

ST. PETRONILLE CATHOLIC SCHOOL

PARENT/STUDENT

HANDBOOK

2024-2025



ST. PETRONILLE
CATHOLIC SCHOOL

St. Petronille Catholic School · 425 Prospect Avenue · Glen Ellyn, IL 60137 · (630) 469-5041 www.stpetschool.org ·

STANDARDS OF CONDUCT

We are ST. PETRONILLE....We RESPECT

GOD

- Be reverent during prayer
- Be focused at mass
- Respect God's creations
- Remember God loves you always

OTHERS

- Be kind to all
- Greet all adults politely
- Take action to help others
- Follow directions from adults
- Understand we are all different



SELF

- Always do your best
- Be responsible for your actions
- Wear your uniform properly
- Be honest and trustworthy
- Resist peer pressure
- Make smart decisions

LEARNING

- Respect our school building
- Be on time
- Participate in class
- Ask for help when needed
- Respect your classmates' ideas and property



ST. PETRONILLE
CATHOLIC SCHOOL

August, 2024

Dear St. Petronille Families and Community,

Welcome to the 2024-25 academic year at St. Petronille Catholic School!

On behalf of the staff at St. Petronille, I would like to emphasize our excitement at the opportunity to help form your child(ren) and partner with you for their benefit this school year. Wonderful things are going to happen at our school this year: stronger relationships with Christ will be forged, new friendships will be made, and great learning and growth will be nurtured. Our priority is to continue the traditions of excellence and community that have sustained St. Petronille Catholic School throughout its history.

The handbook that follows contains school rules and policies for the 2024-25 academic year that are meant to structure our school environment to best serve students and their growth spiritually, academically, physically, and socially. I encourage you to use this document as a reference when questions arise about school policies, procedures, and safety precautions.

Please know that the handbook is not all-inclusive. Situations involving students often involve unique circumstances that must be taken into consideration. We encourage parents to always discuss their questions and concerns with their child's teacher and the school Principal. The Principal, in collaboration with the Pastor and the School Board, retains the right to amend the handbook. Parents will be notified when such changes are made. The most updated version of the handbook will always be available to parents and staff through SchoolSpeak.

We are thrilled to have the opportunity to partner with your family during the 2024-25 school year and are humbled that you entrust us with your precious children. Our commitment is to work for the benefit of all of our students and commit to their holistic development as scholars, friends, brothers and sisters, and disciples of Christ. Please know you will be in our prayers throughout the year and I hope that we will remain in yours.

God bless you and yours,

Eric Schmidt

Principal

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MISSION & PHILOSOPHY

Diocese of Joliet Catholic Schools Office Mission Statement

We are dedicated to enhancing the ongoing spiritual and educational development of students and staff by managing the curriculum to align with standardized methods that improve teaching, learning, and faith formation. As our schools continue to evolve and grow, we implement energetic strategies to increase enrollment, and systems that serve students from diverse backgrounds in parishes throughout the diocese.

Our Mission as a Parish

We, the people of Saint Petronille Catholic Parish, strive to love God with all our hearts, minds and souls, and to love our neighbors as ourselves. We believe all the teachings of the Catholic Church. We hold the Most Holy Eucharist as the source and summit of the Christian Life. We proclaim the inspired Word of God to all God's children, welcome all those who seek the love of Christ with a sincere heart, and assist all those who come to us in need.

Our Mission as a School

The mission of St. Petronille Catholic School is to provide Catholic formation in a Christ-centered environment that challenges students to pursue lifelong commitments to spiritual growth, academic excellence, and service to others.

Our School Philosophy

We at St. Petronille Catholic School believe that our primary purpose is to teach as Jesus Christ taught, taking an active part in the teaching mission of the Church. We focus on educating the whole child and believe in partnering with parents and our community to form students who manifest their faith by serving others.

Our curriculum aims to accommodate and support the diverse learning needs of all students and prepare them to be successful in high school and beyond. We believe that all students are capable of academic excellence and dedicate ourselves to supporting their success.

We emphasize our Catholic identity, which challenges us to care for others and act with honesty and fairness. We strive to instill a spirit of good stewardship and service at home, at school, and in our community. We at St. Petronille believe in preparing children to root themselves in a reverence for life and a respect for the uniqueness of each individual.

ACADEMICS

CURRICULUM

The methods of instruction at our school include a combination of whole class instruction, small group work, both teacher-led and self-directed, and individual conferencing. Through these methods we use the best practices of all types of instruction to provide for the individual and social needs of the student. Faculty present and incorporate Catholic theology, church documents and the tradition of social justice based on the Gospel into all areas of the curriculum. Enrollment in St. Petronille School requires full participation in all subject areas including religion, language arts, social studies, mathematics, science, health and wellness (including P.E.), world language and fine arts. Faculty continually evaluate and assess all programs, materials, textbooks, technology and core curriculum in grades K-8 using data from standardized test scores, student achievement and a variety of other verifiable means.

FAITH FORMATION

Our course of study at St. Petronille School goes beyond instilling academic knowledge. It provides opportunities across the curriculum to learn about our Catholic faith, and see it modeled by our faculty and staff. We aim to have our students develop a lifelong relationship with Jesus Christ, and help to form in them both a communal and personal faith life. Our mission as catechists is to partner with parents to instill and nurture the faith in their children. St. Petronille makes every effort to help both students and staff to grow spiritually.

GRADING AND REPORT CARD GUIDELINES

Assessment is defined as “vehicles for gathering information about students’ achievement. Thus assessment can take many different forms.” (Marzano, 2000) Formative assessments are used by teachers to gauge student learning throughout a unit of study. Formative assessments should not “count” toward a child’s grade, but rather should be used to plan instruction and support accordingly. Teachers utilize various forms of summative assessment at the end of a unit of study to discern the level of mastery of the content. Summative assessments can include traditional paper quizzes/tests, project and presentations, or other individual 1:1 assessments.

All work that is assessed should reflect the same code as the report card. Record books should be consistent and document student performance through marks/scores that accurately and consistently evaluate progress toward achievement of the standards. Teachers must have sufficient marks/scores to document or support the grades submitted. Report cards are electronically published using FACTS SIS. The following is the code officially approved by the Catholic Schools Office of the Diocese of Joliet. Report cards are sent electronically for grades K-8 through FACTS SIS. A printed copy of the final report card is retained with the student file. Halfway through each trimester, teachers will be asked to have all grades in FACTS up-to-date so that parents can view their student’s progress up to that point.

Report Card Codes for Kindergarten through 3rd Grade

4	Work Exceeds Expectations	Student demonstrates an in-depth understanding of grade level concepts, skills, and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks <i>without</i> teacher assistance.
3	Work Meets Expectation	Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with <i>little</i> teacher assistance.
2	Work Approaches Expectation	Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires <i>some</i> teacher assistance: prompts, directions, and reminders
1	Needs to Improve	Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires <i>significant</i> teacher assistance with prompts, directions, and reminders.
NG	Not Graded	Used when a particular subject is not taught.

Report Card for 4th - 8th Grades

A+	100%	B+	92-91%	C+	84-83%	D+	76-75%	F	69% and below
A	99-96%	B	90-88%	C	82-79%	D	74-72%		
A-	95-93%	B-	87-85%	C-	78-77%	D-	71-70%		

ACCOMMODATIONS FOR LEARNERS

Accommodations made for students with learning needs may **not** be noted on the report card since the report card is a legal document. The accommodations are documented in the student's temporary file that is part of the Teacher Assistance Team and Response to Intervention (TAT/RTI) process along with the written letter to parents documenting the accommodations.

HONOR ROLL

Honor Roll is for students in grade 5-8 only and is determined at the conclusion of each trimester. The criteria for Honor Roll is as follows:

Academic Honor Roll Grades 5, 6, 7 and 8

A Honors

- Students in **Grades 6, 7, and 8** must earn at least five A's and no more than two B's (with no grade lower than 87%) in the following subjects: Religion, Language Arts, Math, Science, Social Studies, Reading and Spanish.
- Students in **Grade 5** must earn at least four A's and no more than two B's (with no grade lower than 87%) in the following subjects: Religion, Language Arts, Math, Science, Social Studies, and Reading.

B Honors

- Students in **Grades 6, 7 and 8** must earn at least six A's and/or B's and no more than one C (with no grade lower than 79%) in the following subjects: Religion, Language Arts, Math, Science, Social Studies, Reading and World Language.
- Students in **Grade 5** must earn at least five B's and no more than one C (with no grade lower than 79%) in the following subjects: Religion, Language Arts, Math, Science, Social Studies and Reading.
- Effort and skill: no x (needs improvement), no check mark (NI in study habits and attitudes)

We ask parents to be extra vigilant when reviewing the Effort and Skills area of the Report Card as well as the Study Habits and Attitudes area. Although the achievement section is the area that tells the academic story of your student, we believe that the other two sections complete the story of your child. Please view the report card in its entirety and discuss all aspects with your child. From that close review it is hoped that parents will find ways to praise their child while setting high expectations for continued effort, good behavior and improvement where needed.

HOMEWORK

Teachers understand that it is often necessary to reinforce concepts learned in the school day as homework. Homework can take the form of written work, reading or studying. It is the parent's obligation to provide a place and time conducive to study. Parents should never do a child's homework or permit anyone else to do it for the child. Parents should, however, frequently check the work when completed. Incomplete assignments and late work can affect grades for students.

In general, homework should follow a 10 minute per grade guideline, i.e. 10 minutes for 1st grade, 40 minutes for 4th grade. Homework will generally not be given over weekends or holidays or during standardized testing. It is expected that children who have completed their work in school will present this to their parents for their review. Parents are encouraged to have their children read each evening, even if they have completed all their day's work.

LIBRARY

Grades K-4 have an assigned library period each week. Students are responsible for the books they check out. If a book is lost or damaged beyond usual wear and tear, the student will be responsible for the cost of replacing the book.

