

# Saint Hilary School

*Education for a beginning. . . Values for a lifetime.*



## Parent /Student Handbook

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

*Education for a Beginning... Values for a Lifetime!*

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

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

# St. Hilary of Poitiers

Born: 315 A.D. • Died: 368 A.D

Patron against snake bites

Feast Day: January 13

Proclaimed Doctor of the Church: 1851

When Hilary was born to pagan parents in the town of Poitiers, France in 315, no one would have labeled him "a disturber of the peace" or realized he would one day be an exile. After a thorough training in the classics and philosophy, Hilary married and had one daughter, named Apra. Everyone who knew Hilary said he was a friendly, charitable, and gentle man. Hilary's studies eventually led him to God.

At that point, Hilary tells us, he "chanced upon" the Hebrew and Christian Scriptures. When he read the verse where God tells Moses "I AM WHO I AM" (Exodus 3:14), Hilary said, "I was frankly amazed at such a clear definition of God." In the Psalms and the Prophets he found descriptions of God's power, concern, and beauty. For example in Psalm 139, "Where shall I go from your spirit?" he found confirmation that God was everywhere and omnipotent.

But still he was troubled. He knew the gift giver now, but what was he, the recipient of the gift? Was he just created for the moment to disappear at death? Then he found the Gospels and read John's words including "In the beginning was the Word, and the Word was with God, and the Word was God. He was in the beginning with God..." (John 1:1-2). From John he learned of the Son of God and how Jesus had been sent to bring eternal life to those who believed. Finally his soul was at rest. "No longer did it look upon the life of this body as troublesome or wearisome, but believed it to be what the alphabet is to children... namely, as the patient endurance of the present trials of life in order to gain a blissful eternity." He had found who he was in discovering God and God's Son Jesus Christ.

After becoming a Christian, he was elected bishop of Poitiers in what is now France by the laity and clergy (at that time, you did not have to be a priest to become bishop).

Not everyone at that time had the same idea of who they were. The Arians did not believe in the divinity of Christ and the Arians had a lot of power including the support of the emperor Constantius. This resulted in many persecutions. When Hilary refused to support their condemnation of Saint Athanasius he was exiled from Poitiers to the East in 356. The Arians couldn't have had a worse plan -- for themselves.

Hilary really had known very little of the whole Arian controversy before he was banished. Perhaps he supported Athanasius simply because he didn't like their

methods. But being exiled from his home and his duties gave him plenty of time to study and write. He learned everything he could about what the Arians said and what the orthodox Christians answered and then he began to write. "Although in exile we shall speak through these books, and the word of God, which cannot be bound, shall move about in freedom." The writings of his that still exist include On the Trinity, a commentary on the Gospel of Matthew, and a commentary on the Psalms.

After three years the emperor kicked him back to Poitiers, because, we are told by Sulpicius Severus, the emperor was tired of having to deal with the troublemaker, "a sower of discord and a disturber of the Orient." But no one told Hilary he had to go straight back to his home and so he took a leisurely route through Greece and Italy, preaching against the Arians as he went.

In the East he had also heard the hymns used by Arians and orthodox Christians as propaganda. These hymns were not based on Scripture as Western hymns but full of beliefs about God. Back at home, Hilary started writing hymns of propaganda himself to spread the faith. His hymns are the first in the West with a known writer.

Some of us may wonder at all the trouble over what may seem only words to us now. But Hilary was not fighting a war of words, but a battle for the eternal life of the souls who might hear the Arians and stop believing in the Son of God, their hope of salvation.

The death of Constantius in 361 ended the persecution of the orthodox Christians. Hilary died in 367 or 368 and was proclaimed a doctor of the Church in 1851.

Prayer:

Saint Hilary of Poitiers, instead of being discouraged by your exile, you used your time to study and write. Help us to bring good out of suffering and isolation in our own lives and see adversity as an opportunity to learn about or share our faith. Amen

Excerpts taken from: [St. Hilary of Poitiers - Catholic Online](#)

## **A Brief History of St. Hilary Parish and School**

The St. Hilary parish plant is situated in the heart of Budlong Woods. The area bounded by Western on the East, Peterson Avenue on the North, the North Branch of the Chicago River on the West, and Foster Avenue on the South, was originally the wooded area of the Budlong brother's farm. The Budlong brothers developed their farm into one of the largest truck garden farms in the Chicagoland area. The farm gained its fame as the home of the Budlong pickles. With the spread of the city, the farm was sold. A golf course was started in 1921, but it soon gave way to land developers and their success is evidenced by the residential area now in the geographical limits of the parish.

Mr. and Mrs. Frank Annen, who moved into the subdivision in 1919, found that they were part of St. Ita's parish. At that time, they had to take a street-car, with three transfers to attend Mass on Sunday. In the next 7 years, 200 families were living in the area, and after many requests, the announcement was made that a new parish would be established – consisting of Arcadia Terrace, Peterson Woods, and Budlong Woods.

On the first Sunday of May 1926, the first Mass for St. Hilary Parish was celebrated with about 150 people in attendance. The church was a portable structure, procured from St. Timothy's parish, and was located on Lincoln Avenue between California and Fairfield. So began the life of Chicago's 245<sup>th</sup> parish.

In April 1928, with a budget of \$185,000, the construction of a building, which would serve as a school and a temporary church, was begun. On November 12, 1928, a hundred and thirty two students were admitted to St. Hilary School. The Benedictine Sisters of St. Scholastica taught them. There were three nuns teaching and one nun as principal. In 1931, St. Hilary Parish School sent forth its first graduating class of ten boys and ten girls. The original school housed both the students, during the day hours, and the nuns, who occupied the second floor of the school building. In 1934, the school became too small for increased enrollment. The twelve rooms in the building were all needed for classrooms. During the next six years, a new convent and rectory were built.

During the 1950's the pastor began acquisition of land on Bryn Mawr Avenue. With cooperation of the City of Chicago, the "alley" parallel to Bryn Mawr Avenue was also acquired. The pastor convinced the parishioners that a separate church building could be a reality. Within five years from ground breaking, the "new" church was debt free. Approximately \$750,000 was given by the people of St. Hilary, the total construction costs of their new church. On April 21, 1956, the last Mass was said in what was referred to as the "old church" (now the gym). The first Mass in the new church was said 30 years and one week after the First Mass was offered in the portable chapel on Lincoln Avenue. Cardinal Stritch dedicated the new church on June 10, 1956.

## **MISSION STATEMENT**

Within the evangelizing mission  
of the Catholic Church,  
St. Hilary School is called upon

- to encourage students to develop a personal relationship with God,
- to support active participation in all dimensions of Church life,
- to foster a sense of community within our multicultural neighborhood,
- to challenge each student to accept the moral obligation to promote peace and justice and
- to provide students with an excellent foundation as life-long learners.

*Adopted October 2001*

## PHILOSOPHY

St. Hilary School is an integral part of the St. Hilary Parish faith community. The purpose of this elementary school is to provide an atmosphere in which all students strive for excellence: spiritually, morally, intellectually, physically, emotionally and socially within a multicultural environment.

