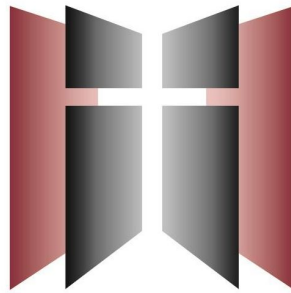


“Come and See”



St. Philip the Apostle
Catholic School

St. Philip the Apostle
Family Handbook
2017-2018

Table of Contents

Introduction to the School 3

Introduction
Mission Statement
Right to Amend

General School Information 4

School Hours of Operation
Arrival/Dismissal and Transportation Procedures
Extended Day Program
Emergency School Closing
Recess
Communication with Teachers
Custodial Parents
Visitors
Volunteers
Confidentiality

General School Policies 9

Policy of Christian Conduct
Student Uniform and Dress Code
Attendance
School Owned Books, Supplies and Property
Parents Rights to Student Records
Birthdays and Party Invitations
Cell Phones and Electronic Devices
Diocese of Joliet Technology Acceptable Use Policy
Withdrawal of Students from School
Missing Person and His/Her School Record
Reporting Drug Violations to Authorities
Reporting Firearms on School Property to Authorities
Reporting Attacks on School Personnel to Authorities

Admissions 21

Admissions Policies
Tuition and Fees
Financial Obligation
Tuition Assistance
Fundraising
Transfer Student Probation

Instructional Program	24
Curriculum	
Homework	
Academic Progress	
Grading	
Promotion and Retention	
Physical Education	
Field Trips	
Extra-Curricular Activities	
Religious Program	29
Religious Formation	
Sacramental Preparation	
Discipline	30
Student Discipline	
Parental Expectations	
Bullying Prevention Policy	
Safety	34
On Campus Supervision	
Fire, Tornado and Lockdown Drills	
Child Abuse Reporting	
Student Health & Welfare	38
School Lunch	
Health and Wellness Guidelines	
School Physicals, Dental and Vision	
Medication Administration	
Emergency/Procedures in case of Illness or Injury	
Counseling Services	
School Organizations	41
School Board	
Parent Association	

Introduction to the School

Introduction

St. Philip the Apostle Catholic School belongs to the Diocese of Joliet and follows the policies of the Diocesan Catholic Schools Office as well as those of the Illinois State Board of Education.

St. Philip the Apostle Catholic School allows for no discrimination on the basis of sex, race, color, nationality or ethnic origin. St. Philip the Apostle School admits the students of any race to all rights, privileges, programs and activities generally accorded or made available to students at that school. The school does not discriminate on the basis of race in the administration of its policies.

The enrollment of your children indicates that you value the spiritual and moral as well as the intellectual growth of your children. Parents are expected to support the philosophy and mission of the school.

Mission Statement

St. Philip the Apostle School is a family that nurtures the Catholic faith, academic excellence and life-long service in each of our students.

Right to Amend

This handbook is intended to be a reference and cannot address all issues that occur. St. Philip the Apostle School reserves the right to revise this handbook as necessary. Parents and guardians will be provided with any changes to the handbook if any occur during the school year.

St. Philip the Apostle School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies.

General School Information

School Hours of Operation (Grades K through 8)

7:30 a.m.	Front door opens for students — supervision of students begins
7:45 a.m.	Tardy bell (all students arriving after this time are marked tardy) Morning Prayer and announcements
12:10 p.m.	Lunch and Recess
12:50 p.m.	Afternoon classes begin
3:00 p.m.	Dismissal of all other students

On days when early dismissal takes place, the students will leave at 11:00 a.m.

Preschool Schedule

Three-Year-Old Program

Three-year-old preschool children meet on
Tuesday and Thursday mornings from 8:00 am until 10:45 am.

Four-Year-Old Program

Four-year-old preschool children meet on
Monday, Wednesday and Friday mornings from 8:00 am to 11:00 am.

or on

Monday, Tuesday, Wednesday, and Thursday afternoons from 11:50 a.m. until 2:50 pm.

The four-year-old preschoolers should not arrive before 11:45 a.m. for the afternoon program since their teachers will be at lunch until that time.

Arrival

Students should plan to arrive at school between 7:30 a.m. and 7:45 a.m. This allows sufficient time to get organized and ready for class. Students who arrive after 7:45 a.m. will be marked tardy.

St. Philip the Apostle School does not provide outdoor supervision prior to 7:30 a.m. Therefore, students are not to be dropped off prior to 7:30 a.m. Students who arrive prior to 7:30 a.m. must go to Extended Day by entering through Gym door #13.

Children may be dropped off in the circular drive; however, please pull forward (next to the flag pole). **Cars may never park in the circular drive. This blocks traffic flow.** If a parent needs

to walk into the building, he/she must park in one of our two lots. For the safety the children, there is to be only one lane of traffic in the circle drive.

Drivers are urged to demonstrate extreme caution on school grounds.

