ST. EMILY CATHOLIC SCHOOL

A TRADITION OF EXCELLENCE IN EDUCATION
SINCE 1961

PARENT/STUDENT HANDBOOK

St. Emily School
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St. Emily Parish Mission Statement

The mission of St. Emily Parish is to witness the Gospel message in every aspect of life by celebrating dynamic liturgies, providing nourishing educational opportunities, promoting social justice, and sponsoring community-based activities.

St. Emily Catholic School accepts the Church's challenge to create a Christ-centered, educational, and evangelizing community, which empowers students to be life-long learners, grateful stewards, and responsible leaders.

St. Emily Catholic School Mission Statement

In pursuit of academic excellence, with parents as primary educators, St. Emily School enables each student to achieve his/her full potential, in a high-performing school.

As members of the St. Emily School community, we believe in Catholic education as a vital part of the evangelizing mission of the Church.

St. Emily Catholic School Philosophy Statement

We are committed to maintaining a climate of respect in which each student can learn and apply the skills that will allow him/her to be successful.

We believe the teacher facilitates learning and models a positive learning attitude, which encourages each student to reach his/her full potential. The school provides varied learning experiences, addressing the uniqueness of each student.

Reverend James Presta, S.T.D., Pastor
Ms. Karen Booth, Principal
Mrs. Diane Mullins, Assistant Principal
Mrs. Lisa Geiger, Administrative Assistant
Mrs. Kathy Bruno, Receptionist

Revised 2025-2026

Faith in Education St. Emily Catholic School

PARENT/STUDENT HANDBOOK

This Handbook is a formal agreement between St. Emily School and the parents or guardians of students enrolled in the school.

A copy of the Handbook is to be kept in the possession of each family, for reference. The Handbook is available on the school website at www.stemilyschool.org. The school requires a signed form to be kept on file indicating the receipt of the Handbook; this receipt signifies willingness to honor and support the Handbook's policies.

This Handbook is not intended to be inclusive of all possible circumstances or contain all possible common practices.

St. Emily School adopts all school related policies of the Archdiocese of Chicago. This handbook explains St. Emily School's policies and regulations for the general operation of the school. Policy statements are sometimes necessarily general and the Administration reserves the right to make specific applications as circumstances arise. Statements in this Handbook are subject to amendment with or without notice. The school will attempt to inform you of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

All Archdiocesan Schools must adhere to any and all applicable Archdiocesan policies and procedures, and applicable state, and federal laws and regulations to the extent such laws do not conflict with Catholic teaching, divine, or Canon Law.

Thank you for your cooperation.

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ABSENCE and ATTENDANCE

A daily pupil attendance record is maintained, for each student, in the school office. School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are required to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Reporting Process

For your child's protection, any day that a student is absent from or tardy to school, the student's parent/guardian must call the school's absentee hotline (224) 500-3743, by 7:50 A.M., to report a student's absence/tardy and to request homework. If a child is absent and the parent does not notify the school, it will be recorded as unexcused. The school receptionist will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as excused absence. Students will lose credit for assignments on school days or for classes from the absence was unexcused.

If parents know in advance that a child/children will be absent, it is expected that communication, stating when the child will be out and the reason for the absence, will be sent to the school office and homeroom teacher. Advance assignments will be given at the discretion of the teacher. Students will have one day to make up work for every day that he/she is absent.

A student who is absent from school, for any day or part of a day, without the knowledge and consent of the parent/guardian and school authorities commits an act of truancy. A truant student will be reported to the parent and school authorities as soon as possible. Parents who do not enforce school attendance are held accountable by state law.

Tardies - Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Students may accrue up to 5 each semester. Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Excessive Absenteeism
Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, the parent/guardian may be called to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for their child, the student may be withdrawn from the school.

Academic Integrity

Philosophy

As a Catholic school community, St. Emily School is committed to forming students who live according to Gospel values, demonstrating honesty, responsibility, respect, and integrity in all aspects of school life. Academic integrity is an essential part of our mission, as students are called to use their God-given gifts truthfully and ethically. Academic honesty reflects our commitment to truth and helps students develop the character necessary to become faithful, responsible, and ethical members of society.

Definition of Academic Integrity

Academic integrity means that students complete their own work honestly, give proper credit to the ideas and work of others, and demonstrate learning through ethical behavior.

Expectations for Students

Students are expected to:

- Complete their own work to the best of their ability.
- Give proper credit when using the ideas, words, or work of others.
- Use technology and artificial intelligence tools responsibly and only with teacher permission.
- Ask for help when they do not understand an assignment rather than copying the work of others.
- Demonstrate honesty in all academic settings, including homework, projects, tests, quizzes, research, and online assignments.

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- Copying another student's work.
- Allowing another student t**o** copy one's work.
- Plagiarism, including using another person's words, ideas, or work without proper acknowledgment.
- Submitting work completed by another person, including work generated by artificial intelligence (AI), as one's own without teacher permission.
- Cheating on tests, quizzes, or assignments.
- Distributing and/or receiving answers on any graded assignment, test, quiz, paper, or homework.
- Distributing and/or receiving a copy of any test, quiz, paper, or homework assignment.
- Altering answers after an assessment is returned to gain credit.
- Communicating during an assessment without permission.
- Using unauthorized materials, notes, electronic devices, or online resources during assessments.
- Altering grades, signatures, or school documents.
- Sharing test questions, answers, or assignment materials without permission.

If a student suspects or has knowledge of an act of academic dishonesty, the student is obligated to inform the teacher and/or the Principal.

Artificial Intelligence (AI)

AI tools may be used only when specifically permitted by the teacher and for approved educational purposes. Students must acknowledge any teacher-approved use of AI and may not submit AI-generated work as their own original work.

Consequences

- Consequences for violations of this policy will be age-appropriate and may include:
- Discussion with the student regarding honesty and integrity.
- Recompletion or resubmission of the assignment.
- Reduced or no credit for the assignment or assessment.
- Parent notification
- Loss of privileges or other disciplinary action such as Academic Probation.
- Repeated or serious violations may result in additional consequences at the discretion of the administration.

Partnership with Families

Parents and guardians play an important role in fostering academic honesty. St. Emily School asks families to encourage independent work, responsible use of technology, and the values of truthfulness and integrity at home.

Together, as a faith-filled community, we seek to help students grow not only in knowledge, but also in character, preparing them to become people of honesty, responsibility, and Christian virtue.

ACCIDENT/INJURY/ILLNESS AT HOME

If a child has vomiting, diarrhea, sore throat, earache, discharge from the nose, or an elevated temperature of 100.4 degrees or above, he/she should be kept at home for 24 hours. Students who vomit while at school should be kept home for 24 hours.

A child must be fever free (without medication) for twenty-four hours before returning to school. If a child has vomited during the night, or has diarrhea during the night, the child must be kept home from school the following day.

A child who cannot participate in P.E. class and/or recess because of illness/injury must have a written note from a parent/guardian for the first day. A physician's order is needed for extended P.E./recess restrictions.

If a child is absent for three or more days a doctor's note must be presented to the office upon the child's return to school. A student who participates in a school sponsored activity, and who is absent during any part of the school day, due to illness is not allowed to participate in practice, or to play in a game on that day. This is a safeguard for all children concerned.

A child who has been sent home with head lice may return to school when he/she has been properly treated, and is free of any nits and/or lice. The child will be re-examined by the school office staff before the child will be admitted to class.

A child who becomes ill, injured, or has an accident during the school day must notify the teacher or staff member in charge, who will send the child to the school office. The parent/guardian is contacted and apprised of the situation. If a parent/guardian cannot be reached, the designees listed on the Emergency Form will be called. If warranted, emergency personnel will be contacted.

A child too ill to remain in school will not be allowed to go home until a parent/guardian is contacted and a parent, or someone authorized by the parent, signs the child out in the school office. Students will not be allowed to go home alone.

Students will be excluded from school if showing signs of (including but not limited to) the following: nausea/vomiting, diarrhea, open sores, impetigo, severe pain, extreme fatigue, dizziness/fainting, temperature, rash, head lice, conjunctivitis, infectious disease.

ADMISSIONS POLICIES (402.00)

Non-Discrimination (402.02)

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

St. Emily School endeavors to educate all students within the limits of the school's educational program. St. Emily School does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational

policies, loan programs, athletic or other school-administered programs in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religion instruction and school activities, related to the Catholic identity of the school, are required.

For the admission of all students, parent/guardian shall present:

1. an official copy of the child's birth certificate required at the time of enrollment
2. the baptismal record (if applicable)
3. a record of compliance with local and State of Illinois health requirements including full immunizations.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important goal of St. Emily School. Examples of conduct that may constitute discrimination on the basis of race, color, or national origin may include disciplining students more harshly and frequently because of their race, color, or national origin, denying students access to extracurricular activities or educational opportunities based on their race, color, or national origin. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts, name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially offensive symbols; racially-motivated physical threats and attacks or other hateful conduct.

<u>Prevention and Response Program</u>

The administration or designee shall establish a prevention and response program to respond to complaints of discrimination, harassment, or retaliation. The program shall include procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;

4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;

5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Students/employees are encouraged to report claims or incidences of discrimination or harassment. Students should make a report either orally or in writing to the Principal or any staff member with whom the student is comfortable speaking. Employees should report claims or incidences of discrimination or harassment to the Principal or Pastor. All reported acts of discrimination/harassment will be investigated by the Administration. The following guidelines outline the general investigative procedures; however, specifics for individual investigations may vary depending upon circumstances.

- The Administration is responsible for investigating reports of discrimination. Reports will be directed to the Principal's attention, and an investigation will be initiated.
- Parents will be notified as soon as enough information has been gathered to provide basic information.
- Investigations may include but are not limited to:
    - Written statements from all parties having pertinent information.
    - The collection and review of evidence such as notes, recordings, images or affected properties.
    - Notification of law enforcement when there is sufficient reason to believe a criminal act was committed or if reporting is required by statute or the school believes it is essential to maintaining a safe and orderly environment.
    - Updates, as appropriate, to staff and faculty with a need to know.
    - A summary of findings indicating the report of discrimination was either "Substantiated", "Unsubstantiated", "Reclassified", or "Unfounded".

