



# **Family Handbook**

## **2018-2019**

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### MISSION STATEMENT

St. Louise de Marillac Parish School is dedicated to providing a Catholic environment which nurtures our students, helps them to grow and share in their Faith, encourages academic excellence, respects their individuality and promotes service.

### PHILOSOPHY

At St. Louise de Marillac Parish School, we truly believe that it is people who are the most important part of the Catholic Church community. For this reason we are committed to preparing each student to take his or her place as an active member of the Church community and of society. Our philosophy centers on the development of all aspects of each individual child - spiritual, intellectual, moral, psychological, creative, social and physical. Our program stresses religion, language arts, mathematics, social studies, and science and is enhanced by classes in physical education, human sexuality, computers, art, and music. Our curriculum is comprehensive, innovative, challenging and meaningful. As Catholic educators, we are fully aware that a child's parent or guardian is his or her primary educator; therefore, we work cooperatively with the family to achieve our mutual goal – the best possible Catholic education for each child.

### CERTIFICATION

St. Louise de Marillac School is certified by the Illinois State Board of Education and by the Office of Catholic Education, Archdiocese of Chicago.

### AMENDING THE HANDBOOK

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

### ST. LOUISE DE MARILLAC PARISH STAFF

Pastor	Rev. Denis Condon
Associate Pastor	Rev. Joe Altman
Principal	AnnMarie Mahay
Business Manager	Lynn Waterloo
Faith Formation Coordinator	AnnMarie Mahay
Faith Formation Secretary	JoAnna Leon
Music Director	Jim Harrold
Rectory Secretary	Laura Vanags
Evening Receptionist	

Weekend Receptionist	Mary Volden
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ST. LOUISE dE MARILLAC SCHOOL STAFF

Principal	AnnMarie Mahay
Secretary	Sandy Malhosky
Business Manager	Lynn Waterloo
Marketing Coordinator	Carla Spielman
Preschool 3	Carol Lemkau
Preschool 4	Bethany Race
Kindergarten	Alexandra Timmins Rori Larson
Superkids (Grade 1/2)	Kathy Krajniak
Challengers (Grade 3/4)	Michael Blazer
Assistant Principal Grade 5 & 6 Homeroom Grade 5 Math, Science, Writing Grade 5 & 6 Math, Science Grade 7 Math, Social Studies Grade 8 Algebra, Social Studies	Janice Walsen
7th and 8th Grade Science	AnnMarie Mahay
Grade 5-8 Religion Grade 5 & 6 Social Studies	Karyn Zick Miller
Grade 7 & 8 Homeroom Grade 5-8 Reading, English Grade 6-8 Writing	Marianne Voss
Music	Sundy Urban
Art	Pam Vlcek
Spanish	Pam Vlcek
Physical Education	Sean Radak
Athletic Director	Greg Ripoli

Creativity Club Coordinator	AnnMarie Mahay
Technology	Larry Korenchan
Maintenance	Bryan Shanahan

#### IMPORTANT PHONE NUMBERS

Rectory	(708) 352 – 7388
School	(708) 352 - 2202
School Fax	(708) 352 - 6654
Creativity Club	(708) 579 - 9440

#### ADMISSION

- St. Louise de Marillac School does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, or with regard to any of its programs.
- In accordance with the regulations of the Department of Education of the State of Illinois, students are required to be of entry age by September 1<sup>st</sup>.
- Birth and Baptismal certificates must be presented when registering. If a child was baptized at St. Louise it is still necessary to present a certificate. Registration is not complete until these forms have been received and the family has been registered in FACTS.
- All families registering at St. Louise must register through FACTS for their tuition and fee payments.
- Pre-K students must be potty trained and able to function independently with clothing when they begin school.
- Students and parents/guardians must follow the Codes of Conduct, as specified in the St. Louise handbook.
- Registration and placement of transfer students will be on a temporary basis pending the completion of the student's files and /or receipt of all pertinent background, health and academic information. All paid fees are non-transferable and non-refundable.
- Withholding of any pertinent information will render the registration and placement invalid. Final approval of registration and placement is subject to the discretion of the principal.
- The Illinois Department of Public Health\* requires:
  - Any student entering school to have a physical, current vaccinations, and vision examinations;
  - Physicals for students entering Kindergarten and 6<sup>th</sup> grade;
  - Vision exams for Kindergarten students;
  - Dental exams for Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade students.

\* Illinois State Law requires that students are in compliance with medical requirements on or before October 15. Any student not in compliance will be excluded from school until all medical forms are in the school office.

### ASBESTOS

St. Louise de Marillac School has a current Asbestos Abatement Plan, which is reviewed every three years. The plan and current reports are kept in the principal's office and are available for review, by appointment only.

### ATHLETICS

The Athletic Association shall sponsor and provide organized team programs for children attending St. Louise de Marillac School. The Athletic Association shall foster good sportsmanship in a Catholic atmosphere and encourage physical, social, and spiritual growth through the programs offered.

Athletic programs currently offered for students in grades 5 - 8 include:

Basketball	boys/girls	varsity/junior varsity
Soccer	co-ed	varsity/junior varsity
Volleyball	boys/girls	varsity/junior varsity

Specific conditions and guidelines which apply to the athletic program are as follows:

1. State law requires a student to have a physical in order to participate.
2. A student must be covered by the school accident insurance or show proof of other insurance to participate.
3. Each student must have an eligibility slip completed and signed by parents and teachers before registration can take place. As soccer takes place prior to school opening, eligibility will be reviewed by teachers as soon as possible.
4. A student must have a C average to be eligible to participate as well as performing satisfactory work in any subject. The subjects incorporated into the C average are Religion, Reading, Writing, English, Math, Social Studies, Science and Spelling. Eligibility will be verified weekly throughout the quarter.
5. A student will be suspended from the activity if academic or discipline requirements are not met.
6. A student who has been suspended (or has been excused from school due to illness) may not participate in practices or games while suspended or absent that day.
7. The principal must give approval for reinstatement.
8. Coaches are not responsible for transportation to or from games and practices. Parents or other drivers must be aware of times for pick up since no phone calls may be made for this purpose.
9. Students must be in full uniform.