The faculty cooperates with the pastor, administration, parents/guardians in offering the guidance and example necessary to initiate and develop Catholic Christian attitudes. They strive to develop programs of instruction that stimulate the intellectual abilities of each child and enable students to become self-motivated and self-disciplined in the pursuit of academic excellence and life-long learning.

By acknowledging the richness of individual differences in culture, ability, interest, need and motivation, the school will use a variety of current and innovative teaching techniques designed to offer stimulating and dynamic learning experiences.

As Catholic educators, it is our ministry to model a deep respect for life, peace and justice, and the needs of others in our local, national and world community.

The school provides the opportunity to participate in co-curricular and extra-curricular activities that will enhance the learning experiences of the classroom, the development of social skills, and the complexity of the educational process.

Within the evangelizing mission of the Catholic Church, under the patronage of St. Hilary, the faculty instills in students the gift of faith, a life centered in Jesus Christ, and the ability to make responsible decisions based on Catholic Christian principles.

## **FAITH FORMATION**

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

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

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

### **Liturgy:**

Every week and on Holy Days of Obligation the students participate in school wide Masses. The liturgies occur during the regularly scheduled 8:30 a.m. Mass. Each grade will also attend the 8:30 a.m. Mass weekly. Parents/guardians are welcome at all school liturgical celebrations and prayer services.

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

## **RELIGIOUS EDUCATION PROGRAM**

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

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

During the sacramental preparation period, parents share in the immediate preparation for their child's sacramental life. Parents' meetings for the sacraments are conducted for the parents of St. Hilary School children and for the parents of Religious Education children together as one community.

Parents are partners in education. It is expected that teachers and parents will accept their roles

seriously and will cooperate in the program. If a child is to receive the Sacraments of First Reconciliation, First Communion or Confirmation, we request the full participation of parents at all required parents' meetings.

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

### ***SACRAMENTAL POLICIES***

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

## **SCHOOL PROCEDURES**

### **Admissions:**

In order to provide standard criteria for determining eligibility for acceptance at St. Hilary Parish School, a priority schedule for admissions was developed. Acceptance begins with the highest category and continues through each category until maximum acceptable enrollment is reached according to the current student-teacher ratio. For the complete priority schedule of admissions, please see School Board Policy Series 300 in the back of this handbook.

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

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

St. Hilary Parish School does not discriminate on the basis of race, gender, color, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position in employment

practices. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

### ***Registration:***

The St. Hilary Parish School registration process for the subsequent school year takes place between January and August. During this time parents are asked to complete a registration form for students who will be returning to our school the following year.

New families registering during this time or at any time during the year are required to complete the school (and parish, if applicable) registration forms and to present an original birth certificate (copies of the child's birth certificate may no longer be accepted), a copy of the baptismal certificate if the child is Catholic, and current health records. In addition, a non-refundable registration fee of \$100.00 is required for new students and \$50.00 is required for returning students.

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

For students transferring into St. Hilary Parish School from other schools, a copy of the student's last report card along with a completed request for transfer of permanent records must be presented in addition to the information listed above. Children and parents/guardians of students entering St. Hilary Parish School in grades 2-8 are on probation for a period of two (2) months or one quarter. A meeting may be called with parents at the end of the probationary period. In a case where a student is unable to learn at St. Hilary Parish School, the school will help parents find an appropriate educational program elsewhere.

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

At any time during the school year, St. Hilary Parish School reserves the right to dismiss any student or family who is uncooperative with teachers or administration, or who fails to accept and abide by the policies and procedures set forth in this handbook and in other bulletins.

### **Archdiocesan Child Custody Policy**

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

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

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

**Withdrawal:**

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

## **SCHOOL FINANCES**

**Financial Information:**

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

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

For families with eighth (8th) grade students, their financial obligations **must** be paid in full before graduation activities take place or the child may not be able to participate in any graduation activities.

### **B. PARENTAL REQUIREMENTS**

1. Parishioner parents are required to use the adult Sunday envelopes. They are to use their assigned envelope so a record can be kept in the Church office.

2. All parents are to give ten hours of their time to school or parish projects. \$20.00 per hour will be billed for each hour not served by May 1. Hours served after May 1 may be applied toward the following school year.

Families who have one child in school who is half day Pre-K are expected to work 5 service hours.

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

3. A \$25.00 fee will be charged for each check written to the school that is returned from the bank for non-payment.
4. Checks returned for non-payment will be required to be replaced by a money order or cashier's check. It is the school's discretion whether or not to continue to accept checks from a family after a check is returned for non-payment.
5. No checks will be accepted for payment after May 15 to make sure they are able to clear the bank before the closing of school.
6. Each family is responsible for raising \$150.00 through the Walkathon.
7. Each family is responsible to purchase or sell one \$100.00 parish raffle ticket as part of the fund raising efforts for the school. Purchase of the ticket will occur as part of the monthly tuition and fees total.
8. Students are asked to refrain from selling candy, raffle tickets, etc. from other schools and organizations as we wish to keep these activities to a minimum.

### **C. OTHER SOURCES OF REVENUE**

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

For each child enrolled in St. Hilary Parish School, we are able, by law, to request textbooks through the State of Illinois Board of Education. We can also request use of

math, science, and reference materials from the State through various funded programs. Parents are eligible for the Transportation Reimbursement Fund as outlined by the State.

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

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

## **SCHOOL DAY**

### **School Bells:**

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

### **Office Hours:**

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

### **Daily Schedule:**

School doors open each day at 7:45 a.m. Students are tardy at 7:55 a.m. On Monday, Tuesday, Thursday and Friday students will be dismissed for the day at 3:00 p.m. Students may not be on the school grounds before 7:45 a.m. or after 3:15 p.m. On Wednesday students will be dismissed at 1:45 p.m. On this day students may not remain on the grounds after 2:00. Please note that there is *no outdoor* supervision in the morning.

### **Pre-Kindergarten Daily Schedule:**

The Pre-Kindergarten program offers five full day attendances and five half-day attendances.

- Full time pre-kindergarten students will follow the same schedule as the K-8 students. They are to be picked up and signed out in the classroom.
- Half-time pre- Kindergarten students will attend school five days a week and will be dismissed at 11:15. Parents/guardians are asked to come to the main entrance to pick up and sign out their child.

## **CAFETERIA**

The cafeteria opens on the first full day of school. The price of a hot lunch and milk is \$3.00. White milk alone is 30 cents. Chocolate milk is 35 cents. Students bringing their lunches also eat in the cafeteria. Free lunch or reduced price lunch is available by application. These applications are sent to every parent in September. Verification of need is required in order to receive free or reduced price lunch. Parents have the right to address any question of Civil Rights by filing a complaint with the school principal or the Pastor. All complaints will be investigated and proper procedures for processing complaints will be followed as prescribed by the laws of the state and the federal governments.

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

To simplify the need for students to carry money in school, St. Hilary has implemented the St. Hilary Lunch Box Point of Sale System. Swipe cards are used in place of cash. A \$60.00 deposit is recommended to establish your child in the hot lunch program and whenever the card needs to be replenished. You will be notified when you are near the end of your remaining amount. At that time you will be able to reactivate your card for more lunches.