Reprisal or retaliation against any person who reports an act of discrimination is prohibited. A student's or employee's act of reprisal or retaliation will be treated as discrimination for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting discrimination or supplying information, even if the school's investigation concludes that no discrimination occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as discrimination for purposes of determining any consequences or other appropriate remedial actions.

Any student who is determined after an investigation to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action that may include suspension or expulsion. Any employee who is determined after an investigation to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action that may include discharge.

If the school fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/aboutus/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Inclusion (402.03)

Admissions shall not be denied to students with special learning needs based solely on ability or achievement. Such admissions decisions shall be made on a case by case basis, and shall take into account the school's ability to meet the child's diagnosed special learning needs based upon its available resources. If the school determines that it does not have the resources to meet the student's diagnosed special learning needs that will enable the child to succeed even at the minimum proficiency level, admission may be denied.

St. Emily School has a Director of Special Services on staff. Students may be eligible for special remediation, testing, and speech therapy, with psychological testing through the public school district. Referrals may be made in consultation with the student's teacher, and the Director of Special Services.

Enrollment of Non-Citizens (402.04)

Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admission requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.

School Age Requirements (401.00)

State Law requires that a child has reached the entry age by or on September 1st of the given year. Parents must adhere to this policy, and provide evidence of age to the school. The school reserves the right to refuse or rescind registration, at any time, if a child is not in compliance with these requirements.

- Prekindergarten: A student entering the 3 or 4-year-old program must be 3 or 4 years old respectively by September 1st of that year.
- Kindergarten: A student entering kindergarten must be 5 years old by September 1st of that year.
- Grade one: A student entering first grade must be 6 years old by September 1st of that year.

Transfers and Withdrawals (403.4)

For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. Upon written request from the receiving school, all records from the previous school shall be transferred within ten days provided financial obligations to the school have been met. In all cases, unofficial records (transfer, health records) must be sent within ten days. A request for certified copies of transfer student records will be requested within 14 days of enrollment.

Transfer students will be accepted after meeting with the Admissions Review Committee. Once accepted, students and parents/guardians may be asked to sign a probationary contract, to ensure that the school can meet the needs of the child. This will be at the discretion of the administration. Seventh and eighth grade transfer students are accepted only if moving into the area, and/or after meeting with the principal and assistant principal.

Parents transferring students from St. Emily School need to notify the office as soon as possible. Parents must sign a request for release of records. When the child's new school sends this request form to St. Emily School, records will be mailed to the new school. It is the policy of St. Emily School to mail all records; no records are handed to family members to deliver to new schools. All financial accounts must be completed before records will be forwarded.

ALLERGY AND EPI-PEN GUIDELINES

The Food Allergy Emergency Action Plan and Treatment Authorization, including the student's photo, must be presented and approved by school administration before the child is registered in the school.
http://www.isbe.state.il.us/nutrition/pdf/food allergy emer action plan.pdf

Any reasonable accommodation by the school is initiated by a parent/guardian request which must include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid reaction.

Guarantees of a "peanut free" or "lactose free" school are not credible accommodations for any school. Effective practices to reduce the chance of exposure to allergens in each local school's School Food Allergy Procedures may include, but is not limited to:

- ✔ Designing a separate table in the lunch area for students with the allergy
- ✔ Allowing the allergic student to eat at his/her own desk, keeping the same desk year round to reduce possible contamination if there is no common lunchroom in the school
- ✔ Limit/prohibit food in classrooms
- ✔ Remove food as a reward in classrooms or for celebrations
- ✔ Limit use of classrooms for after-school activities involving food
- ✔ Limit times teachers can bring food into classrooms
- ✔ The regular cleaning of tables, desks, chalkboards, computer keyboards, musical instruments, and gym equipment in the classrooms and lunchroom

✔ The washing of hands before and after meals using soap and water or commercial hand wipes

AMENDMENTS TO PARENT/STUDENT HANDBOOK

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

Extended Care and Prekindergarten programs outline specific guidelines for families who have children enrolled in these programs. These guidelines work in conjunction with The Athletic Handbook, the Faculty Handbook, and the St. Emily Parent/Student Handbook, providing policies for all St. Emily School families. Parents seeking school policies should refer to the Parent/Student Handbook.

ARRIVAL/DISMISSAL PROCEDURES

- The school building opens at 7:45 A.M.—1st bell; students enter the building.
- Students arriving after the 7:55 A.M. bell will be marked as tardy.
- The school day begins at 7:55 with all-school prayer, and classes begin at
- 8:05 A.M.
- Classes end at 2:45 P.M.; dismissal bell rings
- Students participating in Extended Care are dismissed to the gym for check-in at 2:45 P.M.
- PreK students are picked up by their parents at the door where they arrived in the morning.
- All other students are dismissed to the north parking lot at 2:45 P.M. Students that are not met by a parent/guardian will return to the school building, with the teacher monitoring dismissal.
- If it is necessary to let a child know about a change in procedure for going home, please contact the school office before 1:00 P.M.

ATTACKS OF SCHOOL EMPLOYEES

In accordance with State requirements, the principal or designee shall immediately notify law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel at the school. The principal or designee shall also notify the Illinois State Police within three (3) days of each incident through the School Incident Reporting System (SIRS).

Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

ATTENDANCE

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Parents/guardians are asked to schedule medical and dental appointments after 2:45 P.M., or on designated early dismissal days. While vacations can have educational value, please do not schedule extended vacations during the school year. The absence of a student from his/her classroom disrupts the continuity of learning. Students will be expected to make up any missed work.

BUS SERVICE

St. Emily School does not have bus service.

CALENDAR FOR SCHOOL YEAR

The school calendar is available in the Wednesday News online at www.stemilyschool.org.

CELL PHONES, WEARABLE TECHNOLOGY and OTHER PERSONAL COMMUNICATION DEVICES

If a parent wishes his/her child to have a cell phone at school, wearable technology, or other personal communication device, a permission note must be sent to the school office. This permission note is simply to have the device(s) at school. Students may not have any of these devices on their person during the school day. Devices must be kept off and in the student's backpack/locker from the time they arrive on campus until the student leaves campus.

If a student needs to contact a parent during the school day, there is a phone available for student use in the main office. The school is not responsible for the loss of any cell phone, smart watches, and other similar communication devices. Parents accept responsibility for their child's use of these devices in regard to social media.

CHILD ABUSE

By law (P.A. 81-1077, ILCS 5/3, 5/4.02, 5/7) school personnel are required to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services (DCFS). The Standardized School Crisis Plan for the Village of Mount Prospect encourages schools to contact the Police Department as well.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching) or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness.

School personnel shall follow Archdiocesan procedures, which have been developed in accordance with Illinois law. The school administrator shall maintain confidentiality for the benefit of all those involved.

CODE OF CONDUCT

The purpose of discipline is to promote mature self-control. A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school. Some characteristics of positive discipline include:

- *Students learn decision-making skills related to their own behavior and choices.*
- *Discipline techniques are based on teaching appropriate behavior and effective consequences rather than power and punishment.*
- *Student self-esteem is maintained and enhanced.*
- *Students share classroom responsibilities.*
- *The environment encourages self-discipline and self-control.*

In the classrooms, teachers shall always endeavor to be firm, just, consistent, impartial, positive, and sensitive to the needs of the individual student. Students are expected to meet and respect the requirements of the school, which may, of necessity, be different than rules in the home. The development of individual responsibility and self-discipline are essential skills necessary to meet the challenges for students at the next level of education.

Conduct which is detrimental to or negatively affects the mission and reputation of the Catholic school, regardless if the unacceptable conduct takes place during school hours or outside of school and off school property, may result in disciplinary measures. In all cases, respect and kindness must be tempered with justice and fairness.

Grade K-3 *Consequence Chart and Actions*	
Neutral Points	**-1 Point**
Running or being noisy in the hall or building	Participating in unacceptable physical actions (hitting, kicking, biting, etc.)
Disrespect to peers/teachers/staff	Swearing or using offensive language, gestures, or materials
Out of uniform	Bullying/Harassment (Verbal, Physical, or Emotional)
Using computers or non-educational materials without permission	Stealing
Disruptive behavior in the classroom	Vandalism - to any school property or property belonging to another student
Dishonesty	
Inappropriate use of technology	
Misbehavior in the washroom	
Any child, whose behavior is deemed aggressive, by either the teacher or the administration, will be sent home.	

On the 3rd reminder for the same behavior, you receive a neutral point.
A -1 point is any repetitive neutral point behavior.

Leveled Actions		
	Action	***Person Responsible***
Neutral (0) Point	Dojo message sent	Homeroom/Specials teacher
-1 point	Dojo message sent	Homeroom/Specials teacher
-5 points	Implement specific behavior system; email home	Homeroom/Specials teacher
-5 points +	Phone call home; behavior/conduct grade affected	Homeroom/Specials teacher/Administration

Grade 4 - 8 *Consequence Chart and Actions*		
Level I	**Level II**	**Level III**
1 dojo point	*5 dojo points*	*Referral Directly to Administration*
Running or being noisy in the hall or building	Misbehavior in the washroom	Bullying/Harassment (Verbal, Physical, Cyber, or Emotional)
Disrespect to peers	Participating in unacceptable minor physical actions	Discriminatory language or behavior
Out of uniform	Disobeying/Disrespecting school personnel	Vandalism - to any school property or property belonging to another student
Using computers or non-educational materials without permission	Swearing or using offensive language, gestures, or materials	Theft
Being unprepared for class (no homework, missing supplies, no book to read, no pencil, etc.	Cell phone, Smartwatch, earbud, or headphone use without teacher permission	Fighting
Eating or chewing gum in class w/o teacher permission	Inappropriate use of technology	Possession of drugs, alcohol, or tobacco products
Leaving the room w/o permission	Mean behavior towards another student	Inappropriate use of technology
Disruptive behavior in the classroom	Dishonesty	Other
Inappropriate use of technology	Other	
Other		