See the athletic handbook for further information or contact the Athletic Director - Greg Ripoli at [athletics@slmschool.org](mailto:athletics@slmschool.org) or (708) 352-2202.

### ATTENDANCE

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

· The *School Code of Illinois* requires that the parent or legal guardian of any child who is absent from school notify the school on or before the day of absence. **A parent is to call in an absence to the school office at (708)352-2202 before 8:00 a.m. and either leave a message**

**or inform the school secretary by giving the child's name and reason for absence. Please call each day your child is absent. The school may contact parents who have not called.**

- School policy also requires written proof of a child's absence signed by the parent or legal guardian. When your child returns to school after an absence, please send a dated, written, signed excuse stating the reason for your child's absence. The note is due the day your child returns to school and is given to the homeroom teacher.
- It is the responsibility of the students and parents/guardians to make up school work missed due to absence. Students must communicate with teachers about missed assignments and assessments and the timeline for making up the work.
- Extended periods of absence due to family plans interrupt the learning process. If parents/guardians wish to take the children out of school for a period of time because of family plans, the parents/guardians, principal and the teacher shall discuss the possible effect of the absence on the student's school work and the recommendation shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. **Teachers are not required to provide advanced assignments for vacation absences or held responsible for additional work or tutoring, under these circumstances.**
- Excessive absences and chronic tardiness seriously disrupt the learning process. A student is tardy if they arrive at school after 8:00 a.m. The student must enter through the front door and go to the office for a late slip. When our records indicate a pattern of tardiness, the parents/guardians will be contacted. Missed time due to chronic tardiness must be made up after school.
- Medical and dental appointments should be made outside of the school day except for emergencies.

#### PERFECT ATTENDANCE

To qualify for perfect attendance, a student must be in attendance for the entire school day from 8:00 a.m. until 2:45 p.m. This means the student may not be absent, tardy, leave early or miss any portion of the school day.

#### BICYCLE RULES

Bicycles may be ridden to school when the weather permits. Bicycles are to be walked onto the school grounds and locked in place in the racks provided. The school does not assume responsibility for damage to, or loss of, bicycles ridden to school. Failure to observe bicycle rules will result in a Discipline Report. No skate boards are allowed on school premises.

#### BOOSTER CLUB

The St. Louise Booster Club has been in operation since 1957. Since that time it has raised over \$250,000 for the school and paid out over \$600,000 to its lucky winners. The Booster Club helps to meet the expenses not covered by tuition, fees and the parish subsidy.

Each month, 28 possible winning letter/number combinations may receive a \$20, \$100, or \$1,000 share of the total monthly prizes. The membership fee for a letter/number combination is \$20, which enters you in the monthly drawing from September to August of the next year.

For more information or a membership form, contact the school office.

### BULLYING AND HARASSMENT

Bullying/harassment is an intentional, repeated and hurtful act by one or more peers toward others. Bullying is characterized by repeated aggressive behavior and it is often a power struggle.

Our Catholic school promotes respect for others and peace within our classrooms, so all forms of bullying and harassment are unacceptable, whether they are verbal, non-verbal or physical. Bullying and harassment will not be ignored. Parents, teachers and administrators must take the lead in confronting bullying behavior. All allegations and threats will be taken seriously, investigated promptly and dealt with appropriately.

Direct and indirect bullying can take on many forms including, but not limited to, the following actions: teasing, taunting, hurtful words, threats (subtle or implied), name calling, hitting, pushing, picking on others, pinching, ganging up on someone, stealing, cruel jokes, destroying personal property, spitting, biting, crank phone calls, misusing email (including text messages, instant messages or other electronic communication), rude gestures, individual or group exclusion, spreading gossip or rumors, writing cruel or threatening notes.

### CANCELLATION OF SCHOOL

Due to some unforeseen circumstances or severe weather conditions, it may become necessary to close school. This decision may be made by the Archdiocese of Chicago, or the local administrator, based on the safety of our students and teachers. If an emergency pertains to St. Louise de Marillac School, an announcement will be given over the major radio (WBBM 780) and T.V. stations (WGN Channel 9) and through School Messenger.

### CALENDAR

The school calendar will be uploaded onto the website at the start of the school year. You can access the calendar for printing at [www.slmschool.org](http://www.slmschool.org).

### CARE OF BOOKS

All books issued by the school are to be cared for properly. Compensation will be expected for classroom books or library books that are lost or damaged.

### CELL PHONES

Cell phone usage is strictly prohibited during the school day. Any cell phone used during the school day will be appropriated and sent to the school office. A parent must pick up a student's cell phone at the school office. We understand that students may need to contact parents after school hours to check in. During the school day, a cell phone must remain turned off in the student's book bag, which is to be kept in their locker. To contact a parent during the school day, students must come to the school office. We also ask that parents call the school office should they need to contact their child during the school day. This is for the protection of everyone. St. Louise de Marillac School is not responsible for lost or stolen cell phones.