FIELD TRIPS

Educational field trips are often a part of the curriculum for classes. However, field trips are privileges afforded to students. As such, students can be denied participation in a field trip if they fail to meet academic or behavioral requirements. Parent-signed permission slips provided by the school must be in the school office before a student may go on any trip. If no written permission is on file, the student will remain at school.

PARENT TEACHER CONFERENCES

A minimum of one parent-teacher conference is required. Conferences are scheduled for the week of Thanksgiving, but may be held earlier if needed. Conferences should be scheduled to be as convenient as possible for parents/guardians and within reason for teachers.

SACRAMENTAL PROGRAMS

All sacramental preparation is conducted in cooperation with the Parish Office of Faith Formation and recognizes the parents' role in the faith formation of their children. Therefore, all school parents attend adult formational sessions. Sacrament preparation of students and parents is handled in the following manner.

RECONCILIATION (GRADE 2) Students receive instruction in class and complete family activities with their parents. Parents are required to attend adult sessions. Students will receive the sacrament prior to their reception of the Eucharist.

EUCCHARIST (GRADE 2) Students receive instruction in class and complete family activities with their parents. Parents attend the adult sessions. The celebration of the sacrament is scheduled in the spring.

CONFIRMATION (GRADE 8) The preparation of students for Confirmation is done on the Parish level by the Director of Religious Education with the help and support of the 8th grade teacher of Religion. The Director of Religious Education sets the calendar and events that make up the Confirmation Program.

STANDARDIZED TESTING

The Diocese of Joliet utilizes i-Ready diagnostic assessments in core mathematics and literacy for grades K-8 three times a year. Students in grade 3, 5, 7 also take the CogAT (Cognitive Abilities Test). Parents are urged to make every effort to avoid making any appointments or vacation plans during these testing days. Results of standardized tests are used by St. Petronille Catholic School to determine student needs and potential class placements. Parents are asked to emphasize the importance of students demonstrating their best effort and full extent of their knowledge on such assessments.

TEXTBOOKS

Textbooks are loaned to your child and workbooks are provided through your classroom fees. Please make sure that the books (hardback) are properly covered and labeled. Students are responsible for the care and upkeep of the textbooks and workbooks issued to them. Parents are responsible for the replacement or abuse of any books issued to their child(ren). Fines will be assessed for any textbook whose usefulness has been reduced through student neglect. Most textbooks are available on-line. Check with the classroom teacher for details.

PARENT-TEACHER COMMUNICATION

Open communication between parents and teachers is encouraged. Teachers are expected to conduct consistent and timely communication with parents through the use of a newsletter or email format. Parents who have questions or concerns about assignments, procedures, or discipline in a classroom are expected to discuss this with the classroom teacher in a scheduled format, via email, phone, or in person meeting. Faculty and staff should not be contacted at home. Parents are not allowed access to a classroom without an appointment. Teachers and staff should respond to a parent email within 24 hours during the school week. Teachers are not expected to respond to parents on the weekends. Questions brought to the administration will be followed up only after parents have discussed concerns with the teacher. In keeping with church principles of subsidiarity, problems should be solved at the lowest level whenever possible. The following chart serves as a guide as to how parents should handle specific concerns.

Concern dealing with...	Should initially involve...	If not resolved, contact...
Student's performance	Student	Student's teacher
Teacher	Involved teacher	Principal
School board policy	Principal	School board
Assistant principal	Assistant principal	Principal
Principal	Principal	Pastor
School policies or procedures	Administration	Pastor

Confidentiality is a very essential element in fostering effective communication and respect. All discussions, conferences, and resolutions should remain only with involved parties. For example, issues involving adults should not be discussed or reviewed in the presence or within the earshot of a child. The details of a conference between a teacher and a given family is not a matter for other non-involved parties. Maintaining confidentiality will encourage respect, cooperation, and will help to foster more effective resolutions.

STUDENT SERVICES

The student services team supports students who need extra assistance with academic learning and social emotional goals. Members of the student services team are the special education teachers, reading specialist, social worker, resource teacher, and speech language pathologist. The student services team provides direct service to students through intervention, executive functioning support and resource time *(provided services are based on a tier system). They work closely with classroom teachers to help students function to their full potential in the classroom, often pushing into the classroom to offer extra support. Students that receive assistance through student services academic support have an Accommodation Plan or Individual Service Plan (ISP).

Parents are discouraged from obtaining testing and evaluation from an outside provider without input from the child's teacher and student services. The school is not obliged to follow accommodations made by an outside evaluator if teacher/student services input was not included in the evaluation.

Services may vary because of parochial setting limitations. Please note that the student services team and administration have final say regarding student support. Levels of support vary per student and will be based on documented need.

The student services team and administration do not support seeking outside intervention during the school day. If a student is pulled from school during regular attendance hours, the classroom teacher is not required to provide make-up work or re-teach missed curriculum.

Student Services Tiers of Supports

Tier 1- General Education Instruction – The classroom teacher expresses concern about a particular student who is struggling within their academic setting. The student services team and classroom teacher(s) meet to discuss the identified areas of concern and the circumstances that surround the behavior or difficulty in question. The team brainstorms changes that can be made within the general education setting to address the student’s needs and plans for the implementation of appropriate support.

Tier 2- Small Group Intervention –If tier 1 supports are not sufficient, the student is referred to receive tier 2 supports. These may include intervention from the reading specialist, counselor, or student services team and are typically provided in a small group setting meeting 2-5 times per week. Some of these interventions include, but are not limited to reading intervention, social skills groups, small group math, and supported study hall. If progress is seen and the academic gap is beginning to decrease, then the Tier 2 intervention is continued and monitored frequently. When the student consistently falls within grade level norms, the student is released support.

Tier 3- Intensive Student Services Support - When a student remains significantly discrepant from grade level peers despite Tier 1 & 2 Interventions, the team reconvenes to set up Tier 3 supports. Tier 3 support involves direct intervention with the special education team or counselor (may include reading specialist if needed).

* Services may vary because of parochial setting limitations. Please note that the student services team and administration have final say regarding student support. Levels of support vary per student and will be based on documented need.

Paths to Student Services Support

Student enters with IEP (transfers to an ISP) - Student enters the school with an active IEP. Special education services team will evaluate the IEP to determine which services can continue to be provided and in what form these services will be provided.

Interventions lead to an ISP referral through D41 - Student works through all tiers and requires continued intensive support to close the achievement gap. To qualify for an IEP the student typically needs to fall below the 25th percentile nationally despite multiple interventions. The student services team will then submit a request for evaluation with parent support. The student services team, in conjunction with the classroom teacher, will submit all the necessary paperwork to District 41 who will proceed with the evaluation process. No interventions will change because of IEP eligibility because the student is already receiving direct Tier 3 services, but more classroom accommodations may be identified and implemented.

Private Testing (Accommodation Plan) - Student works through all tiers and requires continued support to close the achievement gap. If testing determines no learning disability is present, but a non-learning disability is present then a formal School-based Accommodation Plan will be drafted to provide appropriate accommodations as well as appropriate academic interventions deemed necessary. If testing determines a learning disability, then academic interventions can be provided, and student may be taken for a formal IEP

Student enters with 504 Plan - A school-based Accommodation Plan will be drafted to provide appropriate accommodations.

Transition plan - Transition plans will be implemented for students with documented medical or mental health concerns. The supports may be temporary and needs will be monitored by the student services team (and nurse if necessary).

Speech Services – Speech services are provided by District 41. Please contact Martha Sweinsberger to request a screening or transfer speech services from a former school district.

Reading Resource – Students in homerooms K-3 will qualify for reading resource if they score below the benchmark on assessment measures. Students are prioritized by need and age, youngest (K) to oldest (3). Students will meet in small groups (often three to five students). Small group pull-out instruction is fluid as new students will be added as old students move out of the program when reading on grade level. The reading specialist will push-in to the classroom in 3rd or 4th grade.

ADMISSIONS/REGISTRATION

ADMISSION AND REGISTRATION POLICY

Admission Rules for an Upcoming School Year

A. Grades Pre-K through 8*

Children of families meeting the registered and engaged parishioner requirements will be admitted to grades Pre-K-8 at St. Petronille School in the following order of priority:

- (1) children currently enrolled in grades PK-7
- (2) siblings of currently enrolled students in grades PK-8
- (3) children of St. Petronille graduates, by date of parish registration
- (4) children of families new to the school, by date of parish registration
- (5) children of families new to the school who are non-parishioners

*St. Petronille does not accept new students into grade 8 without special circumstances evaluated by school administration

B. Enrollment Fees

Upon admission and registration, a **non-refundable enrollment fee for each child** must be submitted to the school via FACTS. Upon payment of the enrollment fee, a student is rostered for the subsequent school year pending receipt of all other necessary enrollment forms and documents.

C. Waiting List

If there are fewer openings than there are qualified applicants, then a waiting list for each grade level will be established. Openings subsequently arising shall be filled from the waiting list based on the application of the above priority rules at that time.

Application and Registration Procedures for an Upcoming School Year

A. Families with Children Currently Enrolled in or Already Graduated from the School

Families with children currently enrolled in the school or with children who have had siblings graduate from the school will re-register for grades PK-8 in FACTS by the end of the communicated open enrollment period for returning families.

B. Families New to the School

After the open enrollment period for returning families, applications for openings in grades PK-8 will be accepted from families new to the school.

C. Enrollment offers will be determined in February. Upon admission, a **non-refundable registration fee for each child** must be submitted to the school via FACTS. All required official student records must be provided to the school upon admission. The school reserves the right to rescind admission to any student who fails to promptly disclose all relevant student records relating to academic performance, behavior, health, attendance, and learning exceptionalities.

Parishioner Status at St. Petronille

St. Petronille School will prioritize the admission of children of parishioners over children of non-parishioners of St. Petronille Parish. To be considered a parishioner, a family must be **registered** and **engaged**. The registered and engaged requirements must be met each year by families of children currently enrolled in the school.