Level I and II Actions	
Action	***Person Responsible***
Each time a student earns a dojo point, the parent will be notified by the teacher.	Teacher/staff member who witnessed the incident.
After earning 3 dojo points within a quarter, the student must complete a reflection form and return it to the teacher with a parent signature.	Homeroom teacher
After earning a total of 5 points, the student's conduct grade reduced to a "B"	Homeroom teacher
After earning a total of 10 points, the student's conduct grade reduced to a "C"; parent/teacher meeting	Homeroom teacher
After earning a total of 15 points, the student's conduct grade reduced to a "D": parent/student/administration meeting	Homeroom teacher/Administration
Level III Actions	
Principal and Asst. Principal set up an immediate parent meeting; the measures listed below may be applied. Conduct grade reduced to "D" or lower.	Administration

How Parents Can Check ClassDojo Behaviors Using the App

1. Download and Open the ClassDojo App
    - Make sure the app is installed on your phone (available on the App Store or Google Play).
    - Open the app and log in using your parent account.
2. Log In or Sign Up
    - Use the email and password you used when signing up.
    - If you don't have an account yet, click "Sign Up as a Parent" and follow the steps. You'll need your child's unique code or a QR code from the teacher.
3. Select Your Child's Profile
    - On the home screen, you'll see your child's name/photo (if connected).
    - Tap on your child's name to view their profile.
4. Tap on "Reports" or "View Report"
    - This will show a breakdown of the points your child has received.
5. Check Behavior by Date
    - Use the calendar or scroll to view reports for the day, week, or month.
6. Turn On Notifications (Optional but Recommended)
    - Go to the app settings and enable notifications to get alerts when your child earns or loses points.

When appropriate, the principal may impose other disciplinary measures, such as probation, suspension and expulsion. No corporal punishment may be administered in archdiocesan schools.

- **Office Referrals**: Teachers will refer a student to the office for severe disobedience or other interruptions that are of a more serious nature.

- **Suspension**: A student may be suspended officially for serious disciplinary infractions. In-school suspension: Removal from class and isolation for a day. The student completes work given to him/her by the teachers. The number of days a student is suspended is determined by the teacher and principal.
- **Out of school suspension**: A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal/assistant principal.
- **Suspension** means exclusion from all school activities including athletic activities, for the period of the suspension, or at the discretion of the principal. Suspension may be given for (but not limited to): Chronic behavior that undermines classroom discipline and impedes the academic progress of the entire class; bullying behavior.
- **Probation:** A conditional enrollment during a trial period. The responsibility of placing a student on probation resides with the principal. Probation may lead to expulsion.
- **Expulsion:** The termination of the student's privilege to attend school. A student may be expelled for repeated refusal to obey school rules, consistent disruption of classroom learning, or conduct which endangers property, health or safety of the student and others, and when expulsion is deemed to be in the best interest of the school/student.

Expulsion of Students for Disciplinary Reasons

Any student may be expelled for serious or repeated violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; repeated or serious behavior that is inconsistent with Catholic teaching ; serious and repeated lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., principals may, in their discretion, offer parents/guardians the opportunity to voluntarily withdraw from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled. Parents/Guardians of Archdiocesan schools may submit a request for review of the expulsion, in writing, to the Superintendent.

Bullying/Harassment Acts

"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; or (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, as defined in this subsection (b), 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. (Illinois Prevent School Violence Act)

- Physical which includes, but is not limited to punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft.
- Verbal which includes, but is not limited to name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication, social media, Internet, or written communication.
- Emotional which includes, but is not limited to intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.

- Sexual which includes but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.
- Bullying acts that take place on social media will be addressed, only if brought to the attention of the school by the student.
- When bullying acts affect a child's school environment, action taken by school authorities will include but is not limited to contacting parents, addressing it with students, and/or contacting the Mount Prospect Police Department.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Principal or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Principal or any staff member. Anonymous reports are also accepted by phone or in writing.

All reported and observed acts of bullying and harassment will be investigated by the Administration. The following guidelines outline the general investigative procedures; however, specifics for individual investigations may vary depending upon circumstances.

- The Administration is responsible for investigating reports of bullying. Reports will be directed to the Principal's attention, and an investigation will be initiated.
- Parents of the targeted student(s) and the alleged bully(s) will be notified as soon as enough information has been gathered to provide basic information.
- Investigations may include but are not limited to:
    - Interviews with all affected students including witnesses, bystanders, and adults with potential knowledge of the reported incident.
    - Written statements from all parties having pertinent information.
    - The collection and review of evidence such as notes, recordings, images or affected properties.
    - Notification of law enforcement when there is sufficient reason to believe a criminal act was committed or if reporting is required by statute or the school believes it is essential to maintaining a safe and orderly environment.
    - Updates, as appropriate, to staff and faculty with a need to know.
    - A summary of findings indicating the report of bullying was either "Substantiated", "Unsubstantiated", "Reclassified", or "Unfounded".

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Lunchtime Behavior

Students are expected to follow these rules:

- Be courteous and considerate of others at all times.
- Eat the food they bring. Food should not be shared.
- No glassware should be brought to school for lunch/drink items.
- Remain seated during lunch, except to use the bathrooms.
- See that the desk, chair and floor are free of papers, food, and crumbs before they go out for recess or begin their next class.

- Lunch must be brought from home. Individual fast food/restaurant lunches are strongly discouraged. Students may order hot lunches when available.

Playground Rules

The following rules are in effect:

- Students must respect the lunch monitors and follow directions at all times.
- No cheerleading or gymnastic stunts will be allowed.
- No rough physical contacts are allowed including Red Rover, dodgeball, football, or wall ball.
- Equipment allowed: playground balls, Nerf balls, basketballs, rag balls, and sidewalk chalk.
- No bats or baseballs allowed.
- Stones, twigs, sticks, and snow are to remain on the ground at all times. Do not climb or swing on any fences, trees, or bushes.
- Students are not allowed to re-enter the building when out for recess, unless there is an emergency.
- Students may not retrieve a ball from outside the playground area. An adult monitor should be alerted when a ball leaves the playground area.
- No hanging on any basketball rim or hoop.
- Adults may enforce time out for rule breaking, but will not enforce classroom disciplinary programs. Teachers need to be informed of discipline problems.
- Students must re-enter the building quietly.

COMMUNICABLE DISEASES

When St. Emily School becomes aware of a student with a contagious/communicable disease, the school shall notify the appropriate parent/guardian. The anonymity of the student with the contagious/communicable disease will be protected.

All parents/guardians of children attending St. Emily School must report any contagious/communicable disease to the school immediately. Such diseases include Covid, chicken pox, measles, mumps, AIDS, herpes, impetigo, streptococcus, flu, pink-eye, and head lice. Students who have a confirmed contagious/communicable disease, must have a doctor's return to school note. Any student found to have nits and/or lice will be sent home. A student may return to school when he/she has been properly treated and is free of any nits and/or lice. The student will be re-examined by the health care staff the morning he/she returns.

Any child having an elevated temperature of 100.4 degrees will be sent home, and should remain at home for 24 hours after temperature has returned to normal. This is a safeguard for all children concerned.

The Archdiocese of Chicago lifted all COVID-related restrictions and protocols following the May 2023 expiration of the public health emergency. For the 2024-2025 school year, COVID will be treated like other similar viruses. If a student or staff member experiences symptoms of any virus, they should stay home until symptoms have resolved for 24 hours. There are no minimum exclusion lengths, masking requirements, or reporting protocols.

COMMUNICATION

School information is posted weekly on the school website www.stemilyschool.org. Parents/guardians are expected to access school information, from the weekly email and the website. Parent information is under the "Parent" tab in the Wednesday News. Sometimes, communications are sent directly to your phone via School Messenger. It is the responsibility of a non-custodial parent to notify the office, in writing, at the beginning of each school year, if he or she wishes to receive the weekly school information and/or to receive a copy of the report card. These may be picked up in the school office.

Formal parent/teacher conferences are scheduled for each child two times per year—at the end of the first quarter, second quarter (8th grade only), and third quarter (PK-7th only). Teachers may be contacted through school email (addresses in School Directory). Additional appointments with teachers may be made by emailing the specific teacher, or calling the school office, and leaving a message for the teacher to return the call.

CONCUSSION PROTOCOL

St. Emily School abides by all concussion prevention and protocols as prescribed by the IESA and by the State of Illinois. The concussion oversight team consists of the Athletic Director, the school receptionist, and the Assistant Principal with oversight by the Principal. The school receptionist has been appointed to implement the return-to-play and return-to-learn protocol and is supervised by the principal.

CRISIS MANAGEMENT

A safety and crisis management plan has been developed by the Village of Mount Prospect, including St. Emily School. The program provides information and guidelines for the staff for emergency situations, which affect the well-being and safety of the school community. The endangering situation may have its source in an external event (weather, human initiated), or it may be an internal condition created by physical environment, a medical need, or a group action. A copy of the plan is available for examination in the school office.

CUMULATIVE RECORDS

Parents have a right by state law to review the cumulative records of their child/children (Family Education Rights and Privacy Act-1974, and Illinois Student Records Act, 1975). Student records will be made available to parents when a written request is received by the school office. When parents inspect the records, a staff member will be present.

St. Emily School will release student records to another school, when an official request is made for the records. These should be provided to the parent for signature, at the time of enrollment in the new school.

CURRICULUM

The principal, as the instructional leader of the school, is responsible for the achievement of the purpose of Catholic education, i.e., to educate young people in a Catholic community where human culture and knowledge are enlightened and enlivened by Catholic faith and shared in a spirit of freedom and love. All locally written curriculum is developed cooperatively by principal and faculty, is infused with Gospel values, and is consistent with the curriculum design and framework of the Office of Catholic Schools and the Common Core State Standards.

The required areas of academic learning include: religion, language arts, fine arts, physical education, health, human sexuality, physical development, mathematics, science, social studies, and technology. Catholic Social Teachings as well as areas that address societal ills, i.e., substance abuse, communicable diseases, violence, etc., are integrated into the curriculum.

Instruction includes the content, skills, values and processes necessary for students to master curriculum goals and objectives and the support for each student to be successful.

Instruction is in the English language.

