

## **Mission Statement St. Catherine - St. Lucy School**

The mission of St. Catherine - St. Lucy School is to provide quality Christian Education within a Catholic context for parish students and students from the surrounding area. It is our task, as a community of faculty, students, parents and guardians (who are the primary caretakers and educators of their children) and parish staff to work together in building a strong educational and Christian environment.

Our school bases its educational program on the central message of Jesus in the Gospel: love of God, self and each other. In doing this, we provide our students with the necessary understanding to live in a multicultural world where peace, justice and equality are hopes for the future.

Our educational program reflects our commitment to the spiritual, intellectual, social and psychological needs of the students. We strive to provide a strong education in basic skills and to teach values that students will need in coping with the future. Because students are faced with a future of constant change, we must ensure that our educational program keeps pace with life as it exists, and provide the resources for our students to grow and prosper in an environment where the world community is struggling to find the true meaning of Christianity.

Success in these endeavors will be measured by the care and concern our students show others and by their ability to meet the challenge of the future.

## **Vision of Catholic Schools In the Archdiocese of Chicago**

The Catholic educated graduate, a disciple of Christ, is a leader and community builder in church and society. As a life-long learner, he/she acts with faith, integrity, and competency in the pursuit of truth to contribute to a better world. He/she lives and works as a responsible global citizen seeking justice to create unity of all persons with God, each other, and all creation.

Catholic school principals and teachers as leaders, give witness to Gospel living, spiritual and intellectual development, justice for all persons, and a quest for educational excellence. Educators provide a curriculum that supports, challenges, and prepares students for their future. Catholic school educators continuously deepen their faith-life, improve their practice, and strengthen their leadership to build a faith-learning community with a visible Catholic identity.

All Catholic school communities evangelize and educate students and families with the support, guidance, and spiritual leadership of bishops and pastors. In the spirit of inclusiveness, Catholic schools involve parents and other persons as partners to advance the mission of Catholic Schools. These partners collaborate and make decisions that actively strengthen the long-term viability of Catholic schools in Lake and Cook counties.

## **Mission of Catholic Schools In the Archdiocese of Chicago**

Catholic schools exist primarily to evangelize about the Good News of Jesus Christ and educate Catholic students for the Church's mission. All are welcomed who identify with and seek to live by values in harmony with the Gospel and its preferential option for the poor. Catholic schools provide students an opportunity for educational excellence in the Catholic Christian tradition. Catholic faith-learning communities commit to help each student develop his/her potential for conscious, responsible living, healthy relationships and leadership. The Catholic school communities act as good stewards to make schools, vital, affordable and accessible across the Archdiocese.

St. Catherine-St. Lucy School strives to make the above stated vision and mission a reality for all students. We recognize the parents as the first and primary educators of their children. It is our hope that parents, students, and teachers work together to achieve a genuine Christian Education. With that idea in mind, this Handbook of school policies and regulations has been designed to help our school community work together.

### **Administration**

Fr. George Omwando	Pastor
Sister Marion Cypser, RSM	Co-Principal
Mrs. Sharon Leamy	Co-Principal
Mrs. Sharon Bryant	Assistant Principal/Dean of Students
Mrs. Lisa Rieger	Director of Marketing & Development
Ms. Fannie Cooper	School Secretary
Mrs. Amanda Pomareda	Parish Office Manager

School Office:	27 W Washington Oak Park, IL 60302 Phone: 708-386-5286 Fax: 708-386-7328
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Rectory:	38 N Austin Oak Park, IL 60302 Phone: 708-386-8077
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## **School Policies**

St. Catherine-St. Lucy School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese and Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the St. Catherine-St. Lucy School parent/family/student and faculty handbooks are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic Schools directives.

The following set forth policies govern the general operation of the school. Statements in this handbook are subject to amendment with or without notice. The school will make every attempt to keep you informed of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

### **Abused and Neglected Child Reporting Act (P.A. 81-1077)**

School personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child *must* report their suspicion to the Illinois Department of Children and Family Services (800-252-2873). All school personnel must abide by this law.

### **Admissions Policy**

St. Catherine-St. Lucy School is a welcoming place for all students. Our school admits students of any race, color, national, or ethnic origin. We do not discriminate on the basis of gender, race, color or ethnic origin in administration of school policies or programs.

- Students do not have to be Catholic to attend our school; however all students will participate in religious instruction and activities.
- Children must be in compliance with the State of Illinois age requirements.
- Students with special learning needs will be accepted as long as the staff has the ability to make necessary accommodations for the child's success.

#### *New Students*

- Within 30 days of enrolling at our school, parents/guardians must present a certified copy of the child's birth certificate or other reliable proof of the child's identity, as determined by the Illinois State Police. The school will retain a copy for our records and return the original to the parents.
- If a birth certificate (or other acceptable proof) is not turned in, the school is required to notify the Illinois Department of State Police. A written note will be sent home alerting parents that they have an additional ten days to comply.
- Parents must also produce records of compliance with state and local health (including dental) requirements and exams. If students are not in compliance or without records, parents will be notified and the children removed from school.
- If a child has attended another school before, some form of credential from that school must be presented. The office will request official transcripts.
- A baptismal record, if applicable, is also requested.