"Registered" means that a family has contacted the parish office and completed all steps required to be an official parishioner of St. Petronille Parish. The family should be able to produce documentation affirming their parishioner status upon request.

"Engaged" describes a parishioner who supports the St. Petronille faith community through involvement in parish stewardship. Engaged parishioners are those who make good faith efforts to attend mass at St. Petronille as a family on a weekly basis and pledge their time, talent, and treasure in support of the faith community. An engaged parishioner also demonstrates stewardship through involvement in parish ministries and through a good faith response to and consistent return of the offertory envelopes. The Pastor shall determine whether the engaged requirement has been met.

Non-Parishioner Admission

If there are more openings than there are applicants who hold parishioner status, a child or children of a non-parishioner will be considered for admission to the school. Once admitted, a child of a

non-parishioner is considered a “qualified applicant” for purposes of registration for future academic years, provided that the child and his/her family are compliant with all other applicable school policies.

Since St. Petronille School provides a Catholic education to all of its students, a child or children of a non-parishioner enrolled in the school will be expected to fully participate in the entire curriculum as stated in the Curriculum Policy, including participation in all faith formation instruction and attendance at school Mass and prayer services. However, if a non-parishioner child is not Catholic or otherwise not eligible to receive holy sacraments, conversion to Catholicism and receiving Holy Communion will not be required.

Admission Rules for a School Year Already in Progress

It is the policy of St. Petronille School that children will not be admitted at any time during the school year unless these children have moved into the parish with their families from out of state or from another part of the state or these children were on the waiting list. Individual circumstances will be considered by the school administration when implementing this policy.

Interpretation of Policies

Discretion in the interpretation of this policy rests with the Principal and Pastor.

CUSTODIAL RIGHTS

All parents must supply the school with accurate information concerning the legal guardianship of their child(ren). This information will be on file in the school office during the school year. Two household families will have separate FACTS accounts but will retain access to all FACTS information, except for tuition. St. Petronille 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, St. Petronille will provide the non-custodial parent with access to academic records, and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order.

CLASS PLACEMENT

The placement of students into homeroom classes is a task that our staff takes very seriously. Class placements are a team effort and a very time consuming task. Many variables and factors, such as range of academic abilities, numbers of boys and girls, individual learning styles and behaviors, special education needs, and student personalities and interactions are considered in this process. Therefore, the school cannot guarantee a particular placement for any child. Requests for specific teachers are not appropriate and will not be considered as a decision in the placement process.

RECORDS POLICY - FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

FERPA gives parents certain rights with respect to their children’s educational records. Parents have the right to inspect and review the student’s education records maintained by the school. The student’s permanent file includes only the following records: report cards, standardized test scores, birth and baptismal records. A family file is also kept which includes any correspondence from parents. This file is cleared yearly.

SCHOOL INFORMATION SYSTEM - FACTS

FACTS <https://factsmgt.com/> is the School Information System (SIS) used by all schools in the Diocese of Joliet. FACTS is used to check your child's grades, view the school calendar, and obtain important school documents. It is imperative that the school office has up-to-date emergency information. We must know whom to contact if we are unable to reach the child's parents. **Please update your FACTS Family Portal account if any changes occur during the school year.**

ATTENDANCE

ABSENCE NOTIFICATION

Parents must notify the office of their child's unplanned absence from school by 9:00 AM on the day of the absence. Please communicate the reason for your child's absence. Parents may request homework when the absence is phoned in or emailed and it will be placed in the school office at 3:00PM that day. Homework is only provided when requested.

EARLY DISMISSAL/APPOINTMENTS

Parents are encouraged to make appointments for their children after school hours whenever possible. Parents are requested to send an email or a note to school informing both the teacher and the office of the early dismissal. In the event of an early dismissal (due to illness, appointments, etc.), parent/guardian must meet the child in the office. all students must sign out in the office. **NO STUDENT HAS PERMISSION TO LEAVE THE SCHOOL GROUNDS DURING THE DAY WITHOUT WRITTEN PERMISSION OF PARENT/GUARDIAN.**

LATE ARRIVAL FRIDAYS

Every Friday all faculty will meet from 7:30-8:30 AM in a variety of Professional Learning Communities in order to plan instruction and student supports. On Friday the school day starts at 9:00 AM and students may arrive on campus starting at 8:40 AM. The extended care program is available to families who arrive before 8:40 AM.

SCHEDULE FOR THE TYPICAL SCHOOL DAY

There is no adult supervision outside before 7:55AM. If students are dropped off before 7:55AM, they must enter Door 6 and go directly to Extended Day.

Before School Care	7:00 - 7:55 AM
Door Open for Drop Off (M-TH)	7:55 - 8:15 AM
Late Start Friday Drop Off	8:40 - 9:00 AM
Tardy Bell/Morning Prayer	8:15 AM
Mass TUESDAY	9:30 AM
Dismissal - Pre-K	2:55 PM
Dismissal - Grades K-4	3:05 PM
Dismissal - Grades 5-8	3:15 PM
After School Care	3:15 PM - 6:00 PM
Pre-K ½ day dismissal	11:45 AM

TARDY

Students need to arrive at school BEFORE 8:10 AM (8:40 AM on Late Start Friday) in order to be in their classroom by 8:15 AM. A student is considered TARDY when not in their class at the beginning of morning announcements and prayer (8:15 Monday-Thursday; 9:00 Friday). **If a student arrives to school after the beginning of the school day, the parent must bring the child to the main school door #6 to sign in the child and receive an admit slip before going to their homeroom.**

SCHEDULED ABSENCE POLICY

St. Petronille School discourages the scheduling of absences during the school year since it is difficult to replicate the interaction and learning that occurs during one school day. Parents are thus encouraged to arrange schedules to minimize conflict with school days.

In the event that a student will be absent when school is in session, the student's parents are responsible for notifying the student's homeroom teacher and the school office at least 48 hours in advance of the first date of absence. It is the parents' and student's responsibility to request make-up work from the teacher and to reschedule tests. It is within the teacher's discretion to provide make-up work either before the student leaves or upon the student's return. Students will have the same number of days as they are absent from school to complete the school work and tests that they missed while they were gone. For example, if a student misses two days, he/she will have two days to complete any missed daily work and tests.

TRUANCY POLICY

The Illinois School Code (section 22-92) requires that any school shall develop and communicate to its students and their parent or guardian, on an annual basis, an absenteeism and truancy policy, that contains certain provisions. The following is the Absenteeism and Truancy Policy to be implemented by St. Petronille School.

School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is required to keep a record of daily attendance. The record is placed in the student's permanent file at the end of each school year. **A "chronic or habitual truant" is defined as a student subject to compulsory school attendance and who, with or without valid cause (see below), is absent from such attendance for 10% of the days in the school year. This equates to 17-18 absences per year or six absences per trimester.**

"Valid cause" for absence includes: a) the student's illness, including the mental or behavioral health of the student; b) the student's attendance at a verified medical or therapeutic appointment or appointment with a victim services provider; c) the student's observance of a religious holiday; d) death in the student's immediate family; e) the student's attendance at a civic event; f) a family emergency. As determined by the school administrator, such other situations beyond the control of the student, or such circumstances which cause reasonable concern to the student's parent for the mental, emotional, or physical health or safety of the student.

School administration will run attendance reports at various points in the trimester to determine chronic absenteeism/tardiness. When a student is chronically absent or tardy, the school will partner with parents to identify the causes of student absenteeism/tardiness. School officials may interview the student, meet with the parent/guardian and any school officials who may have information about the reason for the student's attendance problem. The school may enlist the school counselor in discussions with the student and/or parents. Consulting with an outside provider may also be necessary.

ATTENDANCE ENFORCEMENT

Outreach to parents will occur upon 4th absence in a trimester. After the sixth absence, school will meet with parents. If continued absences, school administration may initiate an attendance contract to ensure the student's consistent attendance.

When efforts to persuade the student to regular attendance fails, and the student's absences without "valid cause" exceed more than ten percent (10%) of the total student attendance days in the school year, the student is deemed a truant minor and written notice shall be sent to the parent/guardian stating that the student's truancy is being reported to the Illinois State Board of Education. This may be done through the truancy department of the Regional Office of Education. Additionally, the School may drop the student from enrollment.

The School is required to regularly collect and review its chronic absence data and determine what systems of support and resources are needed to engage and encourage the habit of daily attendance for chronically absent students and their families to promote academic success.

EMERGENCY & SAFETY

EMERGENCY SITUATIONS

In case of accident or illness involving a student, the school will contact the parents of the child. If the parent of the child cannot be reached, the emergency contact listed on the child's emergency form will be called. If the parent or emergency number cannot be reached, the family doctor will be notified if the situation warrants. Because of this process, it is vitally important that we have updated contact people and phone numbers on our school emergency forms. Please call the school office if information changes during the school year.

EMERGENCY SCHOOL CLOSING

If severe weather forces the closing of school for the entire day, information will be sent through FACTS via email and text message. Other places to find information about our school closing: Facebook, local TV stations, and at www.emergencyclosings.com. Please note that St. Petronille School DOES NOT always follow the decision of Glen Ellyn District 41.

EMERGENCY EVACUATION

In the event of an emergency that requires evacuation of the building (such as a fire, toxic gas release, explosion, etc.), parents will be notified via FACTS email and text message as to where and when to pick up your child. Please do not come to the school until you receive information telling you to do so in order to expedite the emergency evacuation process. School reunification location and procedures are not published or released unless necessary due to an emergency situation in the interest of school safety.