The instructional program at St. Emily School is evaluated and revised, as needed, to maximize learning opportunities.

The prekindergarten program follows an Early Childhood Curriculum. It introduces basic skills and academics, and emphasizes early social skills, e.g., interaction with peers, sharing, and taking turns. The primary department stresses

the mastery of basic skills and concepts in the areas of language arts, math, social studies, science and art. The intermediate and junior high divisions are departmentalized. Students move room to room for classes.

Physical education, music, art, Spanish, and technology classes are part of the curriculum for all students.

DIABETES—CARE OF STUDENTS

The State of Illinois enacted the Care of Students with Diabetes Act in December 2010 (the "Care Act"). The Care Act does the following:

- Allows parents/guardians to request assistance with their child's diabetes management from a "delegated care aide" during the school day and at school-related activities; the school will require a staff member to be trained if we have a student with diabetes.
- Allows capable students to manage their own diabetes care during the school day and at school functions;
- Mandates certain minimum training requirements for all school employees in schools that have a student with diabetes.

DIRECTORY INFORMATION

A School Directory of families registered in St. Emily School is sent to every family for the school year. The Directory includes a list of faculty and staff of St. Emily School, with email addresses.

DRESS CODE/UNIFORM

GIRLS		
Prekindergarten	Grade K -3	Grades 4-8
St. Emily P.E. shirt and P.E. sweatshirt.	Blue plaid jumper or polo dress no shorter than 2 inches from mid-knee.	Blue plaid skirt or polo dress no shorter than 2 inches from mid-knee (4th grade has the option of skirt or jumper). Skirts may not be rolled at the waist.
Solid white or navy-blue long sleeves may be worn under the P.E shirt.	Navy, wine, or white polo shirt (with school emblem, tucked in)	Navy, wine, or white polo shirt (with school emblem, tucked in)
Pre-K t-shirt and St. Emily track-a-thon t-shirt may also be worn.	Socks/tights: solid colors that match the uniform; solid color, full-length leggings are permitted under the skirt.	Socks/tights: solid colors that match the uniform; solid color, full-length leggings are permitted under the skirt. Yoga pants are not allowed.
Navy blue shorts or sweatpants may be worn.	Navy blue uniform shorts may be worn until Oct. 31 and after April 1. Shorts should not be more than 2 inches above the knee.	Navy blue pants – no knit or spandex fabrics. Yoga or cargo pants are not allowed.
Gym shoes with Velcro only.	Navy uniform sweatshirt with logo on left chest with school polo shirt (collar visible)	Navy blue uniform shorts may be worn until Oct. 31 and after April 1. Shorts should not be more than 2 inches above the knee.

		Navy uniform sweatshirt with logo on left chest with school polo shirt (collar visible)

BOYS	
Prekindergarten	Grades K-8
St. Emily P.E. shirt and P.E. sweatshirt.	Navy blue straight-legged pants (no Cargo pants)
Solid white or navy-blue long sleeves may be worn under the P.E shirt.	Navy, wine, or white knit polo shirt (with school emblem, tucked in)
Pre-K t-shirt and St. Emily track-a-thon t-shirt may also be worn.	Navy blue uniform shorts may be worn until Oct. 31 and after April 1. Shorts should not be more than 2 inches above the knee.
Navy blue shorts or sweatpants may be worn.	Socks: socks visible above the ankle bone, solid color matching the uniform; no novelty socks
Gym shoes with Velcro only	Navy uniform sweatshirt with logo on left chest with school polo shirt (collar visible)

BOYS AND GIRLS		
P.E. Uniforms	P.E. blue shorts/sweatpants and P.E. t-shirts/sweatshirts or Track-a-Thon shirts are permitted. Family shirts are allowed on Fridays only.	
Hair	Everyone's hair must be neat and clean in appearance.	
	No extreme or fad hair styles are permitted, as determined by the administration.	
	Cut designs, including lines, words, and logos are NOT permitted.	
	Hair should be above eyebrows so as to not obstruct vision.	
	Hair coloring must be a natural color.	
	A student will be notified if hair style is not in compliance. He/she will be given a reasonable amount of time to bring the haircut or coloring within acceptable limits. Failure to do so will result in consequences at the discretion of the principal.	
	In accordance with Public Act 102-0360 the School does not prohibit hairstyles that are historically associated with race, ethnicity or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.	
Jewelry	Only small post earrings may be worn. Earrings should not hang below the ear lobe. Long, dangling earrings pose a hazard during recess and P.E.	
	No additional body piercing is allowed.	
	Wrist watches may be worn; SMART WATCHES ARE NOT PERMITTED.	
	One necklace or bracelet may be worn (i.e., small cross or birthstone).	
	One ring may be worn.	
	Fake/acrylic nails are not allowed.	
Out of Uniform Days	Specific days may be marked on the calendar or announced as Dress Down or Dress Up.	
	Dress Up Day	Dress pants, skirts, or dresses. No jeans, t-shirts or shirts with inappropriate, suggestive, crude statements and/or messages. Sandals are allowed. No cleavage showing or tight-fitting clothes permitted. No off-the-shoulder or spaghetti straps allowed unless a sweater is worn with it. Skirts should be approximately no shorter than 2 inches above the knee.

		Boys should wear collared shirts.
	Dress Down Day	• Uniform regulations for socks and shoes apply. • Jeans (proper fitting), clean and without holes or tattered bottoms, worn at the waist. • T-shirts, and jerseys that are appropriate (sports jerseys, tank tops, muscle shirts and similar styles of tops should be worn with a sleeved T-shirt underneath). • Leggings/yoga pants are permitted provided they are worn appropriately and modestly. Tops, sweaters, sweatshirts, or tunics worn with leggings or yoga pants must extend to fully cover the buttocks. • Halter, midriff or spaghetti strap tops are prohibited. • If the weather is warm, walking shorts may be worn. No short shorts are allowed. • Hats are not permitted in the building.
	During their season, student-athletes may wear a team issued shirt on Fridays with their uniform bottoms. No other spirit wear may be substituted for the team issued shirt. Only approved school uniform sweatshirts or quarter-zips may be worn over these shirts. If this out-of-uniform privilege is abused, student-athletes may lose the privilege of wearing the team issued shirt — except on previously scheduled out-of-uniform days — for the remainder of the school year. Clubs/organizations may wear club t-shirts on Fridays.	
	Spirit wear days will be announced.	
	Final decisions on all dress code issues are at the discretion of the principal.	
	A parent will be called if a student comes to school inappropriately dressed, and the student will be expected to change before returning to class	
Mass Day Dress Code	Full-dress uniforms (polo shirts, long pants, jumpers, polo dresses, or skirts); no shorts allowed. However for those students who have P.E. on mass days, students may wear their P.E. sweatpants with their P.E. shirt. P.E. shorts may be worn under the sweatpants. No Dress Down passes may be used on Mass Days. Students who lead Mass, should be in full-dress uniform (No PE uniforms allowed).	
Shoes	Leather, suede, or gym shoes are permitted	
	No clogs, sandals, platforms, roller-skating shoes, moccasins, boots and/or fad shoes	
Sweatshirts	School uniform sweatshirts, with school logo, may be worn by students in all grades	
	Students must wear a school polo shirt underneath the sweatshirt with the collar visible	
Walking Shorts	Navy blue (length no shorter than 2 inches above knee)	
	May be worn by all students from April 1 through October 31	
	Knit polo shirts with school emblem are to be worn tucked in with walking shorts	
	Uniform shoes are to be worn with walking shorts	
	Shorts may be purchased through the uniform company—if purchased elsewhere, shorts should be straight legged and plain (no cargo style)	
	Socks must be visible above ankle bone (white, navy)	

EARLY DISMISSAL

Doctor or other appointments should be scheduled outside school hours whenever possible. Permission to leave the school grounds, at any time during the school day, will be granted with written parental authorization, and/or being signed out by an authorized adult. The parent or designated adult should meet the child in the school office and sign the register. Contact solely by phone is permissible only in emergency situations. A student missing a portion of the school day is responsible for making up missed work.

EMERGENCY FORMS

A parent/guardian must complete an emergency card listing all pertinent medical information and health concerns of the child. The school office should be notified of any change in this information. This card also contains the names and phone numbers of adults who may be contacted in case of emergency, should the parent/guardian be unavailable.

EMERGENCY PROCEDURES

Students are instructed in proper procedures for fire, tornado, hard/soft lockdowns, earthquake, and relocation/reunification drills. These are conducted throughout the year, often without advance notice to test the preparedness of students and staff. Village officials may also participate. During a drill, anyone in the building is required to participate, following the direction of school personnel.

The school has constant access to a weather alert system that gives immediate notification of dangerous weather. If a tornado or similar warning occurs at dismissal time, students will remain in the building until an all clear signal is given.

EMERGENCY SCHOOL CLOSING

St. Emily School will follow the decision of the local public school district and/or the Archdiocese of Chicago. Notification of the closing of school, for the day, is made on all major radio and television stations in the Chicago area. Please listen to the radio, watch local television stations, or check online at www.emergencyclosingcenter.com for this information. Do not call the school to ask if school is closed. If there is no announcement on the radio, television, or Emergency Closing Center, school will be in session.

EMPLOYEE CODE OF CONDUCT

Church personnel are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to their pastor, principal, the chancellor (312.534.8283) or the Vicar General (312.534.8271) and those mandated reporting laws pertaining to the abuse and/or neglect of minors. Clergy conduct applies to both on and off church grounds in both church and non-church sponsored activities.

Standards of Behavior for Church Personnel Who Have Contact With Minors and Vulnerable Adults

EXTENDED DAY CARE PROGRAM

Attendance in the Extended Care Program is a privilege, not a right. Hours for attendance are from 6:30 A.M. to 7:45 A.M. and 2:45 P.M. to 6:00 P.M. The morning time is spent in free play. The first forty-five minutes of afternoon care is spent either in the gym, or on the playground. After that time, a snack is provided in the Extended Care Room. If children have homework, a quiet area is provided for that purpose, and supervised by staff. The other children remain in the Extended Care Room, and play games, work on the computer, or do arts and crafts. Children who do not follow rules and cooperate, will be given a warning. A probation period may follow, with dismissal if warranted. Registration fees and hourly information is available at the school office, and on the school website.