#### *Transfer Students*

St. Catherine-St. Lucy prides itself on being a loving, nurturing environment. We welcome students to our family at any time during the school year. The following guidelines apply to children coming in after October 1.

- Recent records from the prior school, such as a report card or progress report, must be brought in at the time of enrollment. IEP/ISP documents should be brought in as well. Official transcripts will be requested from the other school by the office.
- The student and parent will meet with the teacher and principal to discuss school guidelines and expectations. After this meeting, the family will be notified within 48 hours if the student is accepted.
- Once accepted, the student may start the next day. Paperwork must be complete and turned in.
- Until a uniform is available, students in Grades 3-8 should wear dress pants and a white collared shirt. Grades ECC-2 may wear a gym uniform purchased in the office. Hair and shoes must conform to the school dress code as well.
- Hot lunch will begin two weeks after the start date. Until then, the student should bring a lunch from home.
- Students are expected to follow the standards of St. Catherine-St. Lucy School. Progress, both behavioral and academic, will be assessed after 20 school days. Significant problems and/or issues may result in exclusion.

## **Attendance/Absences/Tardiness**

### *Attendance*

- Daily school attendance is compulsory in the State of Illinois for children ages 6-16.
- The responsibility for compliance with the law belongs to the parent(s)/guardian(s) of the child.
- The school is responsible for keeping an accurate record of each student's daily attendance.
- The attendance record is placed in the student's permanent file each school year.

### *Absences*

Parents/Guardians are required to call the school before 9am to report an absence. In addition, a written note must be presented to the teacher upon the student's return. Without a call or note, the student's absence will be noted as "unexcused" in his/her records.

### *Dental and Doctor Appointments*

Arrangements for students' visits to doctors and dentists should be made for Saturdays or after school hours. If this is not possible, a note requesting early dismissal must be presented to the school office. No child will be allowed to leave school early without the written permission of the parent and principal. Parents must pick up the child at the school office when he/she is dismissed early. No child will be allowed to leave school alone during school hours.

### *Tardiness*

Tardiness interferes with the child's learning and disrupts the activities of the rest of the class. Students are admitted into the building at 7:55am. School begins at 8:05am. The front entrance will remain open until 8:15; after that time, students must enter through the back door.

Any children who are late should check in at the school office.

## **Blended Learning**

Beginning this school year, St. Catherine-St. Lucy will incorporate Blended Learning into the language arts curriculum of Grades 3-5. Blended learning, also referred to as personalized learning, uses technology to adapt reading and content area to individual students' needs. Classrooms will be arranged in a more flexible arrangement, away from the traditional set-up of chairs and desks. Blended learning is another tool we will use to help children achieve success.

## **Cell Phones/Electronic Equipment Use**

We do not allow the use of cell phones or other personal electronic equipment while at school, in extended day settings, or on the playgrounds. We do recognize that some students may need a cell phone for after-school situations and have established the following policy:

- A separate letter outlining the cell phone policy must be signed by the parent and the student and returned before the phone can be brought to school.
- Cell phone for students in Grades 6-8 are turned in to the teacher at the start of the school day. Students in Grades 5 and below turn their phones in to the office.
- The phones are returned to the students at dismissal. For those children going to extended day, the phones are given to the staff and passed out when the child leaves.
- If a child is caught with a phone or electronic device during the school day or in extended care, the device will be confiscated by the teacher or staff member and will only be returned to a parent. For a second offense, the phone will be turned into the principal's office and a parent conference required.
- The school is not responsible for personal devices brought to the school.

## **Communication**

Good communication between the school and our families is critical. The teachers will let you know the best ways and times to contact them. For general school information, we have established several avenues to get the word out.

- Every Wednesday, a Family Folder will be sent home through the student. This folder contains a weekly newsletter, along with other flyers or bulletins that require parents' attention. If there is more than one child at school, the packet will be sent home with the oldest. The envelope should be emptied, signed, and returned to school the next day. The Family folder can also be used to send notes back to the school.
- The school website, [www.catherinelucy.org](http://www.catherinelucy.org), will contain up-to-date information on news and events around the school. Each teacher has an individual page to post homework assignments and resources.
- The school maintains a Facebook page, updated several times a week, with pictures and videos of activities around the school.
- Information is also sent out via email blast. Make sure the office has your current email.
- The school has a Twitter feed, updated frequently, to share news.

- You are welcome to call and leave a message at the school office. The main phone number is 708-386-5286. The voicemail will be changed in the event of an emergency closing. The teachers are usually not available to take calls during the school day.

## **Curriculum**

The aim of St. Catherine-St. Lucy School curriculum is to provide quality education which will meet the needs of individual students. Each year the principal and faculty engage in evaluation of programs and materials in order to improve the quality of learning. Our curriculum is based on the Archdiocese of Chicago learning standards, which are tied to Common Core requirements.