**On a daily basis, we do not deny a student a meal. However, an outstanding balance for a prolonged period of time (more than a week) may result in the student not being able to participate in the lunch program. The student may be required to bring lunch from home. Unpaid balances in the lunch program can have an adverse effect at the end of a school quarter and school year, i.e. students not being able to return to school, withholding of report cards etc.**

### **Cafeteria Contract**

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

#### **Rules**

- The cafeteria staff and volunteers should be shown respect and courtesy at all times.
- When entering the cafeteria, walk to the back and go around the tables and come up the proper aisle.
- At each table there may only be eight (8) students.
- If you buy your lunch, walk to the line that is formed in the center of the cafeteria and wait in line quietly, without pushing. After getting your food, go to the tables to which your grade has been assigned.

- After finishing lunch, make sure that the table is cleared of garbage and that trays are returned to the front. Wash the table; all will take a turn at this. Put the chair where it belongs.
- When asked, line up by your teacher.
- Each student is to treat all other students with respect and courtesy.
- Unruly conduct will not be tolerated, i.e. fighting, yelling, throwing food, etc.
- Treats at the Café may be purchased but should not be a substitute for lunch.
- Peanut-free table zones have been established.
- Hand sanitizers are available in the cafeteria for students to use.

**Dismissal at end of day:**

- The school day will end with prayer.
- The official time of dismissal is 3:00 p.m. Monday, Tuesday, Thursday and Friday, and 1:45 p.m. on Wednesday. All students are dismissed onto the playground area.
- PreK and Kindergarten students are dismissed from the double doors by the PreK room; students in rooms 107, 108, and 109 are dismissed from the back convent doors; all other students are dismissed from the back main entrance.
- It may be necessary to keep a group of children later than 3:00 p.m. in order for the class to be dismissed in an orderly manner; however, no classroom will be kept past 3:10 p.m.
- **Unsupervised** children must leave the school property by 3:15 p.m. There will be no teachers on the playground past 3:15 p.m. to supervise your children.
- Any child who is not picked up by that time will be placed in the After School Program and the parent will be responsible for the fee of \$4.00 per hour per child.
- For safety reasons children are not to wait on the gym or church steps. Please make arrangements for your child to be picked up at the proper time.
- If you know that you will be unable to pick your child up on time, please call the school office no later than 2:30 p.m. so we can notify your child's teacher about any change.
- Students are to act in a respectful manner in and around the neighborhood. Christian, courteous behavior is expected of each person while traveling to and from school.
- No ball playing is allowed on the playground in designated areas.
- Bikes and skateboards are not to be used on the playground.

Parents/guardians picking up their children by car are expected to take every precaution regarding **every** child's safety. Double parking, crossing in the middle of the street, parking on the sidewalk and/or blocking sidewalks is prohibited. Parents/guardians are

asked to set a good example by being very safety conscious.

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

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

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

**Safety Patrol:**

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

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

**EXTENDED CARE PROGRAM**

**Hours:** Before School, 7:00 a.m. until 7:45 a.m. Enter through main Fairfield entrance.

After School, M, T, Th, F 3:00 - 6:00 p.m. W 1:45 - 6:00 p.m.

**Cost:** Before School will cost \$4.00 per day per child. After School will cost \$4.00 per hour per child. (**Note:** Each fraction of an hour will be rounded up to the hour.)

#### Wednesday Special

Wednesday dismissal is at 1:45 to allow time for teachers to meet and work on the school improvement process and curriculum updates. Parents who pick up their child from Extended Care on Wednesday by 2:45 p.m. will only be charged \$2.00.

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

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

Students provide their own snacks after school and their own lunches and snacks on the half days.

After school the children will participate in specific activities during the time they are in the building: play time, snack time, homework/study time, videos, games and relaxation.

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

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

#### **ATTENDANCE**

It is important that students are regular and punctual in attendance, as academic progress is inhibited when classes are missed or interrupted by late students. If your child will be absent from school, please call the school office and leave a message on the answering machine until the school office officially opens at 7:30 a.m. From the time the office opens, you may continue to call the school until 8:15 a.m. (Please note that our phones in the office are put on hold for the 5 - 7minutes that we do morning prayers and announcements at 7:55 a.m.) Absences from the classrooms will be checked with the call-in list. Any absence not verified will result in the parent/guardian being contacted.

Please call **each day** your child is absent unless you have reported the exact amount of time your child will be out of school.

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

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

### **Tardy:**

In an effort to stress the necessity for punctuality, we require all students to arrive at school on time in order to prepare for classes to begin. If your child is late for school, he/she must report to the office where a tardy will be recorded. The first bell will be rung at 7:45 a.m. The second bell will ring at 7:55 a.m., at which time any student who is not in the building will be considered tardy. Announcements will begin at 7:55 a.m. and instruction will begin by 8:00 a.m. Tardies will be judged as excused or unexcused by the principal. Excused tardies may include a major traffic accident and other extreme circumstances approved by the principal. Please help your child to arrive on time for the beginning of the school day. Three or more tardies in a marking period may require a conference with the parents to discover how the situation may be remedied.

### **Perfect Attendance:**

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

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

### **Shadow Days:**

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

Any child who will be visiting a high school must submit a completed shadow day form (in the back of this handbook) one week in advance. Students are responsible for completing any missed assignments. Again, we suggest that these types of days be taken when we are not in session. Requests received less than one week in advance will not be granted.

### **EMERGENCY CLOSING OF SCHOOL**

In the case of inclement weather or another emergency preventing school from being open, the Internet, local radio stations and television stations will be notified. Please go to:

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

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

### **Family Vacations:**

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

## **PARENT RESOURCES OPPORTUNITIES**

### **The Parish School Advisory Committee:**

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

The School Advisory Committee's main fundraiser is the Shopping Certificate Program. Flyers are sent home weekly for your convenience. Please support the program.

### **Mothers' Club:**

The purpose of this organization is:

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

Mothers' Club is also responsible for recruiting Room Mothers. The responsibilities of the Room Mothers include helping out with special days, i.e., Halloween Party, Christmas Party or Valentines Day if needed. They may be asked to chaperone on field trips.

Mothers' Club major fund-raiser is Market Day. Any support given on delivery days by school parents and parishioners is appreciated. This is an opportunity to fulfill service hours.

Special functions conducted by Room Mothers are:

- ❖ 6th grade room mothers host the Confirmation Reception after Mass.
- ❖ 7th grade room mothers host the 8th grade Graduation Reception.
  
- ❖ Kindergarten room mothers host the Pre-K Celebration Reception.
- ❖ 1st grade room mothers host Kindergarten Celebration Reception.
- ❖ 3rd grade room mothers host First Communion Reception

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

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

The purpose of this organization is:

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

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

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

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

- Superbowl Party - this annual event features food, drink, raffles and fun.

- Kid's Day - held at the beginning of the year for Primary Grade children. It is the perfect opportunity for parents to meet their children's classmates and their parents. It's a fun-filled day with participation activities to bring families together.
- Laskowski/Moriarity Golf Tournament - This parish golf outing is one of the highlights of the year, fun for all levels and ages.
- Major Fund Raiser – hardly ever the same event two years in a row, but always fun. Featuring good food, drink and entertainment. A “don’t miss” event!