Remember that cell phone use is illegal in a school zone.

Dismissal

Once again, there is no parking in the circle drive. This is a fire lane. Cars may be parked in one of the two parking lots using designated parking spaces.

For the safety of our children, all drivers are expected to cooperate with the following procedures:

1. No one is to be picked up in the main driveway or in traffic flow lanes. Cars should be safely parked (not the handicapped spaces) before students enter or exit vehicles.
2. Drivers who pick up students in the east lot (back of school) should exit by the east lot.
3. Drivers who pick up students in the north lot (gym side) should exit by the north lot.
4. ALL DRIVERS ARE TO PARK SO THAT THERE WILL BE NO NEED TO BACK OUT OF A PARKING SPACE. ALWAYS pull forward as you leave. Backing out of a parking space is unsafe since children are not always visible. This information needs be conveyed to whomever will be picking up your child/ren.
5. Children are never to be left unsupervised. The school grounds and parking lot are not safe places to visit and congregate. Unattended children may quickly dart in between cars. The safety of your children is always our #1 priority.
6. Families are urged to please pick up children on time. Dismissal is at 3:00 p.m.
7. Children who are not picked up by 3:00 p.m. will be taken to the extended day care area for supervision. (hourly rate will apply)

Transportation

Walkers

Students are to walk on the sidewalks to and from the parking lots. Students use the walkway on the side of the main driveway.

Bicycles

For safety reasons, students are discouraged from riding bicycles to school. Students who choose to ride bicycles are dismissed after the parking lot is clear. Helmets are strongly recommended. Bicycles should be locked. St. Philip the Apostle School assumes no liability for student bicycles.

Extended Day Program

St. Philip the Apostle School offers an extended care program from 7:00 a.m. to 7:30 a.m. and from 3:00 p.m. - 5:30 p.m. This program is open to K-8 students. The children are supervised by St. Philip staff.

Additional information including costs/registration is available in the school office.

Emergency School Closing

If severe weather or a local emergency necessitates the closing of school, an announcement will be made through the school notification system and will be posted on the school website. In addition, the principal will notify the Emergency Closing Center which will provide the information to key Chicagoland media outlets such as WGN Radio and WBBM Radio as well as Channels 2,5,7,9, 32 and CLTV.

Recess

The safety of the children is always our primary concern. With this in mind, playground expectations are fully explained to the students. While physical activity is encouraged, rough play or fighting of any kind will not be tolerated. A student should notify playground supervisors, teachers, Principal, or other staff member if he/she ever feels unsafe on the playground.

Except in the case of rainy, snowy, or bitterly cold weather, students will have an outdoor recess of approximately 20 minutes. Students should dress for the weather so they will be comfortable during this brief outdoor recess break. In oppressively cold weather, students will have a recess break in the classrooms or in the gym.

Communication with Teachers

Parents are encouraged to contact their child's teacher whenever necessary. Teachers will return calls or emails as soon as possible. Parents are reminded to address concerns with teacher/staff first, and then, if there is need for further discussion, the Principal should be contacted. At the local level, the principal supervises the teacher/staff members and the pastor supervises the principal.

The Catholic Schools Office may be contacted for advice at any time during the process. Before the Catholic Schools Office acts to resolve an issue, all local recourse is to be exhausted.

If an issue about an individual employee is brought to a supervisor, the employee involved is advised of the nature of the issue. The employee is given opportunity for explanation, comment or presentation of the facts as he/she sees them.

Custodial Parents

St. Philip the Apostle School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is 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.

Visitors

Families can be assured that a comprehensive safety and crisis management plan is in place at St. Philip the Apostle School. Staff meetings are held regularly to update faculty on safety issues.

The school building is locked during the school day and the Illinois School Code is observed for the safety of all.

Parents and/or visitors entering the building must report to the office, and secure a Visitor Pass. No one may go directly to any room without first stopping in the office.

Volunteers

Volunteers are a vital part of the St. Philip school community. All volunteers must FIRST complete the Virtus "Protecting God's Children Program". Protecting God's Children is an

awareness program designed to create a safe environment for our children. The purpose of the program is to make every employee and volunteer in the Diocese aware of the issues surrounding sexual abuse. If you attended a session in a previous year, you do not need to attend again.

A background screening is also required. There are no exceptions to this requirement. **A background check is conducted every five years from the date of the background release that is on file.**

We are grateful to parents who volunteer to help in our many school programs. however, when parents are in the building, spontaneous classroom visits are not permitted.

Confidentiality

Confidentiality generally refers to information given with the understanding it will not be revealed to another person. Illinois State Law regulates some confidentiality issues i.e. Mental Health Act, the School Records Act, the Social Workers Act and the Abused and Neglected Child Reporting Act. Catholic schools follow these laws, regulations and guidelines as applicable.

Staff members inform students of ground rules regarding confidentiality before receiving confidences. Students are told that confidences will be respected except in cases of health, life and safety.