Our school is divided into three trimester terms, each approximately 12 weeks in length. Two Parent-Teacher Conferences are scheduled during the year, after the first and second trimesters. Report cards are given to parents/guardians at these conferences. Student progress reports are sent home mid-trimester.

Parents are an integral part of their child's education. An open line of communication between teacher and parent is essential for the success of the child. An Open House is held at the beginning of the school year to allow parents/guardians to meet the faculty and review the curriculum. Parents are welcome any time during the school year; we ask that you set up a specific time with the teacher before coming.

### *Early Learning Program (for 3 and 4 year old students)*

The objectives of the Early Learning Program are designed to provide a school experience that contributes to a child's total development. Students are exposed to pre-reading and pre-math activities, art, music, literature, visual materials, readiness games and formation of religious values and understandings. The program encourages emotional, social, physical, and intellectual growth, helping the child to gain self-assurance and a good experience of learning.

### *English/Language Arts*

The English/Language Arts curriculum encompasses reading skills and comprehension, writing, listening, and speaking. Phonics and handwriting are incorporated into our younger grades. Students learn through textbooks, novels, fiction, and non-fiction. Skills are strengthened through all subject areas, including math, science and social studies.

### *Mathematics*

Mathematical concepts are introduced in our preschool grades, then reinforced and built upon each year. We emphasize problem-solving and critical thinking in every grade. Students learn through manipulatives, technology, projects, and games, along with traditional textbooks and problems.

### *Religion*

The religion program in the school is under the supervision of the pastor, principal, and religion coordinator. The books that are used in the classes that are called "religion" are only a small part of the total religion program. We feel that religion is a way of life as well as a way of worship and a statement of what a person believes.

All students, both Catholic and non-Catholic, participate in daily religion classes. All students from grades 2-8 attended Mass once a week. All students participate in monthly Liturgical celebrations in Church planned by teachers and students. A special program offered through the Village of Oak Park Health Department is presented to 7<sup>th</sup> grade students to teach them the value of good decision making.

You are encouraged to worship at church every Sunday, either at St. Catherine or whatever church you are enrolled in as a member. It is your example much more than your words that tell children that worshiping God is a value in your life. Masses at St. Catherine-St. Lucy Church are at the following times on Sundays: 8:30am and 10:30am. On Saturdays, Mass is at 5:00 pm. Special family masses are planned each year.

### *Sacramental Programs*

Catholic students in Grade 2 will receive extra preparation for the Sacraments of Reconciliation and Eucharist. Catholic students in Grade 8 will receive extra preparation for the Sacrament of Confirmation. Programs are available for students and family members wishing to convert to Catholicism.

### *Science*

Our Science curriculum is based on the Next Generation Science Standards. Student learning is done through text and hands-on experiments. Our Science Lab is located on the 4<sup>th</sup> floor of the school building. The emphasis of our Pre-School - Kindergarten Science program is on observation and discovery.

### *Social Studies*

The Social Studies curriculum is based on five basic themes: Economics, Within these areas, students are taught to analyze information presented and draw conclusions from that information. Students cover fewer topics in greater detail. A requirement for graduation is passing a test on the United States Constitution. This test is given in junior high.

### *Computers/Technology*

Technology is an important resource for learning at St. Catherine-St. Lucy. Interactive white boards (Promethean Boards) are installed in every classroom. One hour per week is set aside for each grade to spend in the computer lab. In addition, each floor has access to tablets for use in the classroom.

As part of their time in the computer lab, students go through an internet safety program, appropriate to their age level.

Students will have access to the internet for educational purposes. They will be supervised during this time, but they are expected to behave responsibly and to follow the user guidelines set by the school. Failure to follow these policies will result in disciplinary action.

An acceptable user policy form must be signed by all students and their parents/guardians before a student can utilize school resources.

### *Fine Arts*

A specific time is set aside for music instruction each week. Art projects are woven into the curriculum as part of other subject areas. Field trips are planned throughout the year to art museums, concerts, and/or plays as part of

### *Library*

Our school has two libraries. Room 4, on the first floor, is for the primary grades. The third floor library services Grades 3-8. The library is located on the third floor of the school and contains books for reading, as well as research material used for projects. All students have library time during the week and have the opportunity to sign out books from our library. Primary students use their library time to have books read aloud to them.

Books signed out of the library become the responsibility of that student. We ask that children take special care of the books from the library. All books must be returned by the end of the school year. Students will be asked to pay for any damaged or lost items.

Families are encouraged to support their local libraries. Each month we will send home a schedule of events at the Austin Branch of the Chicago Public Library.

### *Peacemakers*

All students participate in our "Peacemakers" program. Topics such as friendship, tolerance, conflict resolution, and dealing with anger are taught through literature and discussion.

### *Physical Education*

Physical Education classes are required for each child in the school and are held on a weekly basis. Students are to wear proper gym attire, including shoes. If a child needs to be excused from gym, a doctor's notice is required.

### *Standardized Testing Program*

The Archdiocese of Chicago uses the Aspire series of standardized tests. These tests are administered to students in Grades 3 through 8 in April, covering Math, English, Writing, Science, and Reading. Results are posted in Power School.