STUDENTS IN THE BUILDING – NON-SCHOOL HOURS

No student will be allowed into the building after 3:45 PM to retrieve forgotten items. No student shall be in any school building or on school grounds (with the exception of organized and chaperoned activities) before or after the regularly scheduled school day without permission from a faculty member or the principal. This includes weekends/evenings. These rules are for the protection and safety of all students.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS

Fire/tornado drills are conducted each year according to Illinois state law. The Glen Ellyn Police & Fire Departments will observe one drill each year as required. St. Petronille's fire alarm is connected to the DuPage County alarm system.

VISITOR/VOLUNTEER POLICY

All classroom visits must be scheduled ahead of time through the classroom teacher. To ensure the safety of all St. Petronille students and school personnel, all visitors (including parents, volunteers, guests, and workers) to the school must comply with the following procedures. Volunteers must complete all necessary diocesan safe environment requirements based on their level of volunteer involvement. Visitors must enter the school at the main entrance at 425 Prospect Street (Door #6). To gain entry, visitors must ring the doorbell designated for the school and wait to be granted permission via a security camera check and door release system. Upon entering the school building, all visitors must proceed to the school office, show identification, sign in, and obtain a visitor badge using the Raptor System. **ALL VISITORS AND VOLUNTEERS TO THE BUILDING MUST WEAR A VISITORS BADGE AT ALL TIMES WHILE IN THE BUILDING.**

HEALTH

MEDICATION POLICY

In order for prescription medication to be dispensed by authorized school personnel, the student's parent(s) and family doctor must complete and sign the medical authorization form. The pharmacy label can serve as the written consent of the doctor. Copies of the medical authorization form are available in the school office and in FACTS. The parent(s) must complete a new form each year or whenever there is any change in prescription or dosage. The parent(s) must bring the medication to the school in its original container. The container must be marked with the child's name, type of medication, dosage, and other current and pertinent information. All medication will be stored in the school office in a locked cabinet or in a refrigerator. Medication will only be dispensed by the school nurses. In certain emergency situations, the Principal or an administrative assistant may dispense medication. All medication dispensations will be logged as they occur. At the end of each school year all medications left in the school office will be thrown away. The school does not provide any medication, except Tylenol or Advil. This will only be administered with written consent from a parent.

In the case of asthma and epi-pen medication, a student may self-administer this medication if the student's parent(s) and family doctor have completed and signed the form linked above. Copies of the form are available in the school office and in FACTS. The parent(s) must complete a new form each year. With the exception of asthma and epi-pen medication, students are never allowed to carry any medication (prescription or nonprescription) in their backpacks, purses or on their person.

PHYSICAL, DENTAL AND VISION EXAMS

The Illinois School Code requires that all children must have a health examination by a physician dated within one year of admission to Kindergarten, at the beginning of sixth grade and the beginning of ninth grade. The Certificate of School Health form must be submitted to the school office. Screenings do not fulfill this requirement.

PHYSICAL

The required Physical examination and the Immunization Section is to be **completed, signed and dated by a physician** licensed to practice medicine in all of its branches. Parents must sign the physical examination form after completing the health history section. Approval for interscholastic sports and/or physical education is to be checked by the physician. **Sports physicals are required each year for students in grades 5, 7, and 8 who participate in any sport.** As stated above, Grade 6 requires a full physical. These physicals are to be completed and in the nurse's office before the first sports practice. Sport physicals are good for 13 months from the date they are completed. Students in grade 4 who participate in the intramural sports program must have a sports physical.

DENTAL

Dental examination laws have been passed by the Illinois General Assembly, which requires that students in grades K, 2 and 6 show proof of a dental exam. The dental exam may have been completed within 18 months of May 15th of the end of the school year for students in K, 2 and 6 grades.

VISION

The section for Vision and Hearing Screening Data will be completed by the Illinois Department of Public Health certified Technicians at the time of the school's vision and Hearing Screening Program. Eye exams are required for all incoming kindergarteners and students new to the school. Vision screening does not meet the requirement of an eye exam.

If you are unable to provide the necessary school physical or immunizations for your child, please contact the DuPage County Health Department, 111 North County Farm Road, Wheaton, Illinois 60187 at 630-682-7979.

IMMUNIZATION REQUIREMENTS

A child shall be considered in compliance with the health examination and immunization requirement in Section 27-8.1 of the School Code if all applicable immunizations that a child can medically receive are given before entering school and a signed statement from a health care provider is presented. A documentation of immunization against each of the following: Diphtheria, Tetanus, Pertussis, Rubella, Measles, Mumps, Polio, and Chicken Pox (Varicella) or proof of disease, and Hepatitis B immunizations must be presented before entrance into the aforementioned grades. Information on the required immunizations for school admittance can be found on the [IDPH website](#)

Exceptions to Immunization Requirements

- *Medical objection* If a student has a medical condition that contradicts a specific immunization, they must submit a written doctor's note. The note must be written by a MD, DO, APN or PA. Students that have acceptable medical exemptions must be placed on a susceptible list specifying the immunizations they have not received. In the event a suspected case of measles is reported in the school, these students would be subject to exclusion from school until 21 days after the onset of the last reported case.
- *Religious exemption* Parents or legal guardians who object, for religious reasons, to their child being immunized for school entrance must submit a Certificate of Religious Exemption, which now must be signed by a health care provider. Signed into law on August 3, 2015, this new legislation requires a health care provider to sign the certificate confirming they have provided education to the parents or legal guardians about the benefits of immunizations and the health risks of not vaccinating students. Effective October 16, 2015 parents must use the [religious exemption immunization form found on ISBE.net](#) (Illinois State board of Education). Parents or legal guardians must submit the certificate to their local school authority prior to children entering kindergarten, sixth grade, and ninth grade.

The certificate also reflects the parents' or legal guardians' understanding that their child may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure. Students that have not received the MMR vaccine series must be placed on a susceptible list. In the event a suspected case of measles is reported in the school, these students would be subject to exclusion from school until 21 days after the onset of the last reported case.

STUDENTS WITH FOOD ALLERGIES

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies and work with the school team to develop a Food Allergy Action Plan that accommodates the child's needs throughout the school
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - How to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plans with the core team members, parents/guardians, students (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of emergency.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

More detailed suggestions for implementing these objectives and creating a specific plan for each individual student in order to address his or her particular needs are available in the Food Allergy & Anaphylaxis Network's (FAAN) School Food Allergy Program. The School Food Allergy Program has been endorsed and/or supported by the Anaphylaxis Committee of the American Academy of Allergy Asthma and Immunology, The National Association of School Nurses, and the Executive Committee of the Section on Allergy and Immunology of the American Academy of Pediatrics. FAAN can be reached at www.foodallergy.org

ILLNESS POLICY

This policy applies to students in the school day and while attending the extended day program. For the protection of all school children and staff, children should be kept home or will be sent home in the following situations.

1. Fever of 100 or greater or one degree above the child's documented normal temperature.
2. Vomiting
3. Diarrhea
4. Presence or suspicion of chicken pox, impetigo, mumps, whooping cough, bacterial conjunctivitis, scarlet fever, measles, lice
5. Signs of possible severe illness such as uncontrolled coughing, difficulty breathing, wheezing, persistent crying, or lethargy
6. Any sort of rash, especially when accompanied by a fever or behavior change

If your student is sick and you are unable to pick up your child within 30 minutes you must arrange for someone else to do so. The same policies and procedures will be applicable for children in the Extended Day Program. Students in the Extended Day Program will routinely practice good respiratory and hand washing procedures. For the protection of all involved, if a child develops any of the above symptoms, a fever or signs of a flu-like illness, he/she will be isolated (to the best of our ability) from the other students. If staffing allows, that child will be moved into a separate room, with proper supervision, until he/she is picked up from school. It is up to the discretion of the Extended Day Program Staff to determine when it is necessary for a child to be sent home.

Returning to school after an illness

- Children who are ill are to be kept at home until they have been without fever, vomiting and/or diarrhea for 24 hours. For example, if a child vomits at 2pm on Monday, he/she may not return to school until Wednesday morning.
- Children who are being treated with antibiotics must complete a full 24 hours of treatment before they will be allowed to return to school. This means that if we send your child home at 11:00 a.m. but he/she did not get the first dose of antibiotics until 3:00 p.m., they cannot come back to school the next morning.

WELLNESS POLICY

The Diocese of Joliet is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity.

The following guidelines are designed to support the Diocese of Joliet's Wellness policy at St. Petronille School. The guidelines were developed by faculty and parent members of the St. Petronille Wellness committee, feedback from the members of the St. Petronille Faculty, School Board and approved by the Pastor and Principal.

Classroom Snacks and Parties

Birthday Celebrations

Birthdays celebrated at school must be without food. If a student brings in food items for a birthday treat, the items will be sent home for consumption at the end of the day. In the event birthday treats are sent home with students at the end of the day, the students are instructed not to consume those items on campus, and only eat them at home under parental supervision. Alternative non-food birthday celebrations are encouraged.

Holiday Parties (Halloween, Christmas & Valentine's Day)

For any holiday parties that food may be served DURING the school day in which parents/guardians are not present with the student the following is required:

A letter is to be sent home within seven school days prior to the event to all students' parents/guardians with the following information: a) date, time and location of event; b) list of foods being served (please list specific brands whenever possible). Copy of parent letter provided to Administrator within seven school days of event

It is recommended to provide food options that are "allergen safe". All foods served at the event are recommended to meet the USDA Smart Snacks in School Guidelines. Any food containing a nutrition label can be entered into the Smart Snacks Calculator to determine compliance.

Teachers are discouraged from using food or candy as a reward or incentive in the classroom.

Special Events During School Day

For any events that food may be served DURING the school day in which parents/guardians are not present with the student, shall require the following:

A letter sent home within seven school days prior to the event to all students' parents/guardians with the following information: a) date, time and location of event; b) list of foods being served (please list specific brands whenever possible). Copy of parent letter provided to Administrator within seven school days of event

It is recommended to provide food options that are "allergen safe". All foods served at the event are recommended to meet the USDA Smart Snacks in School Guidelines. Any food containing a nutrition label can be entered into the Smart Snacks Calculator to determine compliance.