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

### **Athletic Board:**

The Athletic Board working together with the principal is responsible for overseeing the entire interscholastic athletic program. The St. Hilary Men’s Club subsidizes this program. The Athletic Board is responsible for the recruitment of all coaches and will submit the names of new coaches to the Principal for final approval. Those wishing to submit a complaint or grievance may do so orally or in writing. Complainants must notify the Athletic Board at least one week prior to the regularly scheduled meeting. This may be done through the Athletic Board Chairperson or another Athletic Board Member. All coaches and assistants who have contact with children must complete Virtus training and the appropriate background check per Archdiocesan policy.

Athletic Board meetings, when needed, are usually held the 2nd Monday of the month in the Rectory at 7:00 PM. Parental participation is welcome.

### **Sports Program:**

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

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

Athletes are subject to all rules and regulations as developed and enforced by the Archdiocese of Chicago, and Council II-4-A.

**Sports being offered are basketball, volleyball, baseball, softball and football.**

### **Traditions:**

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

The faith partner program is structured with the younger students matched with older students. Opportunities for shared faith activities are provided throughout the school year.

Kindergarten grade parents provide the refreshments for the party held after the Pre-K celebration.

First grade parents provide the refreshments for the party held after the Kindergarten celebration

Third grade parents provide the refreshments for the reception held after First Communion.

Sixth grade parents provide the refreshments for the reception held after Confirmation.

Seventh grade parents provide the refreshments for the celebration held after 8<sup>th</sup> Grade Graduation.

Also parts of the yearly traditions are the issuance of the Academic Scholarship, the Bishop Thomas Grady Leadership Award, the Jerome R. Molitor “Be Kind to Each Other” Scholarship, and the Elizabeth A. Flaherty Memorial Scholarship.

#### Volunteers/Service Hours:

All parents are to give ten hours of their time to school or parish projects. \$20.00 per hour will be billed for each hour not served by May 1. Hours served after May 1 may be applied toward the following school year.

Families who have only one child in school who is a half day Pre-K student are expected to work 5 service hours.

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

## **COMMUNICATION**

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

When working through conflicts and concerns, it is expected that parents and teachers be positive role models for the students. Parents’ behavior should never undermine respect

for the teacher. While there may be differences of opinion, it should be understood that all parties are acting to the best of their ability, and on behalf of the benefit of the child.

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

**Parent-Teacher Communication:**

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

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

Under no circumstances should teachers be contacted in their homes.

**Parent-Principal Communication:**

Ordinarily, questions and/or concerns regarding a classroom or a student's progress should be discussed first with the teacher(s) involved. To initiate a conference with the principal, parents should write a note indicating the nature of the request and convenient times for a conference. Upon receipt of the request, the principal will contact the parent by return letter or phone call whereby the time and location of the conference can be mutually agreed upon. Ordinarily, the principal will return phone calls and messages on the day they are received **or** the next school day. Because of the responsibility for the supervision of the learning programs and student and faculty concerns, the principal may not be able to honor each unscheduled visit or meeting.

**Communications Guidelines for Parents:**

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

- Concerns/questions involving child's academic achievement and classroom behavior, contact teacher; if concern persists, contact principal.
- Concerns/questions involving day-to-day operation of the school

including: discipline, curriculum, special programs, extracurricular activities, uniforms, etc., contact principal.

- Concerns/questions involving athletic program, contact Athletic Director; if concern persists, contact principal.

- Concerns/questions regarding school budget, tuition, school policies, contact School Advisory Board. Every board member is available to listen to any concern that a parent may have. Please don't hesitate to contact any of the board members. They will direct you to the proper person for your concern.

- If problems persist after following all normal channels or if conflicts involving the principal, teachers, parents, or students, the matter can be discussed with our pastor. The School Advisory Board **is not** involved in the conflict management process; contact the principal for more information.

### **Written Communication:**

There is much important information from the school office that is sent home through students. It is important for students to realize their responsibility in bringing this information home. Every effort will be made to send all information home with students on Wednesday of each week so that parents will be expecting it. This **WEDNESDAY ENVELOPE** is our weekly communication tool. The youngest/only student in each family brings home a manila business envelope every Wednesday. **Parents are to remove the papers enclosed, read them, sign and date the outside of the envelope.** The child returns the envelope to his/her homeroom teacher the very next day. There will be a one-dollar charge for lost envelopes.

The principal must approve any and all communications to parents, teachers, or students sent through the school before being sent out; this includes correspondence from all school organizations. Such communications will go home in family envelopes on Wednesdays. If something is being sent home, it must be in the office by the previous Tuesday with a request for approval and photocopying, available in school office.

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

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

### Visiting the School:

Parents and other guests are always welcome at St. Hilary School, but **all persons visiting the school for any reason must sign in and out at the main office. Visitors will be issued a visitors or volunteer lanyard to wear, which will serve as proof of entry through the main door and office.** Parents are to enter the school by the main door on Fairfield Avenue. Visitors who do not have a lanyard will be asked to return to

the office to sign in. This applies to cafeteria workers as well. The secretary or a staff member will answer the doorbell; students are not to open the door for anyone.

### **Conflict Management:**

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

## **STUDENT EXPECTATIONS**

### **Rights and Responsibilities:**

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

- Congregation on Catholic Education, Rome, 1988

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

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

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

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

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

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

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

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

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

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

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

## **ACADEMICS**

### **Student Placement:**

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

### **Homework:**

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

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

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

brought directly to the child's classroom during school hours unless permission has been given in the office.

**Suggested times for homework:**

Grades Pre-Kindergarten and Kindergarten: Parents/Guardians should read to students daily

Grades 1-3: 1/2 hour of homework;

Grades 4-6: 1 hour of homework;

Grades 7-8: 1-1/2 hours per evening.

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

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

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

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

**Homework For Absent Students:**

When a student is ill, the foremost concern is his or her health; the academic program is secondary to the improvement of the child's well being. Many times the student benefits the most from rest and quiet time, free of homework and school concerns. When the child returns to school, it is his or her responsibility to check with the teacher regarding work and tests to be completed. If the parent chooses, absentee's work, *if requested from the school office by 12:00 p.m.*, may be picked up in the school office between 3:00 – 5:30 p.m.. It could also be sent to the room of a relative or neighbor. It is impractical and often impossible to gather an absentee's work if requested after 12:00 in the morning; homework requests received after 12:00 p.m. may not be able to be filled. An additional real help is a "buddy system" so that a child can call for homework if absent for any reason. **Homework should only be requested if the parent knows it can be picked up and that the child is well enough to finish it. Homework is posted daily on the school website: [www.sthilaritychicago.org](http://www.sthilaritychicago.org)**

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





- **Written assignments will be done ONLY in blue or black ink.**
- Generally speaking, math assignments will be done in pencil.
- White-Out is not allowed. Please do not bring it in to the building.
- Toxic markers are not allowed in the building.
- Usually the written work that is handed in is done in complete sentences on loose-leaf paper.
- All rules for spelling, grammar and punctuation are to be used in every class.
- Students are expected to follow the established procedure for submitting homework on a daily basis.
- Extended absences will be handled on an individual basis
- Individual teachers will adjust expectations for projects or homework depending on the assignment. Students will then follow the directions given for that particular work.