### CHILD ABUSE

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Service (DCFS) when the alleged abuser is a parent, guardian, relative or other caretaker who has some responsibility for the child's welfare at the time of the alleged or suspected abuse or neglect.

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

### CHILD CUSTODY

#### BUCKLEY AMENDMENT

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

#### RELEASE OF A CHILD TO A NON-CUSTODIAL PARENT

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

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

### CHRISTIAN BEHAVIOR

Behavior reflecting Christian values is one of our goals at St. Louise de Marillac School. Students are encouraged to show respect and courtesy toward teachers, other adults and fellow students. Holding doors for teachers and classmates, helping someone pick up or carry items, greeting teachers and other adults in the building and being kind and considerate to others at all times are some of the ways for students to exhibit these Christian values.

### COMMUNICATIONS

#### SCHOOL WIDE COMMUNICATIONS

A weekly e-newsletter is emailed to school families on Fridays with information and notifications of upcoming school events. The email may also include order forms, flyers and other information to be distributed to families. In unique circumstances, some paper copies may be sent home with the oldest child.

### COMMUNICATIONS WITH FACULTY AND STAFF

Frequent and positive communication between parents and teachers provides the optimal learning experience for your child(ren). Teachers and administrators are willing to meet with parents to discuss a child's progress whenever necessary. Please note the following procedures regarding communications:

#### CONFERENCES

Conferences with teachers must be scheduled. Parents may not conference with teachers during arrival time. At this time, the teachers' first priority is supervision of the children. Parents must send a note or an email, or call the school to request a conference with a teacher.

The principal is available for conferences and meetings; however, parents should make an appointment in order to guarantee the principal's availability.

If a parent needs to inquire about a school issue, the procedure is to begin with the adult person most closely related to the incident. For example, if the issue concerns class work, discipline, grades, etc. the teacher should be contacted. If the parent is not satisfied or feels that the issue has not been resolved, they should contact the principal. If a parent needs to communicate about an administrative issue regarding the school, they should contact the principal.

#### EMAIL COMMUNICATIONS

All faculty and staff have school email accounts available to communicate with parents.

Teachers and staff will do their best to respond within 48 hours of the receipt of your email. Any urgent matters requiring immediate attention requires telephone contact with the school.

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

### CONFIDENTIALITY

As employees and volunteers, everyone at our school is held up to certain levels of confidentiality. Employees and volunteers are required to refrain from discussing individual children with parents in hallways, at ballparks, in the grocery store, etc. Also, parents seeking information about their child should seek out his/her teacher. Non-certified staff employees will not provide information directly to the parent because this should come directly from the certified staff member.

### CRISIS PROCEDURES

St. Louise de Marillac School has developed a comprehensive crisis plan to be implemented in the case of an emergency. Parents may be notified by School Messenger, media announcement and/or telephone call in the event of an evacuation. Students may be evacuated on campus to St. Louise Church, or off-campus, to Brook Park School.

### DAILY SCHEDULE

Grades K-8

8:00 a.m.

2:45 p.m.

PK 3 and 4

8:10 a.m.

10:50 a.m. Half

Day/2:30 p.m. Full Day

Each teacher will create a schedule for their homeroom.

### DISCIPLINARY PROCEDURE

All students are expected to conduct themselves in a manner befitting a child enrolled in a Catholic school. Rules of Conduct are based on RESPECT for the dignity of the person; respect for each other's right to learn; safety and respect for students and property. Students are expected to render polite and respectful behavior, a cooperative attitude, proper language, punctuality and be actively involved in the learning process.

St. Louise de Marillac School uses the following disciplinary procedures, which adheres to the Archdiocesan guidelines for issues involving student behavior:

1. Depending on the severity of the incident a Discipline Report or Detention Slip is given for the offenses listed below. Forms are sent home for a parent's signature and should be returned to school the following day.

Offenses include, but are not limited to:

- Unchristian like behavior/disrespect toward adults or peers;
- Fighting, cheating, lack of respect for property;
- Disruptive behavior in school, at school – sponsored events, in church or on a bus;
- Use of inappropriate or obscene language or gestures;
- Violation of school/playground safety regulations, such as throwing snowballs or other objects, playing ball on the playground before or after school, riding bicycles, skateboarding, or rollerblading on school property;
- Non-compliance with the dress code;
- Repeated tardiness, if it is the student's fault;
- Chewing gum in school or on school grounds;
- Use of laser lights, CD players, mp3 devices, earphones, cell phones or any electrical equipment(a note from the parent will be required for their return).

2. A Detention Slip may also be given to students who have received more than one Discipline Report. Detentions are generally served before school as indicated on the Detention Form. This form must be signed by the student, taken home for a parent's signature and be returned to school the following day.

3. A second Detention Slip is sent following another serious incident involving the student. The principal will call a conference with the parents and, if necessary, the student's teacher(s). A plan for remediation of the student's behavior includes, but is not limited to, loss of privileges including field trips, athletic participation and school assemblies.

Suspensions, exclusions for all or some school activities, are served for deliberate, irresponsible acts. Suspension for misconduct applies to behavior in the classroom, in or about the building, on the school grounds, to or from school or on a field trip. Fighting will not be tolerated at any time and an immediate suspension may result. The number of days for which a student is suspended is determined by the principal. Only after a conference with the student, parent/guardian, and the school personnel will a student be readmitted to class.

For the welfare of the entire St. Louise de Marillac School Community, the following situations WILL NOT be tolerated:

- Destruction or vandalism of school property, another student's property and/or faculty member's property;
- Smoking on school grounds; carrying or exchanging cigarettes or e-cigarettes, pills, drugs, alcohol or other hazardous substances;
- Carrying or using weapons of any kind;
- Speaking or acting in a disrespectful manner to any staff member or adult;
- Stealing;
- Any behavior, wearing apparel or articles which denote gang affiliation.