EXTRACURRICULAR ACTIVITIES

St. Emily School has extracurricular activities and organizations open to students. These include, but are not limited to, athletics, Drama Club, altar serving, Student Council, National Junior Honor Society, scouting, Pep Club, Scholastic Bowl and choir. Participation in such activities is a privilege, not a right. The school reserves the right to remove a student from participation in extracurricular activities if a student's grades or attitude/conduct are not in keeping with school

expectations. Students must be in class by 9:00 A.M. to participate in extracurricular activities. Participation will be considered on an individual basis.

Academic/Behavior Eligibility for Extracurricular Activities

A student's academic standing will be monitored in any course in which five or more grades have been recorded. Should a student's grade fall below a C (76%), they will be placed on academic probation and given two weeks to raise their grade to a C or better. Failure to do so within that period will result in an extracurricular suspension, which will remain in effect until the grade is restored to a C or higher.

A grade of F (69% or below) will result in an immediate extracurricular suspension, without a probationary period. The student will remain ineligible for participation until the grade has been raised to a C or better. All suspensions will begin on the Monday following the determination of ineligibility and will run through the subsequent Sunday, with a minimum duration of one full week.

A student's conduct will be monitored on an ongoing basis. Should a student's conduct grade fall below an A (92%), they will be placed on conduct probation. A conduct grade falling below a C (76%) will result in an immediate suspension without a probationary period. Conduct suspensions will begin immediately following the determination of ineligibility and will run through the end of the quarter, with a minimum duration of one full week.

School administration reserves the right to suspend a student from extracurricular activities at any time and for any duration deemed appropriate, regardless of current conduct standing. Administrative suspensions are effective at the discretion of administration and are not subject to the standard suspension schedule outlined above.

FAITH'S LAW

Beginning July 1, 2023, for each applicant who receives an offer of employment for a temporary or permanent position with St. Emily School, the school must:

A. Require the applicant to complete the ISBE Form titled "Sexual Misconduct Disclosure Form" (FORM 1) that requires the applicant to swear or affirm that he/she is not disqualified from employment by stating whether he/she:

- Has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated;
- Has ever been discharged from, asked to resign or resigned from, or otherwise been separated from any employment, has ever been disciplined by an employer or has ever had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or
- Has ever had a license/certification suspended, surrendered, revoked or had an application for licensure, approval of endorsement denied due to an adjudication or finding of sexual misconduct or while such allegation was pending or under investigation unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.

B. Require the applicant to complete ISBE Form titled "Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response" (FORM 2) that requires him/her to:

- Provide the contact information for all his/her current and former employers that were schools, school contractors, and other employers at which he/she had direct contact with children or students; and
- Authorizes his/her current and former employers to answer the same questions above in question 5 above and to provide any related records for an affirmative response and release those employers from any liability arising from such disclosure or release of records. The applicant must complete this form for each current and former school, school contractor or other employers where he/she held a position that had direct contact with students or children.

C. If the applicant holds an ISBE license, verify that the list of employers the applicant provided on the Authorization form matches the list of employers in the ISBE licensure database.
D. Initiate a check of the employment history by forwarding the ISBE Form to each of the applicant's current and former employers.
E. Maintain copies of completed Forms 1 and 2, proof of mailing, and the results received in the individual's personnel file.

The school notifies the parents or guardians of enrolled students of the availability of the Sexual Abuse Response and Prevention Resource Guide at the beginning of each school year and posts the guide on the school website.

The school will notify parents or guardians of an enrolled student with whom an employee, agent of the school, or a contractor of the school is alleged to have engaged in sexual misconduct as defined in Section 22-85.5(c) of the School Code.

The school will provide notice to parents or guardians of a student when any formal action has been taken by the governing body relating to the employment of the alleged perpetrator following the investigation of sexual misconduct, including whether employment was terminated or whether the governing body accepted the resignation of the employee.

FIREARM CONCEALED CARRY ACT (430 ILCS 66/)

People who become licensed to carry concealed weapons will be prohibited from carrying them into schools and childcare facilities. The law allows parishes to ban the carry of concealed weapons into all parish and other Archdiocesan facilities, not just schools, by posting official signs at the entrances of the buildings.

Weapons of any nature (look-a-likes included) are strictly forbidden in any school building at any time. Any violation will likely result in a suspension or expulsion. Confiscation and other penalties will be determined by the school. A weapon will be defined as any instrument that can be used to bring harm to another person. The Mt. Prospect Police Department will be notified immediately if a student is in possession of a firearm, parents will also be notified. The Illinois State Police will also be notified through the School Incident Reporting System (SIRS) in IWAS.

FIELD TRIP POLICY

Field trips are planned as enrichment and/or an extension of the classroom curriculum. Prior to scheduled trips, a permission slip is sent home with the student for the parent's signature. Money required for the field trip will be indicated as will the dress code, day, time and place of the field trip. Field trips generally take place within the regular school day. The permission slip will inform parents, if the time for return is extended beyond the normal dismissal time. The signed permission slip must be returned before a student leaves on the trip. Verbal permission will not be accepted. Trips are well chaperoned and safety precautions are taken. A student may be kept back from a field trip due to serious continuous conduct issues. All persons wishing to volunteer as chaperones must have the following documentation in the school office:

- ✔ Certificate from VIRTUS training
- ✔ Evidence of completed criminal background check (eApps)
- ✔ CANTS form signed
- ✔ Code of Conduct form signed
- ✔ Volunteer application (form 7703)

GANG ACTIVITY

Gang-related activities shall be considered a violation of school rules, and cannot be tolerated. The Principal will contact local law enforcement when the safety and welfare of students and/or staff are threatened by illegal gang activity, the illegal use of drugs/alcohol, or use or possession of weapons. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang-related.
- Any conduct that may be gang-related during school sponsored events or activities.
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
- The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang-related.
- The use, possession, and/or concealing of a weapon.

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

GOVERNANCE

Parish Elementary Schools are hereafter referred to as being "Archdiocesan Schools". This term relates to any school in which the Archbishop of Chicago owns the property, and is governed by the Archdiocese (or its affiliate parishes).

Parish schools are Archdiocesan Catholic schools that function as a ministry of a single parish. St. Emily School is governed according to the Traditional Parish Schools model. The form of governance is determined by the pastor, in consultation with the OCS and ultimate approval of the Archbishop.

Traditional Parish Schools are institutions in which the pastor serves as the local canonical authority. The pastor serves as the final decision maker for the hiring of the principal. The OCS provides input and support for the pastor and principal. The OCS initiates the principal evaluation process, facilitates school accreditation, screens eligible principal candidates, and ensures the school's compliance with Archdiocesan policies. All Traditional Parish Schools shall operate a school advisory board. This board serves as an advisory organization to the pastor and principal on the effectiveness, viability, and policies of the school. Particular focus of each board should be placed on school strategic planning, student recruitment, fundraising, and budgeting. Board members shall be drawn from a variety of school and parish stakeholders. *The pastor and principal serve as ex-officio board members.

GRADUATION/PROMOTION

Graduation is the successful completion of the academic program. In grades 1-8 academic achievement is determined by overall progress in religion, mathematics, reading, English/language arts, social studies, science. Music, art, computers, physical education, and Spanish are also taken into consideration. Preschool and kindergarten achievement is based on growth throughout the year (social and academic). For advancement, there must be positive proof of academic growth for the year.

Eighth grade graduation requirements:

- All written assignments and projects have been completed, with a minimum "C" average in each class.
- The student has successfully completed the Federal and Illinois State Constitution tests.
- All tuition and fees have been paid, or arrangements have been made with the school.

HAZING

Hazing is defined as an instance in which a person knowingly requires the performance of any act by a student or other person in a school for the purpose of induction or admission into any group, organization or society associated with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm. Hazing is not permitted at St. Emily School.

HEALTH

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health.

Students will be excluded from school by October 15th if requirements for health examinations and immunizations have not been met.

Health Records are reviewed by the school office annually, and will notify the parent/guardian if a child is not in compliance with state law. Non-compliance will result in exclusion from school.

Immunizations required by Illinois State Law, include measles, mumps, rubella, polio, whooping cough, diphtheria, tetanus, chicken pox, and hepatitis-B, before entering school. Beginning in the 2012/2013 school year, students entering 6th, 7th, and 8th grades must show proof of TDAP vaccination. Beginning in the 2015-2016 school year, students entering 6th-8th grades must show proof of MCV to prevent bacterial meningitis.

Medication should ordinarily be administered in the home. For a student needing medication during the school day, a form must be filled out which contains a written order from the physician detailing medication, dosage, and time intervals for dispensation, and this form must be on file in the school office.

Non-prescription drugs also require a written order from the physician. Documented permission from the parent must also be on file with the school office, to permit the child to receive medication during school hours.

Topical Sunscreen Usage A student may possess and use topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

All medications must be furnished by the parent in the original sealed container, properly labeled by the pharmacist or physician. All medications must be kept in the school office, with the case-by-case exception due to physician prescription. **NO STUDENT IS TO KEEP ANY PRESCRIPTION OR OVER-THE-COUNTER MEDICATION IN HIS/HER POSSESSION.** Asthma/diabetes/seizure medication and epinephrine injectors may be permitted if the prescribing physician indicates self-carry/self-administration and the office has received the proper documentation.

Students taking medications are expected to come at the designated time, or are called by the school office staff, and in the presence of the staff member, take the medication as required.

The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

Administration of Medical Cannabis

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student demonstrates his/her son or daughter is a “registered qualifying patient,” has an individual who is a “registered designated caregiver,” and both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law. To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

- school hours
- after-school hours
- maintained in a designated secure location

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists. An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact. Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use. Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse.

A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given. The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Complete physicals are required by the State of Illinois for students entering prekindergarten, kindergarten and sixth grades or first entry into school.

Dental exams are required for kindergarten, second grade, and sixth grade.

Vision exams are required for kindergarten students.