### **Academic Contract:**

Contracts are developed in an effort to help a student improve in an academic or behavioral area where she/he may be experiencing difficulty. A student in grades 3 - 8 usually is able to take responsibility for his/her success. Therefore, the contract enables the student to improve in a pro-active manner. Rather than punishing a student who is not realizing full potential, we hope to encourage positive changes in behavior.

The following steps may be taken:

- Faculty and the principal will meet to discuss the student's situation.
- The student, faculty, principal, and parents will meet to discuss the situation and create a contract that will help the student begin to improve. (see below)
- A timeline for progress will be established.
- Periodic assessment of progress will be monitored.
- If a student should be unsuccessful in realizing the desired outcome,

further steps will be taken to ensure that the student will be successful.

- The following sample contract may be used as needed. Changes to the contract will be made on case by-case basis.

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### ***ACADEMIC CONTRACT***

I, \_\_\_\_\_, recognize that I have been placed on academic contract for the following reasons:

\_\_\_\_\_ low test scores  
\_\_\_\_\_ missing homework  
\_\_\_\_\_ inadequate homework

As I assume individual responsibility for my success, I realize I need:

\_\_\_\_\_ mandatory attendance at an assigned learning center  
\_\_\_\_\_ to complete an assignment notebook each day that must be  
signed by all teachers and returned the next day with a parent signature  
\_\_\_\_\_ to remain after school ten minutes each day to check in with  
each teacher and get organized

*I understand that I must adhere to the rules of this academic contract until the principal, my parents, and all teachers are satisfied with my progress. If my effort level and performance do not improve, or if I fail to follow the guidelines of this contract, I may be removed from sports and school activities or leadership positions.*

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Homeroom Teacher Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

#### **Report Cards:**

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

Grade percentages for report cards are: 93%-100% = A, 86%-92% = B, 78%-85% = C, 70%-77% = D, 69% or lower = U.

Progress reports are issued midway through each quarter. Progress report envelopes are to be signed and returned to the homeroom teacher in accordance with the date listed on the envelope.

### **Student Retention:**

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

### **Progress Report Conferences:**

Close cooperation between home and school is essential if the efforts of parents and teacher are to be successful. And since we strongly feel that parents/guardians are partners in the education of the students, we want to meet all parents/guardians of our students. Conferences also give the teachers and parents/guardians the opportunity to briefly discuss the child's progress. Therefore, twice a year parent-teacher-student conferences are scheduled. Because the student benefits from such important face-to-face encounters, it is important that parents/guardians attend these conferences. The first conference is mandatory for all students and their families; the second conference is optional. Students in grades 2 – 8 are to attend these conferences. If a parent/guardian is unable to make this conference, it should be rescheduled. In the case of serious academic or behavioral problems, parents/guardians will be contacted throughout the school year for a more comprehensive conference.

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

The School Visitation Rights Act (effective July, 1933) permits employed parents and guardians who are unable to meet with educators because of a work conflict have the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. Each employee shall be entitled to a total of 8 hours of school visitation rights within the normal school year of the school that the employee's children attend. A written request to the employer made at least seven days in advance is required to utilize the visitation rights.

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

This school abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is important for the principal to know:

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

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

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

### **Standardized Testing Program:**

St. Hilary students in grades 3-7 are tested each year using the Archdiocesan approved Terra Nova Testing Program. Testing takes place the first week of March. Athletic practices/games are to be kept to a minimum and should not be scheduled after 6:00 p.m. during testing week.

### **Honor Roll:**

The purpose of the Academic Honor Roll is to recognize students for their academic achievement and effort and encourage their Christian respect and behavior. Students in grades 4-8 who have all A's and/or B's and nothing below a 3 for behavior/social growth on their report cards are placed on the High Honor Roll.

In order for a student to be eligible for the St. Hilary Honor Roll, the following criteria must be met: no failing grades and no grades below a C and nothing below a 2 for behavior/social growth. The classroom teachers individually acknowledge students in grades Pre-K to grade 3 who have made progress.

### **Moriarity Applied Technology Center:**

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

### **Library:**

Students are allowed to check out 2 books at a time, for a period of one week. Books can be renewed but must be brought to the library to be renewed. If a book is lost, the student is responsible for the replacement of the book. . Students may not be in the library if an adult is not present. There is a student-run junior high library for grades 7 & 8. Books are checked out via the student librarian.

### **St. Hilary Testing Center:**

The Testing Center will operate on Thursdays for 40-minutes after school. It is open to students in grades 3– 8. Students will be able to take a test in a quiet atmosphere, which

will be proctored by a faculty member. This will alleviate students having to take a test in the hallway or at an inopportune time. Parents/Guardians will complete a permission slip prior to the test date.

**St. Hilary Learning Center:**

The Learning Center will be available on Tuesdays and Thursdays, but each session can accommodate a limited number of students. The faculty will staff the learning center and assist students who need additional help with schoolwork. The Learning Center is not an alternative to the After School Program. Teachers will determine if students are being properly served through The Learning Center and if they should be attending The Learning Center. The Learning Center will not be in session on any day prior to a school holiday. Teachers must first give approval to a student attending the Learning Center and then parents/guardians are to complete the permission slip provided by the teacher prior to the session. **Cost for the Learning Center, payable in advance, is \$3.00 per session, for a minimum of 4 sessions and a maximum of 8 sessions per request.**

**Student Records:**

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

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

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

Your request to view the records must:

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

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

## **BEHAVIOR AND DISCIPLINE**

### **Student Behavior:**

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

### **Student Behavioral Norms:**

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

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

### **Goals of Discipline:**

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

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

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

student rights and responsibilities is a form of guidance which a student expects, wants, needs, and deserves.

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

### *Peaceful Playground*

Students are assigned time on the playground each day as part of their lunch period. In an attempt to integrate classroom lessons and themes during recess we have established the Peaceful Playground. Students are to participate in friendly games and outlines for some of those games have been painted on the parking lot. Students are expected to act in a respectful manner toward others during this time. Inappropriate language is unacceptable as is fighting or other misconduct. Students sent to the office during the lunch break because of misbehavior may have a discipline conference with the principal and will be assigned an appropriate consequence.

### **Students as Peacemakers**

At each bi-weekly Friday morning assembly, after mass, students are recognized for their contributions to enabling St. Hilary Parish School to be a more peaceful place. They are given the Peacemaker's Award Certificate and Peacemaker Tee Shirt for a specific act of generosity, kindness, or empathy.

Together we need to help all students respect the dignity of each person and the right to be treated as a child of God. One format to continue to make students aware of their responsibility in this matter is **The Peacemakers Pledge**.

### **Peacemaker Pledge**

I pledge to be a peacemaker during this school year.

I pledge to:

- cooperate with classmates and teachers;
- speaking respectfully;
- listen with an open mind;
- act with kindness;
- respect each other's feelings;
- take responsibility for what I say and do.

I pray that the Lord will make me an instrument of His peace;

- Where there is hatred, I will bring love;
- Where there is injury, I will bring pardon;
- Where there is sadness, I will bring joy.