## **Discipline**

St. Catherine-St. Lucy prides itself as a school where all people and all things are treated with dignity and respect. We think of ourselves as a family. Our goal is to create a safe, caring environment where all students can learn. To that end, we ask all our students to:

- Treat others with kindness, care, and respect
- Respect their classrooms and their materials
- Do their best at all times
- Follow the guidelines of the school

If a student chooses not to follow the guidelines of the classroom or school, appropriate consequences will be enforced. These consequences are noted on the following page and apply to behavior in school, extended day, school activities, events, clubs, groups, or teams.

Along with consequences, St. Catherine-St. Lucy School believes in a system of restorative justice. Depending on the infraction, students will be asked to perform a service or good deed to repair the harm. This will be worked out with the school, parent, and student.

Consequences and/or required service hours are not optional and are not performed at the convenience of the student. All actions are to be completed at the timeframe established by the school.

Discipline incidents will be monitored. Continued or excessive occurrences will be dealt with on a case-by-case basis.

Support and communication between families and the school is critical to the success of the individual student and his/her growth academically and in character. We appreciate the support of our school families in our discipline.

The school reserves the right to inspect school and/or personal property if cause is warranted.

*Please note:* The Oak Park Police Department will be notified immediately if any student is found possessing drugs or firearms. In addition, the State Police will be notified within 48 hours through the School Incident Reporting System.

## **Disciplinary Guidelines**

BEHAVIOR	LEVEL	ACTION
<ul style="list-style-type: none"> <li>• Breaking classroom rules</li> <li>• Disruptive behavior in classroom, playground, or hallway</li> <li>• Gum/candy in school</li> <li>• Missing/incomplete assignments</li> </ul>	A	<ul style="list-style-type: none"> <li>• Handled by teacher according to classroom rules</li> </ul>
<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Cheating/plagiarism</li> <li>• Disrespectful/disobedient/defiant to teachers/staff</li> <li>• Forging signatures/documents</li> <li>• Profanity</li> <li>• Slander/spreading rumors designed to hurt feelings or reputations</li> <li>• Unsafe behavior (tripping, pushing, shoving, etc.)</li> <li>• Repeat offenders of Level A</li> </ul>	B	<ul style="list-style-type: none"> <li>• Parent-Teacher Conference (can be handled via phone or email)</li> <li>• One hour after-school detention the next day</li> <li>• Sit-out next extra-curricular game/program/meeting</li> </ul>
<ul style="list-style-type: none"> <li>• Fighting. Both students will be punished; however, if it can be determined that one student started the fight and the other tried to avoid it, the defender may receive a lesser penalty.)</li> <li>• Harassing/threatening adults or other students</li> <li>• Improper use of school technology</li> <li>• Theft</li> <li>• Truancy</li> <li>• Use of cell phone/personal electronics during school and/or extended care</li> <li>• Vandalism</li> <li>• Repeat offenders of Level B</li> </ul>	C	<ul style="list-style-type: none"> <li>• Parent-Teacher-Principal Conference (can be handled via phone or email)</li> <li>• Restorative justice and/or 1-day suspension (may be in-school)</li> <li>• Sit-out one week of extra-curricular games/programs/meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Possession of tobacco</li> <li>• Repeat offenders of Level C</li> </ul>	D	<ul style="list-style-type: none"> <li>• Parent-Teacher-Principal Conference</li> <li>• Three day suspension</li> <li>• Sit-out two weeks of extra-curricular games/programs/meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Assault</li> <li>• Possession of drugs, alcohol, weapons</li> <li>• Repeat offenders of Level D</li> </ul>		<ul style="list-style-type: none"> <li>• Notify police</li> <li>• Parent-Teacher-Principal Conference</li> <li>• Ten day suspension</li> <li>• Removal from club/team</li> <li>• Expulsion hearing</li> </ul>

## Emergency Closing

We will make every effort to keep school open. However, if conditions threaten the safety of our students and/or staff, we will be forced to close.

If there is an emergency closing, please check through one of the following sources: Radio: WGN (720AM), WLS (890 AM or 94.7FM), WMAQ (670 AM); TV: WGN (Channel 9) or Fox (Channel 32); the school website ([www.catherinelucy.org](http://www.catherinelucy.org)); the school Facebook page or twitter feed; the school voicemail; or [www.emergencyschoolclosings.com](http://www.emergencyschoolclosings.com).

### **Extended Care Program (before and after school)**

St. Catherine-St. Lucy offers an extended day program for parents who need supervision of their children outside of school hours. The program incorporates an afternoon snack, time for homework, and time in the gym. Extended care is open only to St. Catherine-St. Lucy students.

- Morning daycare opens at 7:00am. All students meet on the second floor of Maguire Hall. Students are walked over to the front of the school at 7:50am.
- Afternoon daycare is open from 2:30-6:00pm. It is set up in different rooms, depending on the age of the child. A fee will be assessed for late pick-up.
- A completed application for the extended day program is required before students can attend. Fees are charged on a monthly basis, due on the 1<sup>st</sup> of each month. Failure to pay may result in your child being excluded from the program.
- Daycare is also available on an as-needed basis. Appropriate daily rates will apply.
- Attendance will be kept at both morning and afternoon day care. Students must be signed out by a parent/guardian.