A student not participating in **P.E. class or a sport activity** because of a doctor's order, must have a written note from the doctor to resume activity. If the order is given to a parent verbally who passes it on to the school, the school office must receive a written order from the doctor within 24 hours. Doctors' notes may be faxed or dropped off at the school office. This note must contain information and limits for P.E., athletics and recess. The athletic director, P.E. teacher, and homeroom teacher will be notified.

Any student that goes home from school because of illness, or is absent because of illness cannot participate in a practice or game that day. If a student is absent for special testing, doctor/dental appointments, exceptions will be made.

Students who participate in the school's Athletic Program are required to complete an IESA sports physical, in addition to that required by the State of Illinois. The forms are available in the school office.

School policy on concussions and head injuries is signed as part of Athletics paperwork, when a student joins a sport activity.

HOMEROOM PLACEMENT

Each year, teachers and the Assistant Principal work closely together to create balanced class groupings with a diverse mix of abilities, interests, motivational levels, and special needs, along with an equitable distribution of boys and girls. I-Ready scores are also used. The best attempts are made to provide a gender balance, a range of overall abilities and personalities, and uniform class size.

We cannot accommodate requests for a specific teacher or placement with particular friends. This is a complex process informed by years of professional experience, always guided by what we believe is in the best interest of each child. Class assignments will be shared with families by the Friday before the first day of school. We appreciate your understanding and cooperation.

HOMEWORK

Homework shall be an outgrowth of classwork to supplement learning, to review independently what was taught in class, to provide opportunity to use research skills, and to meet the educational needs of the student. The work shall be of such a nature as to encourage and facilitate, but not demand, parental involvement.

Time allotments for homework depend upon the type of assignment and on the age and grade level of the student. Guidelines for the amount of time spent daily on homework are as follow:

- Grades 1 & 2—15 to 30 minutes
- Grades 3 & 4—30 to 60 minutes
- Grades 5 & 6—60 to 90 minutes
- Grades 7 & 8—60 to 120 minutes

It is the child's responsibility to know the assignment, to write it down, to complete the work, and to hand it in on time. An assignment notebook is provided by the school. Homework may include the completion of class assignments. Homework is not assigned on weekends (except 6th, 7th and 8th grades), however long range assignments not completed during the week, or past due assignments, not completed during the week may be finished on the weekend, according to the directive of the teacher.

A student's written work is a reflection of himself/herself. It is expected that all work is the best work and highest quality of which a student is capable.

HONOR ROLL

Students in grades 6 through 8 are eligible for academic honors. “Academic High Honors” is conferred on any student who has earned all “A’s” on the report card for the quarter including conduct. “Academic Honors” is conferred on any student who has earned all “A’s and B’s” on the report card including conduct.

INVITATIONS

Invitations to private parties cannot be distributed through school, unless ALL students from the classroom are being invited.

LOST AND FOUND

Articles which bear no identification and are left unclaimed will be given to charity, periodically during the year. The school is not responsible for any items that are lost or stolen. Check with the school office for the location of the lost and found container.

MAKE UP WORK

When a student is absent, it is his/her responsibility, upon returning to school, to consult with the teacher regarding work to be made up. Makeup work for students in grades 4 -8 can be located on Google Classroom. Parents requesting textbooks for an absent student are asked to make the request in a written note, or via the Absentee Hotline (847-296-1163) no later than 9:00 A.M. of the day on which the textbooks will be picked up after school or sent home with a sibling or friend. The material may be picked up at the school office at 2:45 P.M. Students are given one day to make up for one day absent.

MENTAL HEALTH PROTOCOL FROM THE OFFICE OF CATHOLIC SCHOOLS

St. Emily School (SES) takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student’s emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at SES.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.

3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student’s reentry.

- Treat information received from the student/family/treating medical provider confidentially.
- All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.

2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

3. Reentry back to SES academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.

b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to SES.

4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.

5. If the school determines it has sufficient resources to support the student, a meeting is scheduled to discuss the student's potential return.

a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

MISSING CHILDREN

Upon notification by the Illinois Department of State Police of a child's disappearance, a school in which the child is currently or was previously enrolled shall flag the record of that child in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing child. The school shall immediately report to the local law enforcement authority any request concerning flagged records or knowledge as to the whereabouts of any missing child. Upon notification by the Department that the missing child has been recovered, the school shall remove the flag from the person's record. (325 ILCS55/Missing Child Registration Law)

Before transferring records to another school, the school will check the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing the records. If it is determined that a missing child is attending the school, it is the responsibility of the principal to immediately give notice of this fact to the Department of State Police by email at isp.missing@illinois.gov, and the law enforcement agency having jurisdiction in the area where the missing child resides or attends school.

NON-CUSTODIAL PARENT

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regard to parents' rights of access of non-custodial parents to his or her child's school records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.

It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

Unless informed otherwise and in writing and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.

In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the records the law is followed.

St. Emily School shall give a non-custodial parent the opportunity for a Parent/Teacher Conference upon request, at a time other than that of the custodial parent. It is the responsibility of a non-custodial parent to notify the office, in writing, at the beginning of each school year if he or she wishes bulletins to be held for pick up in the school office, and/or to receive a copy of the report card.

NON-DISCRIMINATION POLICY—see Admissions Policies

OFFICE HOURS

The school office is open from 7:30 A.M. to 3:00 P.M. each school day. For safety reasons and to teach the students responsibility, students will not be allowed to re-enter the building for forgotten items after 3:00 P.M. Summer office hours will be posted on the school website www.stemilyschool.org.

PARENT COOPERATION

The Catholic Church and St. Emily School recognize parents as the primary educators of their children. The education of students at St. Emily School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a serious decision that is not made lightly. Such a decision would be made only when the parent's actions cause a substantial disruption to the administration or operation of the school. Some examples include:

- The parent who does not like a particular teacher demands a different one, demands that the teacher be terminated and/or attempts to organize parents to demand that the teacher be removed.
- The parent who does not like his/her child's academic placement and, after having presented this viewpoint and discussed it with the principal (who holds to the original decision), will not "let it go." This individual may exhaust all available administrative remedies, but continues to bring the topic up in an aggressive manner and may become threatening.
- The parent whose child does not make a team or get a part in a play or other extracurricular activity, and who behaves as described above.

- The parent whose child has special learning differences and who refuses to (a) have the child tested or (b) to produce the results of testing and who nonetheless demands unreasonable accommodations.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians
As partners in the sacred mission of Catholic education, parents and guardians are expected to conduct themselves in a manner that consistently reflects the teachings, values, and moral standards of the Catholic Church. This obligation applies to all interactions with school personnel, students, and volunteers—whether on school property, at school-sponsored events, or in any context associated with the school community.

The conduct of parents and guardians must be guided by Christian charity, respect for the dignity of every person, and a spirit of cooperation and humility, in accordance with the Gospel of Jesus Christ and the principles of Catholic social teaching.

Behavior that is contrary to the moral and spiritual mission of the school will not be tolerated. Such behavior includes but is not limited to: actions or speech that oppose Catholic values; any form of disrespect, harassment, verbal or physical abuse; threats, intimidation, or any conduct that disrupts the peace, order, and Christian witness of the school environment.

Should a parent or guardian engage in conduct that, in the judgment of the Principal and Pastor, seriously undermines the mission or well-being of the school community, and after consultation with the assigned Director of School Operations (DSO), the school reserves the right to take the following actions:

- Restrict or revoke the parent/guardian's right to be present on school property, either temporarily or permanently.
- Dismiss the student(s) of the parent/guardian from the school, either on a temporary or permanent basis.

It is recognized that the dismissal of a student due to the conduct of a parent or guardian is an extraordinary and regrettable action, as it deprives the student of the opportunity to be formed in the Catholic faith as part of their educational upbringing. For this reason, principals and pastors are encouraged to consider the gravity, duration, and nature of the misconduct, its impact on the school community, and the likelihood of recurrence before making such a decision. Dialogue with the parent/guardian should be sought whenever possible, with a view toward correction, reconciliation, and restoration.

PARENTAL GRIEVANCE PROCEDURE

If a parent has a concern, the parent should contact the child's teacher, and request a conference or phone call. If the parent feels that further action and/or communication is necessary, the principal may be contacted. A meeting with the teacher and principal may be arranged. If a problem remains unresolved, the pastor may be included in a meeting with the teacher and principal.

PARENT/SCHOOL ORGANIZATIONS

Please refer to the St. Emily School Directory

PARENT/TEACHER CONFERENCES

Conferences provide an opportunity to discuss the needs of each child, to develop a better understanding of the child, and the school program. Formal conferences are offered two times per year—at the end of the first quarter, second quarter (8th grade only), and third quarter (PK-7th only). Additional appointments with teachers may be made by emailing the specific teacher, or calling the school office, and leaving a message for the teacher to return the call. Some students attend these conferences with their parents/guardians.

PERSONAL PROPERTY

Students should not bring personal property to school unless the teacher gives permission (Show and Tell, a classroom project or event). Students should not bring items such as toys, games, stuffed animals, etc. to school unless instructed by their teacher. Any student who brings such items takes full responsibility for them. A teacher may remove an item from a student's possession if he/she believes it is distracting, or if it might cause a problem. The item may be held by the teacher or in the school office, until it is taken home at dismissal, picked up by a parent, or returned the last day of school.

PRAYER and MASS ATTENDANCE

Prayer shall be integrated throughout the school day, and during co-curricular and extra- curricular activities. Each school day shall begin with prayer. Students in grades K-8 will attend mass every Tuesday at 8:30 am. PreK - 4 students will begin attending mass in January.

REPORTING OF STUDENT PROGRESS

Report cards and PowerSchool access provides parents with tangible evidence of student growth and development, and promotes mutual understanding and communication between home and school.

Grading scale
A 93-100; B 85-92; C 77-84; D 69-76; F 68 and below

Progress reports
PowerSchool access (grades 2-8) provides student progress to parents. These grades/assignments reflect the students' achievement, effort and conduct at that point. These are not kept in a permanent file.

Report cards
Report cards are issued four times a year. All students in grades K-8 receive a report card for each quarter. PreK report cards are given twice a year with a progress report update. Report card envelopes should be signed by parents, as receipt of the report card, and returned to the homeroom teacher.