All of the above apply during school hours, on school grounds and at school functions. Parents will be notified upon the violation of any of the above regulations.

In serious cases, in which the well-being of students and/or faculty may be endangered, the situation may call for immediate suspension and/or expulsion. In less serious cases, a warning will be given to both parents/guardians and the student(s).

Any of the above cases may call for an in school suspension and/or out of school suspension. If the violation occurs a second time, a suspension may result. A third violation of the same policy may call for expulsion. In every case, due process will be followed. We expect cooperation from parents/guardians in these matters. A proven lack of parental cooperation in this regard will be deemed suitable grounds for expulsion.

Dishonesty/cheating will not be tolerated. A zero (0) grade may be given for copying tests/assignments and plagiarism.

#### EARLY DISMISSAL

For very urgent reasons, a parent/guardian may request early dismissal for their child on a special day. This request must be made in writing stating the reason for the early dismissal and the person so designated by the parent/guardian in the written note must pick up the child at the specified time at the school office.

#### EXTENDED CARE PROGRAM (CREATIVITY CLUB)

Before and after school care for students of Preschool through 12 years of age is available at St. Louise de Marillac School. The program offers challenging activities that are tailored to the individual interests and needs of school age children. The child will be guided by supervisors to choose his/her own activities from five different interest areas. Creativity Club is available as follows:

Before School	7:00 a.m. until 7:50 a.m.
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After School	Dismissal until 6:00 p.m.
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The program may be selected to fit your schedule and rates for the Extended Care Program are available at the school office.

#### EXTRACURRICULAR PROGRAMS

In addition to our academic curriculum, we are able to offer extra-curricular programs for the students at St. Louise de Marillac School. These include Athletics, Band, Children's Choir, Student Leadership Council, Math Club, Book Club, Chess, Robotics and Dance and Drama. Please inquire at the school office for further information and guidelines.

### FAMILY SCHOOL ASSOCIATION

The Family School Association exists to provide a "home away from home" atmosphere at St. Louise de Marillac School through its sponsorship of activities and programs, both social and educational, for parents, students and teachers. FSA provides a link between home and school by offering an opportunity for parental involvement through its various activities.

FSA sponsors the following events:

Parent Receptions, Ice Cream Social, Book Fair, Santa's Secret Shop, FSA Family Night, Faculty Luncheons, St. Louise Celebration, Graduation Ribbon Lunch

FSA funds the Rainbows Program, Catholic Schools Week events, student assemblies, annual classroom gifts to faculty, birthday remembrances for students and faculty and guest speakers for parents.

FSA Board:

Name	Email Address
Beth Sadowski	beth.a.sadowski@gmail.com
Jane Steger	jpsteger@yahoo.com
Martha Swanson	msenese10@sbcglobal.net
Robert Alcala	robert_alcala_jr@yahoo.com
Rotating Faculty Member	amahay@slmschool.org

### FIELD TRIPS

- St. Louise de Marillac School offers occasional educational field trips for students. Field trips provide students with authentic educational experiences that cannot be duplicated in the classroom. Trips to museums and theaters, historic centers, parks and nature preserves, educational and governmental facilities, factories and more may be included in field trips.
- St. Louise de Marillac School arranges transportation and supervision of field trips. Students are responsible for the cost of transportation and associated costs of the trip. Once a field trip is paid for, there will be no refunds issued for any reason.
- Students that do not submit the proper paperwork, in a timely manner, will not be allowed to attend the field trip. Telephone calls or notes from parents will not be accepted in lieu of the proper signed form.
- Students unable to participate, due to a missing form or because a parent does not wish the child to participate, will be assigned written work and will remain at school in another classroom.

- Appropriate attire for field trips is the school uniform or gym uniform, per the teacher.
- Field trips are a privilege and not a right. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

### FINANCIAL INFORMATION

#### KINDERGARTEN – 8<sup>TH</sup> GRADE TUITION

K-8 <sup>th</sup> Grade	Annual Tuition
1 Child	\$4,980
2 Children	\$7,880
3 Children	\$9,785
4 + Children	\$10,500

\*A nonrefundable registration fee will be due annually during Catholic Schools Week. \*Tuition is paid in 11 or 12 monthly installments, beginning in July, to St. Louise through FACTS.

#### PRESCHOOL TUITION

3 and 4 Year Old Preschool	Annual Tuition
5 Full Days	\$4,205
5 Half Days	\$3,805
3 Full Days	\$3,555
3 Half Days	\$3,195

\*A nonrefundable registration fee of \$100 is assessed.

\*Tuition is paid to St. Louise in 10 monthly installments, beginning in July, through FACTS.

\* Subject to change by administration, at any time, as new programs are added.

ALL PAID FEES ARE NON-REFUNDABLE

#### SACRAMENTAL FEES

There will be a letter sent out in September explaining the assessment of fees through FACTS.

First Reconciliation and Communion Fee (2 <sup>nd</sup> Grade)	\$80
Confirmation Fee (8 <sup>th</sup> Grade)	\$105 (Gown Included)
	\$90 (Without Gown)

### FIRE AND DISASTER DRILLS

Fire and disaster drills are held on a regular basis. Directions and exit procedures are posted in each classroom. Students are requested to maintain silence to hear directions, and to walk, not run, during and after the disaster drills.