STUDENT CONDUCT

BULLYING

Definition

Pursuant to Illinois School Code (105 ILCS 5/27-23.7) Sec. 27-23.7, any action, word, or behavior which harasses, intimidates or causes physical, emotional, or psychological harm to another student is strictly prohibited.

"Bullying" is when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending him/herself. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- 1) placing the student or students in reasonable fear of harm to the student's or students' person or property
- 2) causing a substantially detrimental effect on the student's or students' physical or mental health
- 3) substantially interfering with the student's or students' academic performance
- 4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Bullying is prohibited during any school-sponsored education program, while in school or on school buses, or through the transmission of information from a school computer. However, this policy is not limited to conduct that occurs on the premises of the Diocese school and school personnel reserve the right to investigate an act of bullying that occurs among SPS students.

Examples of bullying may include, but are not limited to:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another
- Written and electronic communication of any type "cyberbullying" that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages, blogs, and emails)
- Verbal threats made to another, blackmail, or demands for protection money
- Non-verbal threats or intimidation such as aggressive or menacing gestures
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation
- Blocking access to school property or facilities
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student

Conduct that would *not ordinarily* be considered bullying for purposes of this document includes:

- mere teasing or “talking trash”
- trading of insults
- isolated instance of rude or impolite behavior
- expression of ideas or beliefs (expressions protected by the First Amendment)

The examples set out are meant to be illustrative and are not exhaustive of conduct that may or may not be considered “bullying.” Nor are they intended to limit the exercise of discretion granted to school administrators.

Reporting Bullying

Incidents of bullying must be fully reported to school personnel in order for the situation to be effectively resolved. Students and parents must understand that incomplete reports that lack specific details may not be investigated due to their speculative nature. Reports can be made through the following means:

1. Contact the Assistant Principal by note or in person
2. Contact the school social worker by note or in person
3. Tell a trusted adult at school or at home who should then report it to the school

The main responsibility of the school is to stop the bullying and support the student who has been bullied. The school will then investigate the bullying incident(s) and respond with appropriate guidance and consequences.

Bullying Intervention/Disciplinary Action

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension, expulsion, and/or referral to local law enforcement. Behavioral interventions under the direction of school administration may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling. Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

STUDENT CONDUCT POLICY

The primary goal of St. Petronille School (SPS) is to help its students grow spiritually, intellectually, and socially in a safe, nurturing, Christian environment. Students are expected to behave in a manner befitting the Catholic training provided at home and the Christian climate of the school according to the teachings and principles of the Roman Catholic Church. Engaging in conduct that does not reflect these principles, whether inside or outside school, may result in consequences appropriate to the student’s age as well the nature and severity of the conduct. Parents are expected to be partners with the school in teaching and modeling appropriate behavior and helping students understand the consequences for misconduct. A restorative approach is utilized to provide a climate in which students and staff strive to repair any harm done by their actions and improve interpersonal relationships and future behavior.

STANDARDS OF CONDUCT

Demonstrating respect for God, self, others (peers and other adults) and the learning environment, both in word and in action, are the priorities of our community. Students must do their best to practice self-discipline and take personal responsibility for their choices, restoring that which has become damaged through their actions. Students also understand that, even outside of school, they represent St. Petronille School through their words and actions and should strive to abide by these standards of conduct.

RESPECT FOR GOD SPS expects students to demonstrate respect for God and the Church

- Being quiet and respectful during school prayer, mass and prayer services.
- Attending weekly school masses. Families should also attend Sunday and holy day masses together.
- Respecting life and all of God's creations
- Remembering that God loves each of us just as we are

RESPECT FOR SELF SPS expects students to demonstrate care for self as they grow in their discovery and development of morals, values, effort, abilities, and talents to contribute to the school community and society

- Always doing their own personal best;
- Wearing proper uniform and showing pride in appearance;
- Resisting peer pressure or impulses to do things that are harmful to the welfare of themselves or others;
- Exhibiting good manners and a respectful attitude;
- Demonstrating honesty, integrity and trustworthiness;

RESPECT FOR OTHERS Members of the SPS community have the right to be treated with respect both in word and in deed. Students are expected to be aware of and care for each other's feelings, demonstrate tolerance and acceptance of one another, respect each other's differences and personal space, and care for each other's safety and well-being by:

- Exhibiting good manners and kindness
- Taking positive action to help someone in need and including others in activities
- Greeting teachers/staff/administrators, volunteers and parents politely
- Being attentive during classes, mass and assemblies
- Following the directives of lunchroom and playground personnel
- Asking politely for permission and accepting no as an answer

RESPECT FOR LEARNING Student behavior should enhance, not distract from the educational process. All students have the right to a positive and challenging learning environment where there is active participation, instructional time is used to the fullest and everyone does their part to contribute to a positive environment.

- Be on time to school/class
- Pick up after yourself and maintain a clean learning environment
- Remain quiet in the hallways so as not to disturb other classrooms
- Participate in class; turn in assignments on time; ask for help when needed
- Respect your classmates' ideas and opinions to promote a strong learning community

UNACCEPTABLE CONDUCT INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

<p>THREATS OR ACTS OF VIOLENCE</p>	<p>Any contact or non-contact behavior that causes or reasonably threatens to cause physical harm to another person. The administration takes seriously every credible threat or act of violence toward others or self. Depending on the age of the student and degree of the threat, students who make credible threats or engage in a violent act may be removed from school and may be required to receive a psychological assessment and clearance, at the family's expense before being readmitted</p>
<p>BULLYING/ CYBERBULLYING</p>	<p>Bullying is when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending him/herself. Should SPS become aware of bullying behavior occurring outside of school that affects the SPS learning environment, this conduct may also be subject to appropriate consequences.</p>
<p>HARASSMENT</p>	<p>Harassment is defined as conduct, whether physical, verbal or emotional, that is severe, pervasive, and deliberate and causes fear, humiliation, or annoyance, offends or degrades, or creates a hostile learning environment. Sexual harassment includes, but is not limited to unwelcome advances, touching or teasing of a sexual nature or related to sexual characteristics, identity or gender; requests for sexual favors; and other unwanted verbal or physical conduct of a sexual nature. Examples include, but are not limited to sexually demeaning or suggestive comments, statements, questions, slurs, jokes, anecdotes, or epithets; sexually suggestive letters or notes; unwanted touching or physical contact of a sexual nature; gestures; leering; or display of sexually suggestive objects or pictures. All incidents of sexual harassment should be brought to the attention of the administration, whether experienced or observed.</p>
<p>ACADEMIC DISHONESTY & DECEPTION</p>	<p>Any type of cheating that occurs in relation to academic activities and may include, but is not limited to plagiarism, fabrication, deception, cheating, or sabotage. Academic Dishonesty is a serious violation that may result in the student receiving a failing grade on the applicable test or assignment and other consequences.</p> <ol style="list-style-type: none"> 1. Plagiarism: is the act of taking ideas or writings from another person or online source-and passing them off as one's own. 2. Fabrication: the falsification or making-up of information or data. 3. Deception: giving false information to a teacher regarding an academic exercise. Deception also includes forging passes, notes, or other school related documents, lying to the faculty/staff/administration (even if not related to an academic exercise), or making telephone calls pretending to be a parent or guardian. 4. Cheating: any attempt to obtain or lend unauthorized assistance on a formal academic assessment or project 5. Sabotage: acting to prevent others from completing their academic work.
<p>DEROGATORY & DISRESPECTFUL LANGUAGE</p>	<p>Verbal or written comments or actions which are offensive, abusive or disrespectful such as profanity, insubordination, indecent/sexual, or discriminatory (e.g., based on race, ethnicity, national origin, gender, disability, etc.)</p>
<p>ELECTRONIC DEVICE MISUSE</p>	<p>Personal electronic devices, including cell phones and smart watches, may not be used by any student during school hours, including between classes, without approval by a teacher, staff member or administrator. <i>Phones must be kept, powered off, in the student's backpack inside his/her locker during school hours. Smart watches are not allowed to be worn during the</i></p>

	school day. Devices that are visible or audible will be confiscated and held at the school office until a parent comes to claim it. Additional consequences may also be imposed.
TECHNOLOGY RESOURCE & INTERNET AND/OR SOCIAL MEDIA MISUSE	Misuse of the internet includes, but is not limited to, bypassing the blocks and visiting non sanctioned sites on school-owned and issued electronic devices; sending threats electronically (e.g. via email, text or social media); and using someone else’s password or hacking into another’s account to gain access. All uses of technology resources shall be for educational purposes only and will be consistent with the goals of promoting academic excellence. Furthermore, engagement in online posts or social media sites may result in disciplinary action if the content of the student’s message includes defamatory comments or images regarding the school, the faculty, other students, or the parish; or rises to the level of bullying affecting the learning environment of others. Violations of the Student Agreement for Internet Access and Related Technology Use, and the Acceptable Use Agreements.
VANDALISM & THEFT	The destruction or theft of school property or the property of other students, staff or administration, including computer sabotage and tablet tampering/breakage.
HALLWAY, PARKING LOT, PLAYGROUND MISCONDUCT	Students must walk quietly in the hallways while classes are in session. Yelling, horseplay, pushing, running, spitting, public displays of affection, and/or other disruptive behavior is not allowed. Students are also required to walk their bikes/scooters while in the SPS parking lot.
POLICY, RULE, REGULATION VIOLATION	The failure to comply with the applicable rules, regulations and policies of St. Petronille School (e.g., The Uniform Policy, policies on arrival and dismissal times/procedures, safety rules, etc..) and of the individual classroom teachers.