The report card becomes part of the student's cumulative folder.

Report cards may be withheld for non-payment of school debts.

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

SCHOOL BOARD

The school board is a leadership group within the ministry of Catholic schooling. Local school boards are advisory to the pastor and the principal.

St. Emily School Board meetings, other than those held in executive session, are held every other month and are open to the public. The dates and times are announced in the school's monthly calendar.

A particular time is stipulated on the agenda to allow visitors to address the Board. An individual may speak for a specified amount of time (2-3) minutes on matters that concern the school board.

SCHOOL SECURITY

The school doors are locked during the time school is in session. Admittance is accessible by ringing the bell at the main entrance. All parents and visitors must sign in at the school office and will receive a visitor's badge that must be visible at all times. Visitors should return to the office to sign out after concluding business. No parent or visitor may go to a classroom without reporting to the school office.

SCHOOL VISITATION RIGHTS

St. Emily School welcomes visitors and interested members of the community. For the safety and protection of all the students, all visitors are required to report to the office and sign in/out when entering and leaving the building.

Forgotten items for a student should be left at the school office, and the student will be called down to get the item. Parents should not deliver items to the classrooms as it is disruptive.

SEARCH AND SEIZURE

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct. While lockers, desks and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

Substance Abuse by Student

Drug/alcohol possession, use, and/or sale are in violation of the rules of St. Emily School. The consequences for violating the school rules may include (but are not limited to):

- Suspension pending school investigation
- Conference with principal, parent/guardian, child, pastor, and other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.
- If the violation is found, professional evaluation and, if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success the principal may choose continued suspension and/or expulsion. In extreme or special circumstances expulsion may be considered at an earlier time in the process.
- Police notification shall be made at the appropriate time, as directed by law.
- Mitigating circumstances warrant differences in procedure, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures, etc.

Weapons

- School officials shall report weapon violations to the local police, and shall notify Illinois State Police of such incidents, through the School Incident Reporting System (SIRS).

- The definition of weapons for which students can be expelled includes knives, handguns, brass knuckles, billy clubs, look-a-likes, including toys, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.
- School authorities are allowed to inspect and search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.
- Students shall not carry, possess, or use weapons, look-a-likes, including toys, in school or on school premises.
- Depending on violation circumstances, students shall be counseled, suspended, or expelled.
- School officials will notify parents/guardians of the student in violation.

For purposes of A and B only, school grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.

A. The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.
B. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.
C. The chief school administrator shall notify the Illinois State Police of such incidents (A-B) through the School Incident Reporting System (SIRS) in IWAS.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment, including battery, will be subject to appropriate discipline, including suspension, termination, or expulsion. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

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

School officials will notify local police of written complaints from school personnel concerning instances of battery committed against school personnel. The administrator shall also notify the Illinois State Police, within 3 days, through the SIRS.

SPECIAL SERVICES

The Special Services Program assists those children who are exhibiting difficulties with academic success. A specific program may be set up to help develop the child's main information channels as well as aid the child in storing or retrieving previously learned skills, concepts, or values.

The Director of Special Services/Assistant Principal will be the administrator in this process. In this capacity she will work with the students, assist teachers with modifications and accommodations for special needs students, including tests and homework, writing of ISP and ICEP plans. She may work with a counselor in meeting with students, teachers, and parents regarding programs and progress of special needs students. She is the liaison between St. Emily School, the school districts, and families represented.

Student Support Services Team (SST)

The Support Services Team (SST) works in conjunction with teachers and staff to identify students with academic, behavioral, and social-emotional needs. Here is the team process:

Step 1	The teacher identifies student needs or concerns through observation and assessments and completes Student Profile Form. The form is then submitted to the Director of Special Needs (email and paper form). SST may assist in gathering further data points if needed. Initial interventions may be implemented within the classroom setting.
Step 2	The SST will meet with teachers/staff to gain additional input and decide possible next steps.
Step 3	The SST will schedule a parent/guardian meeting to inform them of concerns and make suggestions regarding accommodations or interventions to be used in the classroom as well as if an evaluation or professional observation (private or school district) is needed.
Step 4	Based on observation or evaluation results, an individual support plan will be created, outlining specific interventions, accommodations, and support services. Student progress will be monitored and reviewed. If parent/guardian refuses evaluation/observation or further accommodations and interventions, no interventions or accommodations will be provided.

The process for students who enroll in the school with an already existing 504 plan or IEP:

Step 1	The parent or guardian will notify the school administration of the student's existing IEP or 504 plan and provide necessary documentation, including any relevant medical or diagnostic reports.
Step 2	SST team member(s) will meet with teachers/parents to discuss student needs and develop a plan to implement the accommodations or services outlined in the IEP/504 plan.
Step 3	The team will review the existing IEP or 504 plan, making necessary adjustments to ensure the accommodations and services are appropriate for the new school's resources and curriculum.
Step 4	Once the plan is finalized, the school will provide accommodations and support services.The student's progress will be monitored and adjustments will be made as needed.

Catholic Educational Support Plan

St. Emily School (SES) shall formulate and implement a Catholic Educational Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. Upon receipt of requests from parents/guardians, schools will meet with parents to review/discuss the precise nature of the special need(s), medical documentation provided, and any and all proposed strategies, educational accommodations/modifications, and interventions proposed.

SES will determine what, if any, strategies, educational accommodations/modifications, and interventions it is able to provide to the student based upon its available resources. The school will document any such strategies, educational accommodations/modifications, and interventions they are able to provide in a Catholic Educational Support Plan ("CESP"). CESPs require the affirmation of both the student's parent/guardian as well as school officials.

An evaluation of the child's learning/behavioral needs is typically provided via a public school district evaluation pursuant its obligations under IDEA or the parent's licensed private practitioner. Either type of evaluation may be provided by parents in support of their request for a CESP.

School personnel shall not attempt to diagnose students with a defined learning/behavioral need. If a school official suspects that a student may have a defined learning/behavioral need, he/she shall speak with the principal (or designee). The principal (or designee) will meet with the student's parent/guardian to share their observations with parents/guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider.

If a student is enrolled for the first time with an existing IEP or CESP from another school, the principal (or designee) shall meet with the parents to review the IEP/CESP, and formulate a new, local CESP based upon its local resources and the child's current needs. CESPs represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school may provide.

Catholic schools are not legally obligated to implement any services recommended on an IEP. CESPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that CESP goals, strategies, accommodations/modifications, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the CESP.

STANDARDIZED TESTING PROGRAM

St. Emily School currently uses i-Ready to measure academic growth. Diagnostics are administered to students of grades kindergarten through eight 3 times per year (fall, winter, spring). The results are made available to the school and parents after the completion of each diagnostic. Teachers and administrators use this information to verify daily classroom experiences, and to assist meeting the needs of the students in the educational programs, and to assess curriculum needs.

SUPERVISION OF STUDENTS

Each teacher is responsible for supervising his/her students from the time the students enter the building, until they leave at dismissal. Once school is in session, no child should leave the building without the office's knowledge and under the supervision of an adult. Notes from parents requesting a student to be dismissed early must be submitted to the office for approval.

At no time should students be left unsupervised. Students going to special classes should be accompanied by the teacher to those classrooms or areas. Never leave a class if the teacher is not present. If circumstances necessitate the teacher being out of the classroom, please notify another teacher or the office so arrangements may be made for proper supervision. Students should also have been made aware of behavior expectations, while the teacher is gone.

During transition times, teachers should stand in the threshold of the classroom to supervise student behavior in the hallways.

For school assemblies, the teacher is expected to sit with the class.

Band students have a scheduled time for lessons. Students may leave regular classes, and go directly to the band classroom.

No medicine may be given to a student, nor should a student have medicine in his/her possession. Medication should be sent to the office, with directions for its use.

Should an accident occur during the school hours, the school office should be informed immediately. Parents must be called as soon as possible. The office will assist the teacher.

If a student becomes ill in another teacher's class, the student should be sent to the office and the homeroom teacher notified.

Students' lunch/recess is supervised by volunteer parents and teachers.

On field trips, an adult should supervise at the beginning of the group, while another supervises the end of the group. If the group returns to school after dismissal, it is the teacher's responsibility to supervise the students until someone takes them home.

TECHNOLOGY USE

St. Emily 1:1 Program

Mission Statement

St. Emily Catholic School accepts the Church's challenge to create a religious, educational and evangelizing community, enlightened by the gift of faith, which parents, as primary educators, have nurtured. We strive to foster a sense of independence in each student so that he/she may be responsible, respectful, and make right choices. In pursuit of academic excellence, curriculum is implemented to foster and develop the talents of each student.

Technology Use

St. Emily School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in St. Emily School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. To obtain access to the St. Emily network and use the assigned device, a student must submit the signed copy of the **SES Parent/Guardian Consent Form - Acceptable Use of School Technology by Student.**

Student Assigned Technology

Students in grades Kindergarten - 8th will be assigned a Chromebook to use in school and for home study. The Chromebooks are the property of St. Emily School and the student/family assumes responsibility for the care of the device. At the end of the school year, students are expected to return the device, charger, and case in the condition in which they were assigned. Failure to return the device or return of the device in a damaged condition will result in a $350 charge at the end of the school year. Students are responsible for any damage to the device. Insurance will be available for purchase at an approximate cost of $26 per year for each device. Details about the insurance will be sent out as soon as it becomes available. Students are responsible for any data, media, or communication received and/or

stored on the device and any communication emanating from the device whether they are responsible for the data, media, or communication or not.