### **Extra-Curricular/Athletic Activities Programs and Policies**

St. Catherine-St. Lucy School offers many opportunities for students of all ages to participate in activities outside the regular school curriculum. These activities are a privilege; students will be expected to maintain a "C" average and cannot be a disciplinary problem. The school discipline guidelines apply to all extra-curricular groups, events, and/or teams. Permission from parents/guardians will be required prior to participation, as well as full payment of fees.

- At all events, students are expected to represent their school with the highest level of respect and sportsmanship. St. Catherine-St. Lucy parents are expected to do the same.
- We sponsor after school activities for both boys and girls. These activities are dependent upon parent volunteers and volunteer coaches. Programs take place only if we have enough paid student participants and volunteer coaches.
- Separate information regarding our programs is sent to parents regarding academic and behavioral obligations of students and parents. All forms must be filled out and signed before a student is allowed to participate. Failure to follow the guidelines of our program can result in suspension or expulsion from the team.
- Moderators and coaches are responsible for students only during a practice, event, or competition. A parent/guardian is responsible for the student at all other times, including transportation to and from the activity.
- The Archdiocese has established concussion protocols for the schools to follow.

### **Field Trips**

Field trips are planned by the classroom teachers during the year and are chosen for the purpose of enhancing learning experiences. Field trip permission slips must be signed by the child's parent/guardian and returned to school for the student to participate. Verbal permission will not be accepted. In the event that a child does not participate in a field trip, they are expected to be at school on that day. The student will be assigned to another classroom for the day of the trip.

### **Food Service Program**

- Lunch is served each day from 11:30-11:50am; students eat in their classrooms. All students are eligible to participate in the free hot lunch program. New families must fill out the application to be added to the program.
- If a student does not wish to receive hot lunch, he/she is to bring a bag lunch to school. Any lunches brought to school by the parent/guardian must be dropped off at the school office and not taken directly to the classroom.
- Students from ECC to grade 5 will also receive a free breakfast snack in the morning.
- Food and gum are not allowed in the classroom outside of the lunch break. There may be allowances for holidays and classroom parties. Please check with the teacher before bringing any food items to the classroom.

### **Health Requirements/Records**

St. Catherine-St. Lucy School is committed to keeping children safe and healthy. We follow the guidelines of the State of Illinois regarding vaccinations and exams. We ask that parents communicate with us regarding health issues that may affect your child.

- Physical examinations and record of immunizations must be on file in the school office before a child begins school. St. Catherine-St. Lucy follows the rules established by the State of Illinois Board of Education. Specific requirements can be found at: [http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf).
- Health examinations must be performed and documented one year prior to entering kindergarten or first grade and upon entering sixth grade.
- Before May 15 of the school year, students in kindergarten and second and sixth grades to present proof of being examined by a dentist.
- Students enrolling in kindergarten or for the first time in school must present proof of any eye exam within the previous year.
- Students who are not in compliance with health and immunization requirements will be notified by the school. If proof of compliance is not submitted, students will be excluded from school no later than October 15.
- Student health issues, including allergies, must be on file with the school office. Parents/guardians must make arrangements for any medicine that is to be given during school hours. Teachers are not allowed to dispense medicine to students.
- If a child becomes ill at school, the parent/guardian will be called. If unavailable, the emergency contact will be notified.
- Children should not come to school with a fever or while contagious.
- If a child is seriously hurt in school, parents will be notified. In addition, the paramedics

will be called, and the child will be transported to the nearest hospital.

### *Allergies*

The school is to be notified of any student allergies and corresponding treatment. Documentation of these allergies from a physician must be turned in to the office. In classrooms where there are children with peanut allergies, nut products will not be allowed.

### *Asthma*

Students with asthma must have a documented asthma plan from a physician on file in the office. Any restrictions from physical activity must also be noted.

### *Medications*

Students who need to take medication must have a physician's note on file in the office. The medication will be kept in the office, along with permission to have the medicine dispensed.

## **Homework**

Homework is intended to be meaningful work that strengthens concepts taught in class. The amount of work will vary by grade; older students receive more than younger students. Parental involvement is key in Grades 3 and under. By Grade 4, students should be more independent.

Older students should record homework in an assignment notebook. Assignments are also posted on the teachers' pages on or school website.

When homework is assigned, it is expected to be completed. The consequence for incomplete homework is based on classroom rules and guidelines.

We ask your help and support in stressing the importance of completing homework.

## **National Junior Honor Society**

St. Catherine-St. Lucy School is a recognized member of the National Junior Honor Society. Students may apply to be a member in their 7<sup>th</sup> or 8<sup>th</sup> grade. Their admittance is based on the qualities of scholarship, leadership, character, and service.

## **Pets/Animals at School**

Please do not bring any pets or animals to the school. This includes in the building, on the playground, or at extended day.