### FOOD ALLERGIES

Due to the increasing number of students with food allergies, we ask all parents and/or volunteers to take this into consideration when bringing treats into the classroom. Parents will receive notification of classes in which students have food allergies. To prevent allergic reaction, it is essential to avoid these foods when sending treats to the classroom. **It is Archdiocesan policy that all treats must be store bought.**

### GANG ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in any Catholic school. Intimidation and/or disrespect of any person are unacceptable behaviors. The following behaviors may be subject to disciplinary action:

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

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

### GRADING

The following grading scale is utilized. A copy of this scale will also be found on the report card envelopes.

A	100-95	C	82-79
A-	94-93	C-	78-77
B+	92-91	D+	76-75
B	90-87	D	74-72
B-	86-85	D-	71-70
C+	84-83	U	69 or lower

(A+ may given by teachers for a grade of 100)

Report card grades are based on a combination of class work, projects, homework, test grades and classroom participation. Specific questions regarding a child's grades should be discussed with the teacher of that grade level or subject area.

### HONOR ROLL

Students in grades 5-8 are eligible to achieve straight "A" honor roll or "A/B" honor roll status each trimester. Straight "A" honor roll students have earned an "A" in each of the following subjects: Religion, English, (Spelling), Reading, Social Studies, Math and Science. "A/B" honor

roll students have earned either an “A” or a “B” in the seven previously stated subjects. Additionally, students on either honor roll have earned at least a “C” in all other graded subjects.  
SLM P.A.W. (POSITIVE ACTION IN OUR WORLD) AWARD

The student consistently shows Christian attitude and behavior towards teachers, staff and students in the school community and throughout the school day. He or she acts as a positive roll model, demonstrates a willingness to be of service to others and puts Catholic values into action.

#### HARASSMENT

The Pastor, administration and staff of St. Louise de Marillac School believe that all students and employees are entitled to work and study in school–related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken, which may include suspension or expulsion.

#### HOMEWORK

Homework is an integral part of the educational process. It develops student responsibility and organizational skills, as well as providing for practice and application of knowledge. It is assigned on a regular basis throughout the week. Assignments may average a half an hour to an hour and a half daily, depending on the grade level and the individual child.

Homework assignments that are an extension or practice of work done in class will be started in class and due the next class period. Long-range assignments, such as a social studies project, a book report or a science project, will extend for a longer period of time. Encourage your child, as we do, to write down assignments and note deadlines, using the Assignment Notebook.

Students in grade 5 through 8 will have one (1) week to complete missing assignments. After one (1) week, the assignment will be entered as a zero.

Parents can help by checking a child’s Assignment Notebook and [schoolnotes.com](http://schoolnotes.com) daily to see what and when homework is due, by providing a quiet place in which the child may work, and by checking to see that assignments have been completed. PowerSchool may be checked to see a current grade or to view missing assignments.

#### ILLNESS/INJURY

In case of illness or injury, the student will be cared for temporarily by the school secretary or a member of the school staff and only first aid treatment will be administered. If emergency medical treatment is necessary, parents/guardians will be contacted. It is extremely important that we have a second contact name, updated telephone number and family doctor information on file in the event that the parent/guardian cannot be reached. Physician prescribed inhalers are to be kept by the student. Parent/guardians will be contacted if a child is sick and needs to be sent home.

#### INSURANCE



Student Accident Insurance is available through the school at the beginning of each school year. Participation is optional but all forms must be signed and returned to the school office, whether or not you care to participate in the insurance program. All students who participate in any extracurricular athletic programs offered by the school must be covered by the 24-hour school insurance policy or a family policy.

### MEDICATION PROCEDURES

State law and Archdiocesan policy instructs school personnel not to dispense medication to students. We will only make exceptions to this policy for medications related to an ongoing condition (i.e. asthma, epilepsy) and a written statement from the physician is required for these exceptions. These medications need to be in the original prescription container and will be stored by office personnel.

When a child is on medication for a short time immediately following an illness, the parent must determine if it is in the child's and school's best interest to keep the student at home during this period of recuperation.

If medication is necessary to maintain the student in school, parents are asked to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent, or a responsible adult, appointed by the parent come to school to administer the medication. In the event that this cannot be done, the parent must adhere to the following regulations:

1. A written order for administration of the medication must be obtained from the student's licensed physician. The physician must complete the Medication Form located on the website under the forms tab.
2. All medication must be brought to school in the original container/packaging or an appropriately labeled container which includes the following:
  - a. Student Name
  - b. Prescription Number
  - c. Medication name/dosage
  - d. Administration routine and/or directions

A written request shall be submitted to the principal asking that the medication be allowed during school hours and any other required paperwork must also be completed. This request must include the above information. Medication should be delivered to the school by a responsible adult, not by a student. Such medication will be stored in a locked cabinet in the school office. Medication Forms need to be completed by your physician and can be downloaded from the website.

### MILK PROGRAM

Milk can be ordered on a monthly basis at the cost of \$0.32 per day and is billed through FACTS.

### PARENT/GUARDIAN CODE OF CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with the faculty, administration, support staff, students and volunteers whether on or off school grounds or at school-related events.

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.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parents/guardians. In some cases, one of the following actions may permit the continuation of the student in the school:

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

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

- Inform parents/guardian that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended;
- Dismiss the child(ren) of the parent/guardian temporarily, or permanently, from the school.
- Parents/Guardians must work collaboratively with the school. If the relationship between school and parents/guardians is irretrievably broken, the parents/guardians may be asked to transfer their child(ren). We cannot effectively do our job if there is no compatible working relationship.