ACCEPTABLE USE POLICY (AUP)	
Expectations and Responsibilities for Student Use	
Care of Device	Use the device in a responsible and ethical manner.
	Use only the device assigned to the student and never loan the device to another student.
	Keep food and beverages away from the device at all times.
	Never leave the device unattended. The device may not be shared or used by any other student in the building.
	Never attempt to disassemble any part of the device or attempt any repairs myself.
	Keep the device free from any decorations such as stickers, markers, etc.
	Keep the device in the assigned cover at all times.
	Notify my teacher or another staff member immediately if my device is damaged, lost, or stolen.
	Return the device, case, and charger at the end of the school year.
	Devices should not be left in extreme hot or cold temperatures for extended periods of time.
	Any labels placed on the laptop or case by the school must remain intact and in their original condition.
	Heavy objects (such as textbooks, musical instruments, sports equipment) should never be placed or stacked on top of the laptop.
	8th graders will take their Chromebooks home daily in order to complete assignments. The Chromebook should be fully charged at home so it is ready for use the next day in class. Chargers may be left at home for convenience.
	Students in grades Kindergarten-7 will take their Chromebook home at least once a week; during the week the Chromebooks will be stored in locked charging stations when not in use.
Email and Social Media	Students may only use their assigned @stemilyeagles.org email account during the school day and on school technology.
	Students may not use outside email, Facebook, YouTube, SnapChat, Instagram, Twitter or other similar sites on school technology without the expressed permission of the teacher. Students using these services improperly will be subject to appropriate consequences based on their age and experience.

Files	Personal files stored within the school computer systems, as well as hosted services, including but not limited to, network folders, Google Apps files, Google Apps folders and Google Apps shares, etc. should be restricted to those relating to classes/activities at St. Emily.
	Games, music, videos, pictures or files that are not for a school assignment or authorized activity should not be stored on the network.
Games	Only games provided with the installed operating system or those designated by teachers for educational purposes may be played at the appropriate times.
Insurance	Insurance will be available for purchase at an approximate cost of $26 per year for each device.
Internet Use	In general, any use which disrupts the proper and orderly operation and discipline in the school, threatens the integrity or efficient operation of the network, violates the rights of others, is socially inappropriate or inappropriate for a student's age or maturity level, is primarily intended as an immediate solicitation of funds, is illegal or used for illegal purposes of any kind, or constitutes gross disobedience or misconduct is an unacceptable use.
	All users are prohibited from: • violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information; • attempting any unauthorized access, including hacking of any computer system; • accessing or downloading unacceptable or obscene materials; • re-posting personal communication without the author's prior consent; • violating copyright laws; • using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes; • downloading, installing or storing software on a school computer without the approval of appropriate school personnel; • changing or attempting to alter any configuration, program or password on any computer or system (approved school personnel may be permitted to change their own passwords at the discretion of the principal); • using a school computer without knowledge/approval of school personnel responsible for the computer; • using inappropriate language, pictures, and gestures in any form on the Internet; • using the Internet for entertainment or limited-discovery function; • using the Internet for unauthorized purchases; • using the Internet to harass or bully others; • creating or forwarding chain letters, "spam" or other unsolicited or unwanted messages; • creating or sending email or other communications which purport to come from another individual (spoofing) or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations.
Internet Safety	The school's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Students are expected to follow the guidelines below while on the Internet: • Students should never give out such personal information as their name, age, birthdate, home address, telephone number(s) photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the Internet or through email.

	• Students should immediately inform their parents, guardians, or a member of the school staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message which makes them feel uncomfortable; • Students should never agree to meet someone in person whom they have "met" online; • Students should never agree to send or accept any item to or from a person whom they have "met" online.
Parental Responsibility	Parents/Guardians are solely responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action at the administration's discretion.
	When students are off-campus, the management system does not filter content accessed on the internet. It is up to parents/guardians to filter Internet content and establish proper procedures for using Internet resources when not at school
Printing	Printing should be limited to files or resources that relate to classes or activities at St. Emily School.
	Students are required to print only when necessary and limit printing to short documents or files. When possible, students are asked to use electronic files instead of hard copies.
Sound	Sound will be muted at all times unless permission is obtained from a teacher.
	Headphones may only be used with teacher permission
Wallpapers and Screensavers	Wallpapers and screensavers **should not** be installed on the Chromebook. In general, no images should be installed on the Chromebook unless they are for educational purposes.

The school reserves the right to randomly collect and/or spot check the device. The student has no expectation of privacy for anything on or communicated by the device. The student is fully responsible for anything on the device whether s/he put it there or not. The student is responsible for abiding by all technology policies and safe and acceptable use procedures as defined by the school. Students who fail to abide by these guidelines will be subject to appropriate consequences based on their age and experience.

The school is responsible for applying school network filters and blocking of visual depictions or materials deemed obscene or as child pornography or to any material deemed harmful to minors as determined by the school administration. The school shall monitor the use of the computer network by students in order to ensure compliance with this policy, these rules and regulations, or others terms or conditions of computer network access promulgated by the school, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the school.

COPPA (Children's On-line Protection Act)

St. Emily School (SES) utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. These instructional supports are vetted through a review process to ensure compatibility with the goals of SES. The use of these tools by students is governed by the Children's Online Privacy and Protection Act (COPPA), enacted in 1998 and amended in 2012 with the amendments effective as of July 2013.

The intent of COPPA is to safeguard students' personal information when students are accessing online services including apps and websites directed primarily to audiences under age 13. This legislation applies to a general audience site that acknowledges it is collecting personal information from users under 13.

To allow student access to the application, site, or tool certain identifiable information-generally, the student's name and school provided identification number are required by the operator. COPPA grants schools the authority to act as the parent's agent consenting to the use of student information for educational purposes only. Operators and vendors are required under COPPA to provide schools with appropriate notices and statements.

St. Emily School presently supports teaching and learning by accessing applications, websites, and online services operated by third parties. These include Google Apps for Education, Pearson web-based products, Houghton Mifflin web based products, Mystery Science, i-Ready, and numerous other educational related tools. Parents with questions regarding the use of these instructional supports by their child are encouraged to contact the teacher/principal.

St. Emily School does not sell, rent, lease, or trade student "covered information". Covered information is defined as "personally identifiable information or material or information that is linked to personally identifiable information or material in any media or format that is not publicly available and is any of the following: (1) created or provided to an operator by a student or the student's parent in the course of the student's or parent's use of the operator's site, service or application for K-12 school purposes, (2) created or provided to an operator by an employee or agent of a school for K–12 school purposes, and (3) gathered by an operator through the operation of its site, service, or application for K–12 school purposes and personally identifies a student, including, but not limited to, information in the student's education record or electronic mail, first and last name, home address, telephone number, email address, or other information that allows physical or online contact, discipline records, test results, grades, evaluations, medical/health records, social security number, biometric information, text messages, student identifiers, search activity, photos, voice recordings, geolocation information, or criminal records.

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

School personnel will:

- Apply school network filters and blocking of visual depictions or material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration.
- Teach proper techniques and standards for digital citizenship including safety, responsibility, and respect.
- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuses of the Internet could result in loss of access privileges.
- Monitor related concerns: privacy, software policy, copyright laws, email etiquette, approved/intended use of school's Internet resources.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. St. Emily School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Emily School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

Improper use of the St. Emily School Technology Resources is prohibited. Uses of the St. Emily School Technology Resources that are prohibited include, but are not limited to:

1. Violating students' rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.

3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, password on any computer or system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, and gestures in any form on the Internet.
11. Using the Internet for entertainment or a limited self-discovery function.
12. Using the Internet for unauthorized purchases.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet System.

The school 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. However, the school may conduct an investigation or require a student to cooperate in an investigation, if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; if such an investigation should occur, the school may require the student to share social media content in the course of such an investigation.

The student and parent/guardian must sign an Internet use agreement, before the student is given access to the school's internet resource, acknowledging the requirements of the guidelines on student acceptable use. School personnel or the parent/guardian may withdraw Internet access at any time.

TELEPHONE USE

Students may make emergency calls in the school office with the permission of school personnel. Students will not be allowed to call home for forgotten homework, P.E. clothes, projects, signed papers, etc.

If it is necessary to let a child know about a change in procedure for going home, please contact the school office before 1:00 P.M.

TUITION AND FEES

Tuition is reviewed and determined on an annual basis. Fees are also reviewed to help with the cost of books, materials, technology and other equipment. Archdiocesan policies are followed in the preparation of the budget. Information on current tuition and fees is available in the school office. Payment procedures and requests for payment plans should be directed to the school office.

St. Emily School collects tuition through the Smart Tuition/Blackbaud Tuition Management program. Each family is responsible for making timely payments.

Withdrawal of Students Based Upon Financial Delinquency

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) should attempt to be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. It is recommended that the Principal establish "Exclusion Days" in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days should be announced ahead of time so that the family and teachers can make appropriate plans

VACATIONS

Family vacations that do not coincide with regular school holidays are strongly discouraged. They are disruptive for the child and the teacher. If such a vacation is necessary, please send a written note to the child's teacher, before the planned vacation. Please do not expect advance assignments during the child's absence. Makeup work is the responsibility of the student upon his/her return to school.

VOLUNTEERS IN CATHOLIC SCHOOLS

The Archdiocese of Chicago requires that employees and volunteers working with and/or ministering in parishes, schools and agencies comply with the safe environment protocols for the protection of children and youth before service begins. It is suggested that all parents/guardians complete the required paperwork when they register their child/children to participate as a volunteer when the opportunity arises.

Volunteers are required to complete a file which includes:

- ✔ 7703 *Archdiocesan Application for Employment or Volunteer Service*
- ✔ Criminal Background Check—eApps—online application
- ✔ Code of Conduct read, signed and dated
- ✔ Virtus Training Program—Protecting God's Children and Youth
- ✔ CANTS 689 form (Child Abuse and Neglect Tracking System) submitted to principal annually

WELLNESS POLICY

Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. (ES 105.1)

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students' wellness.

Items in italics are quoted directly from *Handbook for Elementary and Secondary School Administrators*, Archdiocese of Chicago, Office of Catholic Schools, 08/2022.

Confirmation and Acceptance of Parent/Student Handbook

(Parent/Guardian, Student Signatures Required)

This handbook offers important information, procedures and policies relating to the day to day activities at St. Emily School. Please read the entire handbook carefully, and go over it with your child/children. Please keep it and use it for future reference.

To acknowledge that you and your child/children have read the Parent/Student Handbook, sign and return this form to the school office.

Parent/Guardian signature: _____

Date: _____

Parent/Guardian please print name: _____

Student signature: _____Grade_____

_____Grade_____

_____Grade_____

_____Grade_____