month and are due by the 1<sup>st</sup> of the following month. The invoice option also offers online payments. Returned checks fees are \$25.00 for each check. A late payment fee of \$25.00 will also be assessed. Checks are processed electronically. Cancelled checks are not returned.

\_\_\_ F.A.C.T.S. Credit Card Program. Annual fee is \$38.00 a year and will be automatically processed from your account in the first payment month. **Please note: You MUST CALL 1 – 800 – 233 -1096 before this type of account can be established. Be sure to have your credit card available when calling. The person calling must be the person whose name appears on the credit card.**

\*NOTE: All FACTS fees will be immediately processed automatically from your account upon receipt of the FACTS Parent Agreement Form.

#### VI. Non-Compliance of Tuition/Fee Payments:

All accounts must be up to date by the 1st day of the trimester.

Families who have selected the two-payment option, payable directly to St. Hilary School, will make payments on or by:

September 1 (Full payment or first half payment)

January 21 (Second half payment)

For families making monthly payments, each missed payment will result in a letter from FACTS with detailed instructions to rectify the situation.

FACTS will assess families a \$30.00 missed payment fee for EACH MISSED PAYMENT ATTEMPT.

For those who are making monthly payments by check, please note:

- checks that are returned due to insufficient funds will be assessed a \$25.00 charge. The next month's statement will indicate that two month's tuition is due. Please pay the balance due at that time.

### **Delinquent Account Procedures:**

At the end of each trimester, the following steps will be taken for any delinquent account:

- St. Hilary will contact the family by letter, outlining all delinquencies.
- Students will remain at home until accounts are up to date.
- No participation in athletics or school-sponsored events will be permitted.

*- revised, February 2004*

- VII. Any students with outstanding balances from the previous school year will be accepted provisionally under the following condition:

The previous balance is paid before the next school year begins.

*- revised, August 2008*

No student is considered currently enrolled if there is any outstanding tuition/fees.



## **PARENT HANDBOOK**

The parent handbook is published each year in an effort to keep parents informed of the school's policies and guidelines. We ask that all parents read and become familiar with it. The rules and regulations set forth are considered to be binding to both school and to the parents/guardians.

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

You will receive a separate sheet on the first day of student attendance. Please sign this designated sheet which will serve as verification that you will read the handbook, will discuss appropriate sections with your child and that you agree to support the policies that have been set forth.