## **PowerSchool**

PowerSchool is an internet-based system that allows parents/guardians to view their students' grades and assignments. Parents are provided with a unique password for each of their children; the password remains the same throughout their time at St. Catherine-St. Lucy. The system is also used to track student attendance and tardiness.

## **Safety**

### *General Procedures*

- School hours are 8:05am-2:30pm. Students will enter and dismiss from the front entrance on Washington. The front gates will open at 7:50am and remain open until 8:15am. Students arriving during this time period should use the front entrance.
- Parents will not be allowed to go into the building with their children at arrival. Students from the Safety Patrol will be on the playground to help.
- All visitors, including parents, will be asked to sign in at our back door. An id may be requested. Visitors should then go directly to the school office. Parents are asked not to go to the classroom unless the visit has first been scheduled with the teacher.
- Students are not allowed to answer the door unless accompanied by an adult.
- Students are not permitted to leave the grounds once they arrive at school; this includes while they are at extended day.
- Teachers may organize "walking field trips" for their classes. These trips will extend no more than two blocks past the school grounds. Students will always be supervised by adults for any of these trips.
- Students remaining after school should be picked up at the back door.

### *Safety Drills*

Throughout the year, the school will conduct a variety of safety drills. These include tornado, lock-down, and fire drills. Evacuation routes are posted in every classroom. The school maintains a crisis/emergency plan that is reviewed with the village of Oak Park.

### *Traffic*

- School hours are 8:05am-2:30pm. Students will enter and dismiss from the front entrance on Washington. The front gates will open at 7:50am and remain open until 8:15am. Students arriving during this time period should use the front entrance.
- Parents may park on Humphrey while waiting for the gates to open. Students may enter the playground through any of the gates facing Humphrey. A teacher and members of the safety patrol will be on the playground to help with drop off.
- Students should be dropped off on the east side of Humphrey. Cars turning into the street should go all the way down to the cul-de-sac to turn around.
- There is no parking allowed on Washington. Cars may drop off students on the south side of the street, but parents cannot leave the vehicle. Please do not drop students off on the north side of Washington.
- If your child is late and needs to use the back entrance, please do not pull your car into the courtyard or park in the alley. Park your car in a designated space and walk your child to the building.

- During dismissal, parents may park on Humphrey. The safety patrol will assist students in getting to their cars.
- Students are to cross the street only at the designated crosswalks.
- Barricades will be up at the alley on Humphrey. The alley cannot be used as a through street during arrival and dismissal.

### *Visitors*

All visitors enter at our back door, sign in, and go to the office for a pass. Parents should not go into the classrooms, unless there was an appointment made previously with the teacher. Former students are asked to call the office prior to visiting the school.

### **School Board**

The School Board is comprised of school parents, guardians, or grandparents, led by a President, Vice-President, Secretary, and Treasurer. The Board works to create community, promote the school, involve parents, and raise funds to meet school needs. Meetings are held monthly throughout the school year. The principal attends to update the Board on school news; the pastor attends to give parish news.

The Board President for 2017-2018 is Ms. Natosha Lee.

### **School Office**

The School Office is located in Room 7, on the second floor of the school building. The office serves as the place for:

- Collecting tuition payments
- Lost and found
- Medical supplies
- School information
- Main phone line for students to call home
- Student records
- Visitor check-in (ID may be requested)

### **School Hours**

The school day begins at 8:05am; students will be allowed into the building, at 7:55am. Please have your children at school in time to be at their desks and ready to learn at 8:05.

Dismissal is at 2:30pm, and students will exit through the front door. Children in extended care will be escorted to their rooms by the staff. Extended care is open until 6pm.

### **Social Media**

Technology is a powerful tool in today's society. It is used throughout the school to enhance the learning experience of our students and to analyze our data. Whenever our students are using the internet, they are supervised by an adult. In addition, students in every grade go through an internet safety program during the school year.

While at home, it is important that parents monitor the use of the internet by their children. On-line bullying and harassment is all too common among young people today.

Although problems with social media happen outside of school hours, the ramifications often spill into the school day. Parents will be notified of problems, and disciplinary action will be taken when necessary.

The name "ST. CATHERINE-ST. LUCY SCHOOL" is protected by the Archdiocesan copyright. It is unlawful to use the school name on social media platforms without the written consent of the school administration.

### **Student Records**

Parents/guardians have the right to inspect their student's records. These records are confidential and maintained in the school office. In case of a student transfer, copies of a student's record are sent directly to the new school. A written notification, including the name and address of the new school, should be turned in to the school office as soon as possible. Before records are transferred, all existing financial obligations must be paid

### **Textbooks**

Textbooks and novels used by the students are the property of St. Catherine-St. Lucy School. Certain workbooks are purchased through the school and given to the student as his/her own copy. Students will be asked to repay the school for lost or damaged textbooks and novels and lost workbooks.

### **Tuition and Fees/FACTS/Financial Aid and Scholarships/Fundraising**

St. Catherine-St. Lucy is a private school. As such, our operating costs are paid for through tuition, fees, and fundraising. We are fortunate to also have donors and benefactors that offer scholarships and financial aid to help our families afford the tuition.