CONSEQUENCES

St. Petronille faculty, staff and administration understand that everyone is entitled to make mistakes and that students should be given an opportunity to understand why their behavior is unacceptable and to correct it. A restorative approach to discipline will always be the goal of each interaction. That said, students need to understand that their behavior has an impact on others and on themselves, and that unacceptable conduct will be consistently addressed and may result in consequences, including but not limited to those listed below. Teachers will be encouraged to handle level 1 consequences in the classroom with a variety of behavior interventions and structures. When behaviors reach level 2 status, the teacher will involve the assistant principal in the process. Generally, the imposition of consequences will be progressive in nature, beginning with a level 1 consequence and progressing from there. However, more serious behavior may result in more severe consequences, even on the first infraction. A student’s grade level and the severity of the conduct/harm will be taken into consideration in determining an appropriate consequence for unacceptable conduct. Students may be temporarily/permanently removed from the classroom or the school for any infraction that poses a reasonable threat to the safety or well-being of themselves or others. Conduct will have a cumulative effect over the course of an academic year, though students will start a new academic year with a fresh start with the following exception: Prior incidences of violence, threats of violence, sexual harassment and bullying during previous academic years, may be considered in determining appropriate consequences for conduct of a similar nature.

LEVEL	Definition	Possible consequences may include, but are not limited to
1	Consequences may result from conduct that is relatively minor in nature OR a first offense that does not pose a reasonable risk to the safety or wellbeing of others	<p>Discussion The teacher uses responsive practices to make students aware of inappropriate conduct. Teacher provides examples of how to behave more appropriately and praises compliance.</p> <p>Warning (verbal/written) Student, administrator, and/or parent are notified of behavior or uniform non-compliance.</p>
2	Consequence may result from continued conduct that is relatively minor in nature or conduct that is more serious, but still does not pose a reasonable threat to the safety or wellbeing of others	<p>Intervention/Conference This intervention/conference occurs between the teacher/staff member and student, and may include the assistant principal and/or parents with the purpose of discussing the concern about the student's conduct and expectations for future conduct.</p> <p>Removal from class Removal of the student from other students, but still under the supervision of an adult.</p> <p>Demerits Demerits are written notifications to parents, issued through FACTS, that a student has not met the minimum requirement for conduct in some regard. A student's accumulation of 3 demerits may result in a detention. The parent must acknowledge receipt of the demerit. Repeated demerits for the same behavior indicate a student's unwillingness to meet the minimum requirement for conduct and may result in more serious consequences.</p> <p>Restitution When damage or loss has resulted from the student's conduct, the student will be required to make restitution for the damage/loss including but not limited to monetary reimbursement in an amount commensurate with the damage or loss, replacement of the damaged/lost item, and/or dedication of time or talent in a manner commensurate with the damage/loss he/she caused.</p>
3	Consequences that may result from repeated and unmitigated behavior of the same kind, or conduct of a more serious nature, including conduct that may reasonably pose a risk to the safety or wellbeing of the student or others.	<p>Conduct Contract Depending on the severity of the conduct, a conduct agreement setting forth expectations for future conduct and consequences for failure to meet expectation, and/or a mandatory assessment by a mental health professional and adherence to professional's recommended course of treatment may be imposed as a condition of continued enrollment.</p> <p>Detention Time spent after school or at another assigned time, during which the student will not be permitted to do school work or personal work. Students will use the time to reflect upon their actions, identify who and what was damaged by those actions (property, relationship, trust, etc.), how they will avoid this action in the future, and in what ways they will restore what has been broken. Detentions are served on Tuesdays and Thursdays from 7:30-8:10 AM in the Assistant Principal's office.</p> <p><u>Detention Notice</u> A detention notice will be issued to the parent using FACTS, at least 48 hours prior to the assigned day/time of the detention. It will</p>

		<p>contain a summary of the infraction as well as the date, times and location of the detention.</p> <p><u>Failure to Serve Detention</u> Detentions are non-negotiable and must be served. Failure to serve a detention may result in additional detentions and/or the student’s exclusion from the classroom or the school until such time as the assigned detention is served.</p> <p><u>Accumulation</u> Five (5) days of detentions in a single academic year can initiate a suspension.</p>
4	<p>Consequences that may result from severely inappropriate or dangerous behaviors that pose a safety risk or from egregious behaviors that are directly in violation with the standards of conduct.</p>	<p>Suspension Temporary, complete exclusion from academic setting/classroom and extracurricular activities, either in-school or out-of-school, at the discretion of the Assistant Principal or Principal. Students will be responsible for all missed in-school work, homework and quizzes/exams during the period of suspension. The allotted time for make-up will be commensurate with the number of days of suspension. Students will be prohibited from returning to the classroom and extracurricular activities until such time as the full period of suspension is served. Communication with the parent(s) will occur both before and after the period of suspension.</p> <p>Expulsion Permanent exclusion from St. Petronille School. As the most severe of penalties, expulsion requires consent of the Pastor per diocesan policy. When it is determined by the principal that expulsion may be necessary, the principal will notify the parents, Pastor, School Board, and Diocesan School Office. The reasons justifying expulsion from Catholic school are serious. The following situations may lead to expulsion:</p> <ul style="list-style-type: none"> • Endangering the moral, academic or physical well-being of another student or student body; • Prolonged or open disregard for school authority; • Engaging in physical aggression and/or bullying behavior, depending on the age of the student as well as the nature and severity of the aggression. <p><u>Expulsion may also result from parent/guardian behavior, including lack of cooperation with faculty, staff and administration.</u> Immediate expulsion may result from student possession of weapons, drugs, or gang paraphernalia.</p>

PARENTAL REPORTING OF BEHAVIOR ISSUES

To the extent that parents become aware of unacceptable conduct that has been reported, but for which no response has been received from the faculty/staff/administration, or about which the faculty/staff administration have not become aware, they should report that conduct to Assistant Principal, who will respond within 48 hours confirming receipt of the report. Such reports may only be investigated if they contain the following information: Name of the student(s) accused of unacceptable conduct, name of the student who was subjected to the conduct (if applicable), description of the conduct, date/time/location of the conduct, any known witnesses to the conduct, and the name(s) of anyone within the school to whom the conduct has been

reported. The first step following this type of report will be to contact the parent who made the report to obtain additional information and discuss next steps.

SOCIAL MEDIA POLICY

The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees, volunteers, and students are required to adhere to the following guidelines regarding the use of social media sites, networks and blogs. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

General Guidelines: ***Be selective*** and choose media appropriately, a blog or social network might not be the right place for messages intended only for a small group. ***Be responsible*** that social media are individual interactions, not official diocesan/parish/school communications. ***Identify yourself*** because authenticity and transparency are driving forces behind social media, use real identities to the greatest extent possible rather than anonymous posts and comments. ***Honor the privacy of others*** and do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed. ***Be respectful*** if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings. ***Comply to*** all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

Social Networking Website Passwords Illinois School Code 105 75/15. Illinois Public Act 098-0129 Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school **may** conduct an investigation and if the school has **reasonable** cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school, the law requires the student to provide social networking website passwords or other related account information to gain access to the student's account or profile.

This social media policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.

- Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian.
- Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner.
- A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching.
- Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.

Forms of release for videotaping and photographing of students **are not required** from the parent/guardian when:

- A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
- The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.
- Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
- Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
- Video cameras are in use to monitor public areas of a school/church facility or bus.

USE OR POSSESSION OF ALCOHOL, TOBACCO, DRUGS, DRUG PARAPHERNALIA, FIREARMS OR OTHER WEAPONS POLICY

St. Petronille School will not tolerate the use or possession of alcohol, tobacco, illegal drugs, drug paraphernalia, firearms or other weapons by a student while on the school grounds, under the school's jurisdiction before, during or after school hours, or during transportation to or from or while participating in a school-sponsored event. The term "firearm" shall include any gun, rifle, shotgun or weapon as defined by Section 921 of Title 18 of the United States Code, by Section 1.1 of the Illinois Firearm Owners Identification Card Act or by Section 24-1 of the Illinois Criminal Code of 1961. The term "other weapons" shall include a knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club or any other object if used or attempted to be used to cause or to threaten bodily harm, including "look alike" of any firearm as defined above. In compliance with state law, the school shall post signs stating that the carrying of firearms is prohibited on school property.

In addition, the school will not tolerate at any of the aforementioned times or places the use or possession by a student of substances or paraphernalia not unlawful in themselves but which are used in such a way as to produce a mind-altering effect on the user or another person. The substances or paraphernalia mentioned in the preceding sentence shall include, but are not limited to, matches, lighters, pipes, and nonprescription inhalants. In the event that the school becomes aware that an otherwise legal substance or item is being used

by a student in such a way as to produce a mind-altering effect on the user or another person, the school shall act quickly to notify such students and parents of the nature of the use and to expressly forbid such use of the substance or item. A student will be deemed to be under the influence of or using the proscribed substance if he or she exhibits such use by admission, unsteady motor control, incoherent speech, breath odors or similar evidence. In support of this policy, an alcohol-free, smoke-free, and weapons-free environment will be maintained at school sponsored events at which students are present.

The consequences for any of the above mentioned offenses will first be an immediate removal from school or school function, notification of parent(s), Pastor and school board. A conference between the student, teacher(s), parent(s), the Principal, and the Pastor will take place. The Principal and the Pastor will make the determination if the student will continue enrollment for the remainder of the current and any future school years. For eighth grade students, the loss of activities may include nonparticipation in graduation and related ceremonies/events. In accordance with the school's paramount commitment to the welfare of each of its students, the provisions of this policy shall be liberally construed in favor of the school. Discretion in the interpretation of this policy rests with the Principal and Pastor.

VANDALISM

Students and their parent(s)/guardian(s) are responsible for damage to any school equipment and/or property both on and off site during school-related events.

SEXUAL HARASSMENT

Sexual harassment is illegal and reprehensible and will not be tolerated. Sexual harassment consists of unwelcome sexual advances, verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, any form of verbal, written or physical conduct, slurs, jokes or graphics that reflects adversely on an individual's gender or sexual orientation. Any student who believes that he or she has been or is being sexually harassed should contact his/her teacher, the school social worker or the principal. This may be done either verbally or in writing in a timely manner when facts are easier to recall.