### PHOTOGRAPHS

All students are photographed by a professional photographer. Packages of individual and class photos are made available to those parents/guardians who wish to purchase them. First Holy Communion and Graduation pictures are also taken during the school year. Photographs are also taken during the day to be used for marketing purposes. Please fill out the Photo Permission Sheet, located in the student folder, as to whether or not we have your permission to use these pictures in our marketing endeavors.

### PUBLIC SCANDAL INVOLVING STUDENTS

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

School personnel have a responsibility, and a right, to inform parents/guardians when their child's behavior is inappropriate, disrespectful or harmful to themselves or others.

School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for the following infractions:

- Actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- Actions which are detrimental to the school's reputation;

- Grave offenses which may include a violation of a criminal law;
- Actions so outrageous as to shock the conscience or behavior of the community.

### RELEASE OF SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Education has adopted Guidelines for School Records. These guidelines describe your rights to your child's permanent record.

*Right to Inspect:* Following local school procedures, you have the right to look at all your child's records maintained in your child's permanent record.

*Right to prevent disclosures:* The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure, the information is directory information which you have not requested to be kept confidential or the request for the information meets one of the limited circumstances described in Guidelines.

*Right to request correction:* you have the right to present evidence so that the school can amend any part of your child's records which you believe to be in violation of your student's rights. If the school decides not to change the record, you may insert an explanation into the record.

St. Louise de Marillac School keeps a permanent record of each student's grades, attendance and test results.

The Buckley-Pell Act, specifically PL93-368, was signed into law in December, 1974. This act provides access on the part of the parents/guardians to student records maintained by an educational institution.

Request for a record must be in writing, state the specific record desired and state the reason for request. Within 15 days upon receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent/guardian.

### RELIGIOUS ACTIVITIES

As a Roman Catholic School based on faith, prayer and Christian practice, St. Louise de Marillac School offers a variety of religious activities and religious study for its students.

#### **MASS**

Each Wednesday, 1<sup>st</sup> – 8<sup>th</sup> graders attend morning Mass. Parents and friends are welcome to attend.

#### **PRAYER AND SERVICE**

Students will participate in informal, formal, shared and private prayer throughout the school day. In addition to attendance at Liturgies, various other faith experiences are part of St. Louise de Marillac School. For example, each class from 1<sup>st</sup> – 8<sup>th</sup> grade participates in weekly Stations of the Cross during Lent. Classes are encouraged to perform service work and donate to charities to assist others in need.

#### **SACRAMENTS**

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

Children are instructed formally in grade two for both the Sacraments of First Reconciliation and First Holy Communion. The Bishop will visit St. Louise de Marillac School to confirm the 8<sup>th</sup> graders, who are instructed by their Religion teacher.

### REPORT CARDS

#### PREKINDERGARTEN AND KINDERGARTEN

Report cards are issued in prekindergarten and kindergarten three (3) times, once each trimester. In these grade levels, report cards are given to explain the developmental and social progress of the students, according to the Archdiocesan Standards.

#### GRADES 1-8

Report cards are issued at the end of each trimester. They are an indication to the parent/guardian of the academic progress of the student.

### RESOURCE FOR SPECIAL NEEDS

The public school district (# 95) provides special resource help, as needed, for students enrolled in this school. Services include special testing, counseling, speech therapy and other resources. Requests for these services are made by the principal, based on student needs, as indicated by teachers and/or parents/guardians.

### RETENTION

Retention can be a viable option for some students. If a child needs the advantage of more time and opportunity in a certain grade, it is most beneficial to take this action as early as possible in the primary grades.

If a parent/teacher feels that retention is a possibility, conferences between/among parent, teacher, and principal should occur several times early in the second trimester of the school year to discuss the child's attitude and academic/social emotional state. The final decision to retain a student should be a cooperative one involving parent/guardian, student, teacher and principal.

8<sup>th</sup> grade students who consistently fail any subject may be required to attend summer school prior to receiving his/her diploma.

### SAFE ENVIRONMENT REQUIREMENTS

#### CRIMINAL BACKGROUND SCREENING

All employees and all volunteers who work with children must complete an online background check. There are no exemptions to this policy and no one may begin to work or volunteer unless the criminal background check has been completed and approved. All school employees and volunteers are required to complete the eAppsDB form online. School employees hired after July 1, 2007 must be screened through digital fingerprinting procedures.

#### SAFE ENVIRONMENT TRAINING

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

#### CODE OF CONDUCT

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

#### **CHILD ABUSE NEGLECT TRACKING SYSTEM (CANTS)**

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

#### **MANDATED REPORTERS**

All school employees must complete CANTS 22 Form acknowledging an understanding of the reporting requirements and must attend a training workshop for Mandated Reporters.

#### **SCHOOL BOARD (Board of Specified Jurisdiction-BSJ)**

The Board of Specified Jurisdiction (BSJ) is empowered to strengthen the school in the specified areas of Mission (Parish and School), Marketing, Finance and Development. Membership is most helpful to the school when it is diverse and selected for the relevant skills; they may be parishioners, alumni/ae, parents of current students and alumni/ae, from local universities and the business community. The current Chairman of the BSJ is Michael Garvey.

#### **SEARCH AND SEIZURE**

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

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

#### **SEXUAL HARASSMENT**

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

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

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

#### SHADOW DAYS

Shadow days are an excellent way of getting acquainted with a prospective high school. We encourage 8<sup>th</sup> grade students to “shadow” on a day when St. Louise de Marillac School is not in session. If it is necessary to take a day when we are in session, a student must get approval from all his/her teachers prior to scheduling a shadow day.