#### *Tuition and Fees*

- Tuition rates for all grades (Early Childhood through Grade 8) are as follows:

1 child:	\$4050
2 children	\$5950
3 children	\$7650
4 children	\$8300
- Tuition is divided into 10 equal payments, due on the 15<sup>th</sup> of each month.
- Children can be excluded from school for non-payment of tuition. If you are having

difficulties making payments, please contact Ms. Cooper or Sr. Marion as soon as possible to discuss arrangements.

- Tuition should be paid through the FACTS system. If necessary, payments can be taken in the school office.
- A \$35 fee is assessed to NSF checks received for school payment. Parents may lose their privilege of writing checks for school payments for the remainder of the school year after a NSF check is received from any given family.
- The book and materials fee for all grades (ECC - Grade 8) is \$150 per child. This fee must be paid before the child enters school in August.
- There is \$100 per family re-registration or registration fee payable at the time of registration. This \$100 fee is non-deductible and non-refundable.
- During re-registration, all past due bills must be paid by cash or money order.
- All payments made after May 10th must be paid with cash or money order. No personal checks will be accepted after May 10<sup>th</sup>. Students will be excluded from Graduation, the Kindergarten Achievement Ceremony, or the Honors Assembly if the family has an unpaid balance.
- Tuition is pro-rated if a child transfers by January 1. Tuition refunds will not be given after February 1. Book fees will not be refunded after October 1.

#### **FACTS**

- FACTS is the on-line tuition management system used by schools in the Archdiocese.
- The system bundles together all fees (tuition, book fees, extended care, athletic, fundraising, etc.) and allows families to pay on-line through a variety of methods. It also offers the ability to change payment methods, view upcoming payments, and print tax statements. Tuition notices will come from FACTS.
- Any family wishing to receive financial aid or scholarship money must apply through FACTS. Once approved, FACTS will post the award to your account.
- The website is <https://factsmgt.com/>. Select the Parent Resource tab to create an account or to log in to an existing account.

#### **Financial Aid and Scholarships**

- Financial Aid and Scholarship money is available to help with the cost of tuition.
- All applications for assistance must go through the FACTS system. To apply, go to the website: <https://factsmgt.com/>. Click on the Parent Resources tab; select Financial Aid.
- Once the amount has been approved, this money will be posted to your family account.

#### **Fundraising**

- St. Catherine-St. Lucy School uses fundraising to help bridge the gap between tuition and the actual cost to educate our children. Although we do outside fundraising, we also ask each family to help. The obligation per family is \$400 per year.
- Various opportunities for fundraising will be offered during the school year.
- Any uncompleted fundraising obligation will be added to the family's tuition account, due by the end of the year.
- Money raised over the \$400 threshold can be applied to tuition.

#### **Uniform Policy**

Our school uniforms tell people who we are as a school. They represent pride, community, and school spirit. They help foster a sense of discipline and respect throughout our hallways.

With those thoughts in mind, the school uniform policy will be strictly enforced here at school. We appreciate the help and support of our families with these requirements.

- A student is expected to be in uniform from the moment he/she sits down in the classroom. For example, students who wear gym shoes or boots to school must change their footwear in the coatroom. Students are also expected to be in uniform until going home; they are not to change for daycare.
- Students will be checked by the teachers for adherence to uniform policy.
- When a student comes to school out of uniform, a notification will be sent home. This letter must be signed by the parent/guardian and returned to the child's homeroom teacher. In addition, the student will be outfitted with uniform attire from our collection in the office.
- Continued uniform infractions will require a conference between the parents, student, and the principal.
- If there is an emergency at home, and your student is unable to be in uniform, please write a note of explanation.
- Our uniform code also includes specifications regarding hairstyles.
- Students are to be in uniform on the first day of school.

## **GIRLS**

### *General Guidelines*

- Our students should look neat and presentable at all times
- Jewelry: small earrings (1" in diameter) only; no bracelets or necklaces
- Hair: natural color – no dye; weaves or extensions any longer than shoulder length should be gathered neatly in a ponytail
- No tattoos or body piercings

### *ECC – Preschool*

- Navy blue /tan plaid pleated jumper
- Optional navy pants with elastic waist
- Tan long/short sleeve collared uniform shirt
- V-neck sweater-tan with navy trim
- School sweatshirt may be worn with school shirt underneath
- White, tan, navy, or black socks or tights
- Soft-soled shoes

### *Kindergarten – 4<sup>th</sup> Grade*

- Navy blue /tan plaid pleated jumper
- Optional navy dress pants or shorts (leggings are not acceptable); kindergarten students should wear elastic waist pants
- Tan long/short sleeve collared uniform shirt
- V-neck sweater-tan with navy trim
- School sweatshirt may be worn with school shirt underneath
- White, tan, navy, or black socks or tights
- Soft-soled dress shoes

#### *Grades 5 – 8*

- Navy blue /tan plaid pleated jumper
- Optional navy dress pants or shorts (leggings are not acceptable)
- Tan long/short sleeve collared uniform shirt
- V-neck sweater-tan with navy trim
- School sweatshirt may be worn with school shirt underneath
- White, tan, navy, or black socks or tights
- Soft-soled dress shoes