THREATENING LANGUAGE AND/OR BEHAVIOR

The Diocese of Joliet mandates that any language or behavior by a student that can reasonably be seen as threatening towards oneself or others must be regarded with the utmost seriousness. If a student is accused of such language or behavior, they will be removed from the classroom environment while the accusation is investigated. If an instance of threatening language or behavior is verified, the diocese mandates that the student is to be excluded from the school until such time as a licensed mental health professional evaluates the student and provides documentation to the school stating that the student is not a threat to themselves or others. The school administration will additionally inform the diocese and local law enforcement of the threatening language or behavior that occurred.

SEARCH AND SEIZURE

The school administration has the right and responsibility to conduct searches of lockers and personal property of students and seize items of personal property posing health or safety threats or that are illegal or immoral. The principal or a designee must be present when a search and/or seizure takes place. Concern for student privacy is exercised.

UNIFORM POLICY

Policy Statement: The school uniform is designed to ensure that neatness, modesty, and the St. Petronille Catholic School identity is evident at all times. The intent of the uniform is to keep students’ appearance simple and free from distraction. Another advantage of uniforms is that they eliminate the hassle and costs of buying clothes. All students are required to wear the designated school uniform (described in the charts below). If a student is out of uniform, the parent will be called for the first offense. Consistent disregard for uniform regulations will subject the student to disciplinary action. Fridays are designated as Spirit Wear Days with the guidelines for acceptable dress described below. The Principal may designate other “out of uniform” days with the guidelines for acceptable dress described in the Out-Of-Uniform Policy. All clothing (uniform and non-uniform) must be appropriate for school, neat, clean and appropriately sized. The School Uniform policy will be strictly enforced.

		K-6th	7 th -8 th
B	BOTTOMS	Navy Pants --pleated or flat front, regular or corduroy (no cargo style)	Khaki Pants --pleated or flat front (<u>Must be from Dennis Uniforms</u>)
		Navy Shorts* —pleated or flat front (no cargo style)	Khaki shorts* —pleated or flat front (<u>Must be from Dennis Uniforms</u>)
	<i>*Shorts may only be worn from the start of the school year until November 1, then again from April 1 until the end of the school year.</i>		
O	TOPS**	White or Light Blue polo w/ LOGO	White or Navy polo w/ LOGO
	OUTERWEAR	Navy crew/V-neck sweater (cardigan or pullover) or V-neck vest. Navy or Gray ¼ zip Sweatshirt with Logo Navy micro-fleece jacket with front zipper Must have St. Pets Logo <u>OR</u> NO LOGO at all **May be worn in school over school uniform	
	SOCKS	Navy, Black or White Socks —Must cover ankles, no low-rise NO LOGOS	
Y	BELTS K-6	Prohibited for grades K-2 Optional for grades 3-6	Mandatory grades 7-8
	If worn, belts must be leather, braided or stretch in navy, brown or black.		
S	SHOES	Leather/leather-like or canvas plain, single color dress shoes , in brown, tan, or black with soft soles and non-marking heels. Logos/brand names may be visible only if they are the same color as the shoe.	
	All WHITE or BLACK or NAVY leather/leather-like or canvas, plain, low cut gym shoes with matching solid color laces and soles (may have white soles on dark shoe). Logos/brand names may be visible only if they are the same color as the shoe.		
	<u>NO boots, sandals, flip flops, slippers, backless shoes.</u>		
	PHYSICAL EDUCATION	3rd-8th Grade white or gray St. Pets T-shirt and blue St. Pets shorts from Dennis Uniforms. 3rd-8th Grade must have separate pair of clean, non-scuffing gym shoes for PE class PK-2nd Grade will keep a pair of clean, non-scuffing gym shoes at school	

G I R L S		K-4 th	5 th -6 th	7 th -8 th	
	BOTTOMS	Gabriel Plaid Jumper (no more than 2" above the knee)	Gabriel Plaid Skirt (no more than 2" above the knee)	Gabriel Plaid Skirt (<u>no more than 2" above the knee</u>)	
		Navy Pants - pleated or flat front, regular or corduroy	Navy Pants - pleated or flat front, regular or corduroy	Khaki Pants - pleated or flat front **Must be from Dennis Uniforms	
		Navy Shorts* pleated or flat front	Navy Shorts* —pleated or flat front	Khaki shorts* —pleated or flat front (<u>Must be from Dennis Uniforms</u>)	
	<i>*Shorts may only be worn from the start of the school year until November 1, then again from April 1 until the end of the school year.</i>				
	TOPS**	White or Light Blue polo (LOGO not required under jumper)	White banded bottom polo** w/ LOGO	White or navy banded polo** w/ LOGO	
		White or Light Blue blouse rounded collar			
	OUTERWEAR	Navy or Red crew/V-neck sweater (cardigan or pullover) or V- neck vest Navy or Gray ½ zip sweatshirt Navy micro-fleece jacket with front zipper Must have St. Pets Logo OR NO LOGO at all **May be worn in school over school uniform			
	SOCKS	Knee-high, crew or bobby/triple roll socks —white, red, black or navy only NO LOGO AND MUST COVER ANKLES			
		White, Navy, Black, or Red tights or leggings worn under jumper/skirt			
BELTS (OPTIONAL)	Belts are prohibited for grades K-2 and optional for grades 3-8. If worn, belts must be plain, leather, braided or stretch in navy, brown or black.				
SHOES	Leather/leather-like or canvas plain, single color dress shoes with soft soles and non-marking heels in brown, navy, red or black. Logos/brand names may be visible only if they are the same color as the shoe.				
	All WHITE or BLACK or NAVY leather/leather-like or canvas, plain, low cut gym shoes with matching color shoe laces (white soles allowed on dark shoe). Logos/brand names may be visible only if they are the same color as the shoe. Must be kept clean!				
	<u>NO boots, booties, sandals, flip flops, slippers, backless shoes or prints, plaids, polka dots, stripes, sequins, two tones, gemstones, studs or sparkles.</u>				
PHYSICAL EDUCATION	3rd-8th Grade white or gray St. Pets T-shirt and blue St. Pets shorts from Dennis Uniforms. 3rd-8th Grade must have separate pair of clean, non-scuffing gym shoes for PE class PK-2nd Grade will keep a pair of clean, non-scuffing gym shoes at school				

Additional Uniform Rules

Shirts/Blouses	All shirts and blouses must be tucked in
Pants	No rips or tears. No “cargo” style pants containing side flaps or pockets or extra zippers Straight leg - no elastic bottoms
Skirts/Jumpers	Must be appropriate length for school setting - no more than 2” above the top of the knee. White, black, navy, or red tights or leggings may be worn under the skirt or jumper.
Outerwear	Uniform outerwear from Dennis Uniform with St. Pet’s LOGO or NO LOGO may be worn over the regulation uniform. Spirit wear sweatshirts are not considered uniform outerwear.
Shoes	All students must have a separate pair of clean shoes for PE class. Grades K-2 leave a pair of gym shoes at school all year for PE class.
Hair	Hair should be of a natural color; no dyes that are extremely different from a student's natural color. Boys must maintain a hair length short enough to be kept above the eyebrows, ears, and shirt collars and may not wear ponytails of any kind. No drastic hairstyles, such as mohawks or shaved designs. Girls may wear hair accessories that are not distracting, i.e. no headbands with “animal ears”. School administration reserves the right to determine if accessories are distracting.
Jewelry	Simple jewelry may be worn. Large costume jewelry is not allowed. Girls should avoid dangling earrings for safety reasons. Boys may not wear earrings. School administration reserves the right to determine if jewelry is in violation of school standards.
Make-up	Make-up is not allowed in grades PK-6. Girls in grades 7-8 may wear MINIMAL make-up, such as mascara and lipgloss.
Nail polish	Girls may wear nail polish. Nails should be a short natural length and shape. No fake or acrylic nails or tips allowed.

Guidelines for special dress days

	PURPOSE	Acceptable wear	NOT acceptable wear
FRIDAY School Spirit Days	To maintain a neat and orderly dress, such as a “business casual” look with jeans or better, while celebrating our St. Petronille pride by dressing in school spirit wear.	Tops: All shirts/sweatshirts must contain the wording “St. Petronille” or “Chargers”, i.e. St. Pets logo shirts; gym shirts; St. Pets sweatshirts/sweaters; Spirit Wear shirts; St. Pets athletic shirts; or other miscellaneous shirts that display “St. Petronille” on them (e.g., school play shirts, outdoor education shirts, 8 th grade class shirts, etc) Bottoms: Jeans (no rips/tears); long pants (i.e. khaki or uniform pants); capri length pants; uniform shorts or other shorts of uniform length	leggings/jeggings pajama bottoms sport shorts sport pants/sweatpants crocks, flip flops, sandals

		(i.e. cargo shorts or Bermuda shorts); <u>skirts or skorts that follow school guidelines for dates and skirt lengths</u> Shoes: gym shoes, school uniform shoes	
Out-of-Uniform "Dress Down" Days	To allow students occasional days out of uniform for fun or possible reward	Tops: Must have a 2" or more strap Bottoms: ALL bottoms items noted above for FRIDAY Spirit Day; sport shorts of uniform length; sports pants/sweatpants; spirit wear flannel pants	Crocks Flip-flops Leggings or jeggings
Junior High Social Events	Special social events for the upper grades, such as dances and luncheons, to celebrate our students and teach students appropriate social skills	GIRLS - Skirts or dresses following length rule of 2" above top of knee; must have a 2" or more strap or wear a cover up; dress shoes or sandals (2" max) BOYS - nice shirt/collared shirt including polos; short sleeve or long sleeve; shirt & tie; khakis or dress pants; dress shoes	strapless or spaghetti strap top/dress; dress with high slit; backless dresses gym shoes, crocks, flip flops sport pants, flannel pants

General Information:

- ❖ Uniform tops, bottoms, socks, and belts may be found at the Dennis Uniform store, 1141 N. Main Street, Lombard, IL 60148 or through Dennis online <https://www.dennisuniform.com> **SCHOOL CODE: GGLGL**
- ❖ Uniform clothing not required through Dennis may also be found through various other retailers, including Lands End, JCPenney, Kohl's, Old Navy, Amazon, French Toast
- ❖ Spirit Wear may be purchased online through the spirit wear store. Look for emails and FACTS notifications as to how and when to order spirit wear.
- ❖ Used uniform/spirit wear may be found on the **St. Pets School Parents Resource Page** on Facebook through parent postings.