#### SPECIAL FEES

Special fees, i.e. field trips, First Communion, Confirmation, Graduation and school pictures will be determined as the need arises. Parents will be notified in writing of the cost for the above. Fees must be paid promptly and are due in full before the related activity.

#### SPECIAL TREATS AND CLASSROOM PARTIES

Students may bring a small treat to school to celebrate their birthday. The classroom routine, however, should not be interrupted. **Parents should be aware that some children in the class may have food allergies. NO TREATS SHOULD BE BROUGHT TO SCHOOL WITH PEANUTS OR TREE NUTS.** If you do send a birthday treat, please make sure it is **store bought** and can be quickly and easily distributed to the entire class. Parents are encouraged to bring a healthy snack for a birthday treat. Pizza or fast food is not acceptable. We encourage you to bring a small item instead of a treat such as a festive pencil, eraser, etc. Invitations to private celebrations are to be extended to the entire class, or invitations should be distributed away from the school.

#### STANDARDIZED TESTING

ACT/ Aspire Tests are administered to grades 3 through 8 in the spring. Standardized testing provides our school with data to drive our curriculum and instruction.

#### STUDENT SAFETY

Parents are responsible for the safety of the child traveling to and from school. Please note and observe the following traffic regulations that are in effect every school day.

From 7:45 to 8:10 a.m. and 2:15 to 2:45 p.m., Harrison is one way northbound, Raymond is one way southbound, and 30<sup>th</sup> Street between Harrison and Raymond is closed. Students should not arrive before 7:50 a.m.

In areas where no adult crossing guard is present, there is a student on safety patrol who reminds students of appropriate safety practices and reports problems to school personnel. However, by providing service, St. Louise de Marillac School and the Catholic Bishop of

Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a student is not on duty at a crossing.

Also, in the interest of the students' safety, adults will be at doors in the morning to admit students. If you have something to deliver to a teacher, or wish to see a teacher, please do not try to enter at these doors. Come to the office doors for admittance. It is important for everyone's safety that we are aware of who is in the building.

For the safety of all students, no animals are permitted on the playground. Animals may not be brought into the classroom without permission from the principal.

### SUBSTANCE ABUSE BY STUDENT

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over the counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed. Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

#### ILLEGAL VIOLATIONS

The possession, use, delivery, transfer or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses or at school-sanctioned events is expressly forbidden.

#### SCHOOL PROCEDURES FOR HANDLING ILLEGAL VIOLATIONS

- Notify the parent/guardian and suspend the student during the school investigation;
- Conference with principal, parent/guardian, student, pastor and other appropriate persons as determined by the principal;
- Notify the police as directed by law;
- If the violation is founded, professional evaluation and, if necessary, treatment shall be obtained by the parent/guardian;
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to, continued suspension and/or expulsion;
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation, and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude, disciplinary measures.

### TECHNOLOGY

St. Louise de Marillac School believes that while technology is essential to education, it is a privilege to receive access to computers and to the Internet. Students and parents in all grades will be required to agree to, and sign, an Acceptable Use Agreement at the beginning of each

school year. In accordance with our educational philosophy and goals, and in compliance with the legal and moral restrictions regarding the use of information resources, the following applies to Internet usage

RESPONSIBLE USERS MAY:

- Use the Internet to research assigned classroom projects;
- Use the Internet to send electronic mail (e-mail) as part of a class project with the supervision of the teacher;
- Use the Internet to explore other sites that are connected to the Internet with teacher supervision;

RESPONSIBLE USERS MAY NOT:

- Use the Internet for any illegal purpose;
- Use impolite, abusive or offensive language;
- Send or display offensive pictures;
- Violate the rules of common sense and etiquette;
- Change any computer files that do not belong to the user;
- Send, receive or retrieve copyrighted materials without permission;
- Damage any computer or computer systems or networks.

St. Louise de Marillac School reserves the right to review alleged violations of our Acceptable Use Agreement on a case by case basis. Clear violations of policy may result in termination of telecommunication resource services. The school reserves the right to amend these rules as needed. Any changes will be communicated to you as soon as possible.

TUITION EXCLUSION POLICY

Tuition payments are expected to be paid on time through FACTS. As a Catholic school, we depend on tuition payments to cover the expenses of educating children. Without tuition payments, we cannot effectively support the programs of our school.

Therefore, if tuition payments are delinquent more than thirty days, you will receive notification from the office. Once the notification is received, parents/guardians are responsible for either making a payment or making payment arrangements with the principal. Failure to respond within a week of receiving notification may result in the child or children being excluded from school until the issue is resolved.

If exclusion will take place, you will be notified on a Monday for exclusion to take place beginning that Tuesday.

TELEPHONE

The office telephone is a business phone and not to be used by students except in an emergency. If a parent finds it necessary to call the school to speak with their child/children, a message will be taken and delivered to your child.

TRANSFERS

A student transferring from another school must present a proper transfer from the withdrawing school and an official certification of the student's grade level.



A student transferring to another school must notify the school a week prior to the actual date, give the name and address of the receiving school and settle all unpaid tuition and fees at the school office.

## UNIFORMS

### **Kindergarten and Grades 1-4**

#### *Girls*

- Blue plaid jumper\*
- Navy blue walking shorts (August – October 1st and April 1st (65 or above) - June)
- Navy blue slacks
- White blouse or polo shirt (short or long sleeved)
- St. Louise fleece\*
- St. Louise gym sweatshirt\*
- Navy blue cardigan
- Tights/Socks/Plain knee or crew socks-White or navy; must be able to be seen above the shoe
- Shoes-brown, black, or navy (one color) leather loafer, Mary Jane, oxford, or buckle

#### *Boys*

- Navy blue slacks - Uniform style; with belt. No cargo pants.
- Navy blue walking shorts (August – October 1st and April 1st (65 or above) - June)
- White polo shirt (short or long sleeved). Plain white t-shirt may be worn under the top shirt.
- St. Louise fleece\*
- St. Louise gym sweatshirt\*
- Navy blue cardigan
- Socks-Plain white or navy
- Shoes-brown, black, or navy (one color) leather oxford or loafer.