## **BOYS**

#### *General Guidelines*

- Our students should look neat and presentable at all times
- Jewelry is not acceptable
- Hair: natural color only – no dyes; braids, twists, designs, or lines are not acceptable; hair should not be higher than 1”
- No tattoos or body piercings

#### *ECC – Preschool*

- Navy blue pants or shorts with elastic waist (no logos of any kind)
- Short/long tan school shirt with navy trim
- V-neck sweater with navy trim
- School sweatshirt may be worn with school shirt underneath
- White, tan, navy or black socks
- Soft-soled shoes

#### *Kindergarten – 8<sup>th</sup> Grade*

- Navy blue dress pants or dress shorts; kindergarten students should wear elastic waist pants
- Short/long tan school shirt with navy trim – must be tucked
- V-neck sweater with navy trim
- School sweatshirt may be worn with school shirt underneath
- White, tan, navy or black socks
- Soft-soled black or brown dress shoes
- Black or brown belt

### **GYM ATTIRE for Boys and Girls**

- Navy blue t-shirt (school lettering or plain; no logos of any kind)
- Navy blue sweatpants (plain; no logos of any kind)
- Navy blue shorts (school lettering or plain; no logos of any kind)
- Gym shoes (Students cannot participate in gym wearing socks or dress shoes.)

### **OUT OF UNIFORM DAYS**

- Students should dress appropriately for the school environment
- Hair and jewelry guidelines for uniform days should be followed.
- Short shorts, ripped jeans, halter tops, low-cut tops, saggy jeans, t-shirts with offensive or inappropriate sayings will not be permitted.

### **VOLUNTEERS**

We welcome volunteers in our school. As members of our school community, they will be treated with kindness and respect by our students and our staff.

Volunteers with the school must follow the requirements of the Archdiocese of Chicago before beginning. Please contact the office for information.

### **WEBSITE**

The school website is [www.catherinelucy.org](http://www.catherinelucy.org). Information on the website is approved by the school. Please look to the website for current information on dates, activities, forms, and homework assignments. Questions about the website can be directed to the school office.

### **SCHOOL CALENDAR 2017-2018**

<b>Month</b>	<b>Date</b>	<b>Activity</b>
<i>August</i>	21	School Starts! Grades 1-8 Orientation ECC-K: Last names A-M Hot Lunch and Uniforms start Extended Day starts
	22	Orientation ECC-K: Last names N-Z
	23	School Starts! ECC-K
	28	Special classes start (gym, music, computer)
<i>September</i>	5	No school – Labor Day
	8	First School Liturgy – 8:30am
	12	Virtus Training for School Volunteers 6-8:30pm
	21	Coffee with the Principal
	22	No school – Teacher in-service
<i>October</i>	2-5	Aspire Interim testing
	12	High School Night 6:30-7:30pm
	15	No school – Columbus Day
	19	Coffee with the Principal
	27	8 <sup>th</sup> Grade Fundraiser
<i>November</i>	7	Student Council Elections
	10	End Trimester 1
	16	Coffee with the Principal
<i>November</i>	21	Thanksgiving Liturgy 10:15am Parent-Teacher Conferences 3-7:30pm
	22-24	No school

	27	Aspire Interim testing
<i>December</i>	3	Family Mass/St. Nick breakfast – 10:30am
	13	Christmas Liturgy – 10:15am
	20	Christmas Concert – 10:15am School dismisses at 11:30 No extended day; no lunch
	21-Jan. 5	Christmas break
<i>January</i>	8	Back to school!
	15	No school – Martin Luther King, Jr. Day
	18	Coffee with the Principal
	29-Feb. 2	Catholic Schools Week
<i>February</i>	4	African-American Heritage Celebration – 10:30am
	9	African-American school liturgy – 10:15am
	14	Ash Wednesday – Lent begins
	15	Coffee with the Principal
	19	No school – Presidents' Day
	23	End Trimester 2
<i>March</i>	1	Parent-Teacher Conferences 3-7pm
	2	No school
	15	Coffee with the Principal
	23	National Junior Honor Society Induction – 12:30pm
	28	Holy Week school liturgy – 10:15am

	30	No school – Good Friday Easter break begins
<i>April</i>	2-6	Easter break
	16-19	Coffee with the Principal
	28	Family Mass – 5pm
<i>May</i>	4	No school – Teacher In-Service
	17	Coffee with the Principal
	18	8 <sup>th</sup> Grade Cruise
	24	Honors Assembly – 1pm
	25	8 <sup>th</sup> Grade Trip
	28	No school – Memorial Day
<i>June</i>	1	8 <sup>th</sup> Grade Graduation
	8	Last day of school Honors Assembly – 10am Dismissal at 11:30am No lunch; no extended day after school

*This Calendar is Subject to Change.*

\*Emergency days will be added to the following week in June if needed.

\*The monthly calendar sent in the Family Folder will reflect all current dates and eve