TUITION POLICY

St. Petronille School partners with FACTS tuition management for tuition collection. Through FACTS families choose a payment plan that best meets their needs: 1) one annual payment in July, 2) two payments in July and January, 3) 10 monthly payments July - May (no payment in December). Families also set up their mode of payment using either checking account or credit card. Families electing the automatic credit card payment option will be assessed a transaction fee at the time of each payment. Tuition rates can be found in the table below.

Any tuition credit earned through the **RaiseRight** program will be applied in December and May of the school year. All rebates earned will be applied to tuition bills during those months. Families who pay tuition in lump sum at the beginning of the year will accumulate rebates all year, and those rebates will be applied to the tuition bill for the following year. More information about the RaiseRight program can be found at www.raiseright.com

NOTE: If your youngest child is in 8th grade, you will not be able to earn any RaiseRight tuition credit after April 30, 2023 if you pay tuition monthly, November 30, 2022 if you are a semi-annual payor or April 30, 2022 if you are an annual (lump sum) payor. If your youngest child is in 7th grade and you pay tuition annually, you will not be able to earn any tuition credit after April 30, 2023. All monies earned after these cut-off dates will be donated to the LIFE (Lifetime Investment in Faith & Education) fund.

DELINQUENT TUITION

Registration of a student for the next school year will only be accepted if all tuition payments, school fees, and late fees are current. Families who have not met their financial obligations from the previous school year for tuition and/or fees will not be readmitted to St. Petronille for the next school year without the prior written agreement of the Pastor and/or Principal.

The administration has the right to withhold report cards and suspend all extra-curricular activities in the event tuition accounts are delinquent at the time report cards are issued. Families with delinquent tuition and fees during a school year will be informed that their children will be denied admittance for the subsequent trimester. If 100% of tuition and fees are not paid by May 10, eighth grade students will not be allowed to participate in graduation and other end-of-year celebrations.

TUITION & FEES SCHEDULE 2024-25

Pre-K Tuition

(no multiple child discount for PK students)

PK HALF DAY	\$5,520
PK FULL DAY	\$6,920

K-8 Tuition Schedule

Engaged Parishioner

Number of Children in Family	Engaged Parishioner Tuition per Student	Discount per Additional Child	Engaged Parishioner Tuition per Family
1	\$ 6,375.00		\$ 6,375
2	\$ 5,100.00	20%	\$ 11,475
3	\$ 4,781.25	25%	\$ 16,256
4	\$ 4,462.50	30%	\$ 20,719

5	\$ 3,187.50	50%	\$ 23,906
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Non-Parishioner

Number of Children in Family	Non-Parishioner Tuition per Student	Discount per Additional Child	Non-Parishioner Tuition per Family
1	\$ 7,625.00		\$ 7,625
2	\$ 6,328.75	17%	\$ 13,954
3	\$ 6,100.00	20%	\$ 20,054
4	\$ 5,795.00	24%	\$ 25,849
5	\$ 4,575.00	40%	\$ 30,424

Students will be assessed additional mandatory fees over and above the tuition amount to cover costs of field trips, technology, and/or other learning experiences during the school year. These fees do not include uniforms, hot lunches, athletics fees, or other optional costs associated with participation at St. Petronille School.

Per-student Fees

Grade	Activity Fee	Tech Fee	TOTAL FEES
PK	\$125	\$50	\$175
K	\$125	\$50	\$175
1	\$125	\$115	\$240
2	\$125	\$115	\$240
3	\$125	\$135	\$260
4	\$125	\$135	\$260
5	\$175	\$340	\$515
6	\$260	\$340	\$600
7	\$300	\$150	\$450
8	\$925	\$150	\$1,075

TUITION ASSISTANCE

It is the policy of St. Petronille School that no child shall be denied a Catholic education because of inability to pay. St. Petronille School offers its families two pathways to receive needed tuition assistance: (1) Support provided through the St. Petronille Tuition Assistance Endowment Fund and (2) tuition assistance scholarships granted by the diocesan Catholic Education Foundation (CEF).

Families seeking tuition assistance should apply for funding both through the Catholic Education Foundation website and through FACTS Grant and Aid module.

Applicants for tuition assistance through the St. Petronille Tuition Assistance Endowment Fund will be considered for an award based on their established level of need and the funds available to provide financial support to families.

It is the policy of St. Petronille School that in the assessment of tuition, no distinction shall be made between natural born children, adopted children, foster children, and children who are legal wards.

LUNCH & RECESS

LUNCHROOM

Lunch boxes should be labeled with the child's name. Each student is responsible for bringing his/her own lunch or utilizing the School Hot Lunch Program. Food is not permitted on the playground at any time. During the lunch period, students should enjoy their time together, but also be responsible for their manners and behavior. The school discipline rules apply to lunch and the playground. There will be adult monitors during lunch and Faculty monitors for Grades 1-8. All students will adhere to lunchroom etiquette and respect the monitors and supervisor. For the safety of our students, we require four adult monitors in the lunchroom and four adult monitors for outdoor recess.

HOT LUNCH PROGRAM

St. Petronille School is currently using Quest Food Management Services, Inc. <https://stpets.hotlunches.net>
Parents can purchase lunches in advance using the Quest website.

PLAYGROUND

There are two faculty monitors at each recess. Adult monitors are also on duty during outdoor recess time. Students may not leave the playground area without the consent of a supervisor. Acceptable attitude, manners, and behavior are expected during playground time. **NO** electronic devices of any kind are allowed during lunch or recess. School nurses are available in the event of an injury. Adult monitors may not cluster together and engage in conversation. They must remain in the assigned area. No cell phone use or texting while supervising.

Our standard for outdoor recess is 10 degrees or above wind chill. (Wind chill is also referred to as "feels like" or "real feel"). However, other factors, which would possibly affect the student's safety, (icy conditions, inclement weather or slippery surfaces due to weather conditions) may require indoor recess to be scheduled. Students should always dress appropriately for the weather.

TRANSPORTATION

If there is a change in the regular schedule for your child (bus, walking, car-pool), please notify the school office and your child's teacher.

WALKERS

Children walking to school respect the rights of homeowners by keeping off lawns and not cutting through yards on their way to and from school. Students **MUST ALWAYS** follow the directives of the Safety Patrol when crossing intersections. Students who walk to/from school are expected to leave school property upon dismissal. Loitering in outdoor common areas is not allowed.

BICYCLES

Bicycle racks are provided at school for bikes and scooters. Students should lock their bikes and scooters with an appropriate chain and locking device. Bicycles may not be ridden during the school day once the student is on the school premises. Extreme caution is encouraged when riding to and from school. Students must walk their bikes or scooters on/off school property to insure their safety.

ROLLER BLADES/SKATE BOARDS /LONG BOARDS

Roller blades/skateboards and long boards are not allowed on school property.

BUS SERVICE

St. Petronille students living within the boundaries of District #41 and more than 1.5 miles from school may use the public school bus transportation. Information is available at school. Students living outside of District #41 do not have service available. Please contact the school office for questions regarding the bus route. Patience during the first few weeks of school is appreciated.

BUS EVACUATION DRILLS

All students participate in mandated state bus evacuation drills each year.

SAFETY PATROL

Patrol guards will be positioned at intersections near St. Petronille School. Guards will also help students when arriving in the morning and dismissing in the afternoon. Students **MUST FOLLOW** Safety Patrol directives to insure their safety. Grades 6-8 are expected to participate in this school service program. Patrol guards will not provide this service on days with a wind chill or temperature below 0 degrees.

MORNING DROP OFF

Students who are dropped off at school before 7:50 AM will be taken to the Extended Day classroom. When students are dropped off at school in the morning, they must remain on school property. They are not allowed to walk downtown and then return.

Dogs and other animals are not allowed on school grounds due to safety reasons. This includes walking dogs on leashes to pick up and drop off of students from school.

ST. PETRONILLE PARENT ORGANIZATION

Parents and guardians of children presently attending St. Petronille are automatically members of the Parent Organization. The purpose of the organization is to provide the opportunity for communication between parents with common interest, as well as to enlist the spiritual, educational and social resources of the home and school to provide the best Catholic education possible.

The Parent Organization subsidizes many programs such as Fine Arts, Athletics and Enrichment Clubs, as well as address any particular need or shortage in the school. The Parent Organization sponsors informative parent events for education and civic interest. The organization encourages the integration of families into the life of the school community through the many social activities they sponsor throughout the year, as well as the multifaceted volunteer program that enables members to participate in the day-to-day operation of the school programs. Regular board meetings are held once a month. These meetings are open and all members are encouraged to attend. Meeting dates and times will be communicated by the Parent Organization

ST. PETRONILLE SCHOOL BOARD

The role of the St. Petronille School Board is to provide policy direction to the school. The Board advises the administration and Pastor, who has final approval of its activities. The Board's purposes are to develop and define the policies which govern the operation of the school, to promote the implementation of those policies, to establish goals and objectives for the school, to develop plans to finance the school's educational programs, to serve as an effective public relations source, and to participate in the selection of the Principal. A manual including all policies adopted by the St. Petronille School Board is on file in the school office. Parents are welcome to read the manual.