### **Grades 5-8**

#### *Girls*

- Blue plaid skirt\*
- Navy blue walking shorts (August – October 1st and April 1st (65 and above) - June) or Navy blue slacks
- White blouse or polo shirt (short or long sleeved). All shirts must be tucked in unless there is an elastic waistband.
- St. Louise fleece\*
- St. Louise gym sweatshirt\*
- Navy blue cardigan
- Tights/Socks/Plain knee or crew socks-White or navy; must be able to be seen above the shoe
- Shoes-brown, black, or navy (one color) leather loafer, Mary Jane, oxford, or buckle

#### *Boys*

- Navy blue slacks - Uniform style; with belt. No cargo pants.
- Navy blue walking shorts (August – October 1st and April 1st - June)
- White polo shirt (short or long sleeved). Plain white t-shirt may be worn under the top shirt.
- St. Louise fleece\*
- St. Louise gym sweatshirt\*
- Navy blue cardigan

- Socks-Plain white or navy
- Shoes-brown, black, or navy (one color) leather oxford or loafer.

### **Gym Uniform (Tuesday & Thursday)**

#### **Kindergarten and Grades 1 – 8 (*Girls & Boys*)**

- Grey gym t-shirt and either school gym shorts or school sweatpants are to be worn on gym days. The required gym shirt, school shorts, school sweatpants and sweatshirts must be purchased from Schoolbelles.
- o Gym shorts are worn from August through October 1<sup>st</sup> and April 1<sup>st</sup> (65 or above) through June
- o Gym sweatpants are worn from October 1<sup>st</sup> through March 31<sup>st</sup>
- Socks must cover ankles and be plain white
- Gym Shoes - All gym shoes must be laced and tied. ALL students must have an athletic pair of gym shoes, separate from the regular school shoe. No flashing or scooter shoes are allowed.

*\*Available at Schoolbelles only*

### **Additional Uniform Policies**

- Students may not wear makeup, including blush, lipstick and mascara.
  - Students may not wear tattoos.
  - Extreme scents of perfume, cologne or lotions are not permitted.
  - Jewelry, if worn, should be such that it causes no disruption in class and is not a danger to the student. Girls' earrings must be post style or small hoops (hoops are to be no larger than a dime in circumference); no dangling or chandelier earrings are allowed. Boys may not wear earrings.
  - Shorts that do not show under the uniform are permitted.
  - Extreme hair styles (hair wraps, dyeing, spiked, shaved or streaking) are not permitted.
- Boys must keep their hair short and clean cut.
- All shirts must be tucked in.
  - No open back shoes are permitted.
  - Please label all uniform items with your child's name.

### **VENDING MACHINE USE**

Vending machine use during the day by the students is prohibited. They may use them after school if they are NOT in the Creativity Club program. Students must remember to bring drinks and snacks from home for lunch.

### **VOLUNTEERS**

Preschool Parents - 8th grade must complete the mandatory 15 hours which will be documented. Those families that do not complete their 15 hours of volunteer service will receive a fine of \$10/hour.

Vegas Night has a MANDATORY 1 shift obligation per family that will count towards your 15 hours of service. If you choose not to participate in Vegas Night you will incur a fine of \$75 per family.

Opportunities exist for volunteers in the following areas - Library, Bingo, Coaches and Coordinators for Athletic Programs, FSA Events, Board of Specified Jurisdiction and School Fundraisers. School families are expected to volunteer 15 hours during the school year and may opt out of volunteering by paying an additional \$150 Fund Raising Fee. The opportunity to volunteer is not limited to school parents. Please call the school office if interested in any volunteer opportunities.

Throughout the school year there is an opportunity to provide baked goods for various activities to complete volunteer hours. If you provide a baked good, you will receive one hour per item with a limit of 2 per event. If you choose to purchase a store bought item, you will need to submit a receipt and will receive one hour per every \$10 you spend with a limit of 2 hours per event.

All volunteers must register with the Archdiocese, take VIRTUS training and submit to a criminal background check, per Archdiocesan policy.

Required paperwork will be sent home to all parents who are volunteering for school events on a regular basis (room moms, library, field trips), which must be completed and returned to the school office as soon as possible (see Safe Environment Training for more information).

### WEAPONS

To uphold the dignity of the human person, the sacredness of human life and provide a safe, secure environment:

- Students shall not carry, possess or use weapons in school, or on school premises;
- Weapons include but are not limited to the following - knives, handguns, brass knuckles, "billy clubs", bats, pipes, sticks and any other objects that may cause bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and any other school property.

Parents/Guardians of the student(s) involved shall be notified as soon as possible. Student(s) who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police and the weapon will be turned over to the local police jurisdiction.



## **2018-2019 Family Handbook Signature of Compliance Sheet**

I \_\_\_\_\_ have read and understand the policies and procedures as written in the St. Louise de Marillac School Family Handbook. (Student Signature)

I \_\_\_\_\_ have read and understand the policies and procedures as written in the St. Louise de Marillac School Family Handbook. (Parent/Guardian Signature).

\_\_\_\_\_  
Date

**Signature page is to be signed by both student and parent/guardian and returned to the school office by September 1, 2018.**