### **Peaceful Conflict Resolution among Students:**

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

their teacher and peers.

**Unexpected source of conflict – party invitations:**

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

Peaceful Spirits Day:

As we strive to become Peacemakers, coupled with acknowledging traditional days of celebration for children, we will observe Halloween – now called Peaceful Spirits Day – as follows:

- Students in Grades Pre-K – 2 will dress in costume. Costumes must be nonviolent in nature and must not be offensive to any groups of people in any way.
- Students in Grades 3 – 7 will come out of uniform.
- Students in Grade 8 will dress in costumes, which will connect to the theme of the Fun Fair they will sponsor.

**Expectations for Student Conduct:**

1. Students are not to engage in any behavior that would/will endanger the health or safety of themselves or any other person or persons. This includes behavior detrimental to the academic or personal progress of the individual concerned or any other person or persons.
2. For health reasons, spitting at any person on the school premises is not allowed.
3. For maintenance reasons, gum chewing is not allowed in the school building at any time. This includes the gym and school grounds. Repeated infractions will result in a detention.
4. Bicycles are not to be ridden on the playground immediately before or after school. Bicycles must be locked in the rack when not in use.
5. Unless permission has been given, no student is allowed to leave the school or school grounds at any time from the morning bell to the afternoon dismissal bell. If a student has been given parental/and school permission to leave, she/he must sign out in the office before leaving.
6. Tacklefootball or any other activity that causes children to be tackled or pushed on the playground is not permitted.
7. Snowballs are not to be thrown on or around the playground, on school property, or on the way to or from school.
8. No student is allowed in the gym unless accompanied by a teacher or other authorized adult.
9. **If radios, i pods, tape and CD players, cell phones, i phones, electronic games and laser equipment, etc., are brought into the building, they are to be turned off and are to be kept in backpacks.** The school accepts no responsibility for any of these items brought into the building. If used during the school day, these items will be confiscated. Arrangements may be made for their

- return to a parent. Beepers and paging systems are not allowed in the building. Cell phones may not be used as cameras on field trips.
10. Inappropriate language or gestures will not be tolerated during the school day or at any school activity.
  11. Students are expected to accept the responsibility to have what they need for class, athletics and extracurricular activities with them. Students in grades four through eight will not be allowed access to the office phone to call for forgotten items or homework. In grades one through three, one call will be allowed in the initial weeks of school until our younger students are accustomed to accepting this responsibility.

All of the above infractions, even though minor, may require the principal to issue the student a detention. Each case will be handled individually.

**Detention:**

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

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

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

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

## Severe Infractions

**Disciplinary Action:**

These regulations have been created to safeguard the health, safety, spiritual and academic growth of our students. If it becomes necessary to contact parents/guardians

concerning a discipline matter, we hope you will keep in mind that our purpose is to benefit, protect, improve, correct and educate your child, not to apportion blame. The student is the one to take responsibility for his/her actions. When parents and schools cooperate, a mutual purpose will be fulfilled...the child will grow in self-control and self-discipline.

1. **FIGHTING** – Altercations which result in physical contact. Further disciplinary actions may be taken by the principal to resolve the situation.
2. **FORGERY** - Students who forge a parent/guardian signature on any form/paper calling into question their own credibility and trustworthiness.
3. **CHEATING** - Each student has a responsibility to complete his or her own work. Cheating in any form will not be tolerated. No credit will be given for the work in question. Use of sources without proper citations/documentation is considered plagiarism/cheating.
4. **STEALING** - Each student has a responsibility to properly safeguard his/her own personal property. The student also has a greater responsibility to safeguard the possessions of other persons. Stealing is a direct infringement upon the rights of others.
5. **CIGARETTES** - Possession or use of cigarettes or smoking material by any student on the school grounds or at a school activity is not permitted.
6. **DRUGS/ALCOHOL/INHALANTS** - Possession of or use of drugs, alcohol or inhalants (such as white-out or toxic markers) in school or at any school related function, is absolutely forbidden.
7. **GRAFFITI/DESTRUCTION OF PROPERTY** - Any student responsible for any unauthorized marking or drawing (tagging) on school property or the surrounding school area, will be required to make restitution for the restoration of the damaged property. This includes, but is not limited to, the destruction of school property or public property of the surrounding area.
8. **WEAPONS** - Students are forbidden to possess, handle or transport any instrument, on or around the school premises that is generally considered a weapon. Examples include, but are not limited to, the following items: knives, guns, stun guns, pipes, chains, stars, blackjacks, explosives, fireworks or other hazardous chemicals. This is a very serious issue and can be deadly.
9. **GANG AFFILIATION** - St. Hilary does not permit or tolerate students belonging to or becoming a member of a street gang. Gang markings and/or clothing are strictly forbidden. For the safety of the entire school, and following guidelines by the police department and specialists in gang affiliation, students displaying markings or clothing that identify gang affiliation will be requested to cease and desist immediately.
10. **THREATS OF VIOLENCE** - In response to the growing number of violent incidents in schools across our country, as well as a desire to reemphasize Gospel values, violent threats of action will not be tolerated. Students are never to use language that refers to any act of violence. No mention is to be made that would indicate any attempt at a violent act. Threats of violence should be reported to the principal, teacher, and parents.
11. **HARASSMENT - WRITTEN, VERBAL, PHYSICAL OR CYBERBULLYING** -

Whenever people gather together, there needs to be guidelines that allow each individual to be safe, to feel secure, and to be free from harm. Harassment or bullying occurs when a student is told to stop an action by the offended party or an adult and yet continues a pattern of repeating the action - whether verbal, written, or physical. Aggressive behavior - or bullying - can take many forms: some students will simply hit another while others will form alliances to exclude or shun a student. Both are forms of bullying and do not encourage the growth of a person. Some aggressors will tease, name call, spread rumors, build alliances to exclude another, threaten to not be a friend, reveal family secrets, etc. It is impossible for parents and school staff members to protect the students from every form of aggression and bullying that occurs. Unfortunately, much of our culture promotes very aggressive behavior and attempts to have a peaceful community require much diligence and instruction. We hold students accountable for unacceptable behaviors.

## 12. **SEXUAL HARASSMENT**

Sexual harassment is illegal under both state and federal law and is objectionable under any circumstance. Sexual harassment can be verbal, visual, or physical. Sexual harassment can take many forms: insulting sounds, noises, or words; offensive pictures, notes or objects; derogatory sexually-based humor or obscene gestures; unwelcome touching, pinching, deliberate bumping into another; suggestive remarks about a person's body, appearance, gender, or sexual orientation.

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

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

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

### **Responding To Harassment**

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

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

**Options for Disciplinary Action:**

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

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

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

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

***BEHAVIOR CONTRACT***

I, \_\_\_\_\_, recognize that I have been placed on a behavior contract for the following reasons;

- \_\_\_\_\_ inappropriate behavior in class
- \_\_\_\_\_ inappropriate behavior at school functions
- \_\_\_\_\_ failure to exhibit Christian values
- \_\_\_\_\_

As I assume individual responsibility for my success, I realize I need to:

- \_\_\_\_\_ complete and maintain a behavior action plan
- \_\_\_\_\_ write a reflective essay after reading/writing appropriate pages in student handbook
- \_\_\_\_\_

I understand that I must adhere to the rules of this behavior contract until the principal, my parents, and all teachers are satisfied with my progress. If my behavior and attitude

do not improve, or if I fail to follow the guidelines of this contract, I may be removed from sports and school activities or leadership positions.

Student Signature \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Homeroom Teacher Signature \_\_\_\_\_  
Principal Signature \_\_\_\_\_  
Date \_\_\_\_\_

### STUDENT FIELD TRIPS

#### **Field Trips:**

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

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

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

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

FIELD TRIP FORM to be copied exactly and blanks appropriately filled.

Please PRINT student's first and last name and date of birth

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
DATE of BIRTH

has permission to attend the field trip to: \_\_\_\_\_  
DESTINATION

on \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_.  
DAY DATE

I understand the class will be traveling by: \_\_\_\_\_ Bus \_\_\_\_\_ Walking

Signature of \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

**Responsibilities of the Chaperone:**

St. Hilary School greatly appreciates parents/guardians who volunteer their time to serve as chaperones. As you serve in this capacity we ask that you:

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

**STUDENT HEALTH AND SAFETY**

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

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

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

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

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

**Insurance:**

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

**Emergency Information:**

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

**Dispensing of Medication/Student Illness:**

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

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

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

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

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

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

**OFFICE OF CATHOLIC SCHOOLS  
ARCHDIOCESE OF CHICAGO**

## SCHOOL MEDICATION PROCEDURES

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

### Procedures

- 1. Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete **Medication Authorization Form** approved and signed by the School Principal.

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

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

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

- 4. Storage of Medication.** Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

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

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

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

A student who becomes ill during class will only be dismissed after parents/guardians have been notified and a responsible adult arrives to sign them out. If the school personnel are unable to reach them, those listed on the family emergency cards will be contacted. They may either call for the child or make other arrangements for the child to be taken home. In the case of a serious accident or illness where no one can be reached, the school office will call the police or fire department and put the matter in their hands.

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

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

#### **Head Lice:**

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

Parents/guardians are expected to take the proper steps to make sure their children are free of lice before having them return to school. Lice spread quickly, so every precaution is to be taken to protect other students. Should we discover a student has lice while in school, the parent will be required to come and take him/her home.

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

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

Parents have the responsibility to notify the school office in the case of contagious

illness. In the event a student in a particular grade is diagnosed with a contagious condition of any kind, parents/guardians of students in that grade will be notified.

**School Security:**

All school doors will be locked after students enter the building at 8:00 a.m. Parents/volunteers/visitors entering the building after this time should use the school office entry door.

**Visitors:**

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

**Deliveries To School:**

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

**Money:**

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

**Fire Drills:**

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

**Tornado Drills:**

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

**Crisis Management Plan:** (This section is currently under revisions and will be updated in accordance with new FEMA and state requirements.)

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

Crises are defined as:

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

**Crisis Response:**

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

Crisis Intervention Plan:

- I. Principal or designee activates plan after verification of facts obtained.
- II. Crisis team members notified. Team convened.
- III. Pre-established communication process begins.
  - a. Summary of event typed along with notification of staff meeting, suggestions to teachers concerning notification or response to questions and process of accessing crisis team members if need arises.
  - b. Summary memo distributed by hand to staff.
  - c. Principal communicates to appropriate personnel and agencies (i.e., central office, parents, media, etc.).
  - d. Office personnel begin communicating with people outside the school as previously instructed.
  - e. Plan for student release to parents is implemented.

- IV. Pre-designated support system becomes operational (i.e., individual or group counseling in designated locations using pre-identified personnel).
- V. End of day staff meeting conducted.
  - a. Purpose is to clarify, review and process crisis event and plan.
  - b. Discuss how to handle media/parent contacts, special needs that have occurred based upon what has happened, and any additional support areas that are available.

**Change Of Address Or Telephone Number:**

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

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

**Environmental Policy:**

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

**Mandated Reporters Of Suspected Child Abuse:**

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

**Asbestos:**

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

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

properly trained to administer this program successfully.

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

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

## UNIFORMS

Schoolbelles Uniform Company and ACU Outfitters handle our school uniform needs. **ST. HILARY ATHLETIC SWEATSHIRTS ARE NOT PART OF THE UNIFORM AND MAY NOT BE WORN IN SCHOOL. Sweatshirts with hoods may not be worn in school.**

Gym uniforms and Spirit Wear (polo shirts, school sweat shirts, etc.) may be purchased through school.

Students are to be in complete uniform each day. Proper grooming and cleanliness is expected of each student. Uniforms should be well cared-for and clean; no ripped pants, shirts or skirts or inappropriate-sized clothing will be allowed. Blouses, shirts and uniform polo shirts must be tucked in. Undershirts or tee shirts must be tucked in and should not be visible under the school uniform. Long sleeve shirts may not be worn under the uniform polo shirt.

Uniform regulations are sent to parents at the end of the school year (late May). Students will not be marked out of uniform if the uniform company is unable to fill student orders.

**The school uniform is as follows:**

**Girls:**

Grades 1-4

St. Hilary plaid round neck pleated jumper, split skirt, or skirt; white or red long sleeve turtleneck, short or long sleeve blouse with Peter Pan collar, short or long sleeve uniform polo shirt. Optional sweater, sweatshirts and accessories are available through Schoolbelles. Students may wear a solid color (red, white, black) cardigan or v-neck sweater.

Grades 5-8

St. Hilary plaid split skirt or regular skirt; white or red short or long sleeve oxford cloth blouse, long sleeve turtleneck, and short or long sleeve uniform polo shirt. Optional sweater, sweatshirts, and accessories are available through Schoolbelles. Students may wear a solid color (red, white, black) cardigan or v-neck sweater.

Black uniform pants may be worn on any school day. Jean styles, cargo pants, leggings or very tight pants are not acceptable. During cold months, pajama pants, sweatpants or leggings may only be worn at recess and may NOT be worn in the school building for classes. Warm weather shorts, along with the uniform blouse/shirts, may be worn from the first day of school through September 30 and from May 1 through the last day of school. (If weather is unusually warm for October or April, the principal will give notice if shorts may be worn outside of the prescribed calendar days.) These black-walking shorts may be purchased from the uniform company or a **similar kind** from other stores.

During school time, make-up is not to be worn, even on out-of-uniform days. Items considered to be make-up include: nail polish, colored lip-gloss or balm, blusher, eye shadow, eye liner, perfume or cologne, scented hand/body lotion, etc. No glitter is to be worn. Medicinal use of lip balm (Chap stick) must be accompanied by signed parent letter.

Girls may wear earrings that fit within their ear lobes. No dangling or hanging earrings are permitted. Small hoop earrings that fit close to the ear are acceptable. However, it is best to limit earrings to the post style only.

Hair should be kept neat and clean. Hair must also be pulled back from the face if necessary to appear well groomed. No defined lines, designs shaved into the hair, or unnatural hair colors are permitted. Any haircut that does not meet these specifications is to be re-cut. Repeated infractions of the haircut regulations will be cause for detentions and possible suspension.

#### **Boys:**

##### Grades 1-8

Black dress slacks, twill, and cotton, pleated or plain. No double stitching, jean style, or elastic at the ankle are permitted. Belts must be worn with pants that have belt loops. White or red short or long sleeve uniform polo shirts; white short or long sleeve oxford cloth shirts are to be worn. Optional sweater, sweatshirts, and accessories are available through Schoolbelles or ACU Outfitters. Students may wear a solid color (red, white, black) cardigan or v-neck sweater.

Warm weather shorts, along with uniform shirts, may be worn from the first day of school through September 30 and from May 1 through the last day of school. (If weather is unusually warm for October or April, the principal will give notice if shorts may be worn outside of the prescribed calendar days.) These black-walking shorts may be purchased from the uniform company or a **similar kind** from other stores.

Hair must be neat and clean, away from the eyes and should be a minimum of one inch above the shirt collar. No tails, defined lines, i.e. no designs shaved into the hair, are

permitted. No unnatural hair colors are allowed. Any haircut that does not meet these specifications is to be re-cut. Repeated infractions of the haircut regulations will be cause for detentions and possible suspension. Young men must be clean-shaven.

The principal may decide that any items that could be construed as being gang-related be removed.

#### **Boys and Girls Gym Uniform:**

**The gym uniform consists of a red t-shirt and black shorts or the black gym sweat pants on which the school logo is imprinted. Gym shirts are to be tucked in at all times. Students are to wear gym shoes for gym. The uniform is available for order from the school office throughout the school year. Students are to be in uniform for gym every day for which they are scheduled. Gym clothes are to be worn only on days when the student has gym class.**

#### Shoes:

Parents are asked to ensure that children wear shoes that are appropriate to the school uniform. **NO FLIP-FLOP, CROCS OR BACKLESS SHOES OF ANY TYPE SHOULD BE WORN. SOCKS MUST ALWAYS BE WORN AND MUST BE VISIBLE.** Heelys may only be worn without the wheels.

#### Hats:

Hats or caps are not to be worn in the school building.

Any dress code violation will result in the loss of relaxed dress code day privileges. Continued failure to comply with dress code rules will result in a detention or in severe cases – suspension.

#### **Appropriate Attire for Out-of-Uniform Days and School Sponsored Dances**

Everyone has his or her own style and sense of fashion, and it is delightful to be unique. But in a school setting, individuality must give way to the school's professed interest in promoting learning and comfort for all. Please keep these guidelines in mind:

- ❑ No skin between the shoulders and a little above the knee (about 2-3 inches) should show; no bare midriffs or display of underwear
- ❑ All clothing must provide adequate coverage and should not be excessively tight
- ❑ Clothing may not display inappropriate words or symbols
- ❑ All tops are to have sleeves; no tank tops, halter-tops, tube tops, etc.
- ❑ Straps on dresses and shirts should be at least one-inch wide
- ❑ Pajama pants are not acceptable on relaxed dress code days.
- ❑ Students who come dressed inappropriately will not be allowed to participate in other out-of-uniform days or dances.
- ❑ **If there is any doubt in your mind about whether a piece of clothing is appropriate, don't wear it.**

## **SCHOLARSHIPS AND AWARDS**

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

### **Principal's Award**

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

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

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

Sponsor: St. Hilary School

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

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

Sponsor: St. Hilary Men's Club

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

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

### **The Jerome R. Molitor Scholarship**

Sponsor: St. Hilary Mother's Club

The \$500 scholarship is presented to one seventh grade student, boy or girl, to be applied to their eighth grade tuition and fees at St. Hilary School.

The following attributes are taken in consideration when deciding this award:

Kindness to fellow students, faith partner(s), teachers & staff

Service given voluntarily – beyond requirements

Lives their faith  
Conscientiousness – carries through on responsibilities  
Good leadership; can-do attitude  
Enthusiastic

The principal and 7th grade teachers will pick a slate of suggested nominees. The Mothers' Club Board members will make the final decision on the recipient of the award.

Elizabeth A. Flaherty Memorial Scholarship  
**Sponsor: Mr. Joseph Flaherty**

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

The scholarship is recognition of Christian attributes, cooperation with faculty and fellow students, academics and evidence of leadership qualities. The students will participate in a mentoring program at St. Hilary. Mr. Flaherty nominates candidates. A committee comprised of the Principal, Pastor, Mr. Flaherty and the 3<sup>rd</sup> grade teachers select the recipients.

## **SCHOOL POLICIES**

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

### **Organization**

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

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

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

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

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

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

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

1. The class size is lower than the standard for St. Hilary School.
2. The parents allow the child to participate in the religious instruction classes and related activities.
3. Registration is subject to annual acceptance.
4. Preference will be given to those students who wish to enroll from parishes, which have no school of their own.
5. In other cases, preference will be given to Roman Catholic

children.

*- revised, February 2004*

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

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

#### Instructional

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

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

There shall be a coordinated program of volunteers.

#### Finance

**Series 500:**

- I. Registration fee for the school year will be \$50.00 per returning

family before February 15, and \$100 from that date forward; \$100 for all new families.

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

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

*- revised, February 2004*

V. Tuition Payment schedule:

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

Tuition for the school year will be paid by:

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

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

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

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

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

\_\_\_ **TEN PAYMENT OPTION** - Ten monthly payments through FACTS. Payments will start in August and continue through May. Payments can be made on the 5th or 20th of the month.

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

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

\_\_\_ Monthly invoices payable by check. Annual fee is \$45.00 a year and will be automatically processed from your account in the first payment of the month. Invoices are received by the 10<sup>th</sup> of the month and are due by the 1<sup>st</sup> of the following month. The invoice option also offers online payments. Returned checks fees are \$25.00 for each check. A late payment fee of \$25.00 will also be assessed. Checks are processed electronically. Cancelled checks are not returned.

\_\_\_ Credit card using Master Card or Visa. Annual fee is \$38.00 a year and will be automatically processed from your account in the first payment month. **Please note: You MUST**

**CALL 1 – 800 – 233 -1096 before this type of account can be established. Be sure to have your credit card available when calling. The person calling must be the person whose name appears on the credit card.**

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

VI. Non-Compliance of Tuition/Fee Payments:

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

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

September 1 (Full payment or first half payment)

January 21 (Second half payment)

If either deadline is missed, families will be required to enroll immediately in FACTS Tuition Management Program.

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

FACTS will assess families a \$25.00 missed payment fee for EACH MISSED PAYMENT ATTEMPT.

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

- checks that are returned due to insufficient funds will be assessed a \$25.00 charge. The next month's statement will indicate that two month's tuition is due. Please pay the balance due at that time.
- if a second check is returned due to insufficient funds, and all obligations are not met by the end of the quarter: the following steps will be taken:
  - the family will be removed from the FACTS program.
  - the remainder of the tuition will be paid (in cash or money order) in one or two installments.
  - the family will reapply to FACTS for the following year.
  - if this cannot be done, the child will have to be withdrawn from the school.

### **Quarterly Delinquent Account Procedures:**

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

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

*- revised, February 2004*

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

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

*- revised, August 2008*

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

### **PARENT HANDBOOK**

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

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

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