The above rules also apply to written communication. Teachers are expected to read what students write. If a teacher cannot read an assignment, such assignments are not made. If students engage in journal writing, confidences will be respected except in cases of health, life and safety.

Confidentiality regarding information revealed during school retreats etc. follows the same rules. If student leaders are used, they must understand about reporting confidences.

It is always expected that parents who volunteer in our school maintain a sense of professionalism and confidentiality. Comments, observations and opinions (in any format, including social media) related to the strengths/struggles of our St. Philip children are held in confidence and should certainly not be shared with others to protect the privacy of our students.

General School Policies

Policy of Christian Conduct

Our Catholic schools are rooted in a **vision and values**:

Ø The **vision** for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.

Ø The **values** for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

Ø To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.

Ø To be courteous and considerate of others.

Ø To extend courtesy to guests and visitors of the school.

Ø To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal discipline within Catholic education enables students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

Student Uniform and Dress Code

St. Philip the Apostle School maintains that neatness in the clothing and appearance of the students reflects personal dignity and respect for one's self. St. Philip's School has a specified dress code, and students are expected to be in daily compliance. We have established a dress code that will give our children a look which is neat, clean, age-appropriate and befitting the image of Catholic school students.

Uniforms

All uniforms may be ordered directly from the uniform company.

Girls in Grades K-5 wear a choice of uniform jumpers, and a white Peter Pan collar blouse or white polo shirt as listed on the order form. **Skirts and skorts are to be an appropriate modest length. (No shorter than 2 inches above the knee).** Girls may wear a solid navy blue sweater or uniform sweatshirt. Uniform sweaters and sweatshirts are ordered from the uniform company. Non-uniform sweatshirts may only be worn on dress down days.

Navy twill shorts or Navy Capri pants are a warm weather option (start of school until September 30, and May 1 until the end of the school year). Navy twill pants are a cold weather option. If pants have belt loops, a belt must be worn. **Navy full length leggings may be worn under the jumper.**

Navy blue, white, or gray anklets, or knee-high socks are worn. (No mesh, nylon knee-highs, socks with designs on them, or athletic-stripped socks are permitted). Navy blue or white tights may be worn.

Girls in Grades 6-8 wear a uniform skirt or skort, with a white collar blouse, or polo shirt as listed on the order form. Skirts and skorts are to be an appropriate modest length. (No shorter than 2 inches above the knee). Girls will wear a gray sweater vest, or uniform sweatshirt.

Navy twill shorts or Capri pants are a warm weather option (start of school until September 30, and May 1 until the end of school), and navy twill pants are a cold weather option. Navy blue, white, or gray anklets, or knee-high socks are worn. (No mesh, nylon knee-highs, socks with designs on them, or athletic-stripped socks are permitted). Navy blue or white tights may be worn.

All shoes must be black, brown or navy dress shoes. No sparkles or light-up shoes are permitted.

Boys in Grades K-8 wear navy blue dress trousers, along with a light-colored blue knit shirt which is tucked into the pants. Jean or jean-type trousers are not worn.

Navy twill walking shorts are a warm weather option. If pants have belt loops, a belt must be worn.

Boys in Grades K-8 may choose to wear a uniform sweatshirt or sweater. Styles are listed on the order form, and are ordered from the uniform company. Non-uniform sweatshirts may only be worn on dress down days.

Navy blue, black, gray or white socks are worn. (No athletic-striped socks are permitted).

All shoes must be black, brown or navy dress shoes. No light-up shoes are permitted.

Boys/Girls Uniforms should be kept neat and clean. Daily good grooming and cleanliness is a necessity in developing a sense of pride and self-worth.

Out-of-Uniform Days

We enjoy out-of-uniform days on special occasions. However, appropriate, modest attire befitting of a Catholic School student is expected. Students that do not comply with expectations will lose out-of-uniform privileges.

- Shirts, pants or shorts must not expose any undergarments.
- All tops must have sleeves.
- Shorts and skirts must be fingertip length or longer.
- No midriff or crop tops are allowed.
- No tattered jeans may be worn.
- No leggings, jeggings or yoga pants may be worn unless a top of at least fingertip length is worn over them.
- No clothing with inappropriate sayings or pictures may be worn.
- No makeup is allowed.
- All shoes must have a back. No flip flops are permitted.

Hair

Hair styles are to be neat and appropriately styled for school. A moderate use of hair spray or gel may be used to keep hair in place. Hair coloring or highlighting are not permitted.

Girls are to keep hair ornaments simple. Hair extensions and hairpieces are not permitted. White, navy, or gray headbands, barrettes, and hair ties are fine. The Uniform Company offers several of these options.

Boy's hair must be kept short (above the eyes, and above the ears, above the collar, and neatly combed). Bowl cut, mohawks ornamental shavings or tails are not permitted.

Shoes

Students need to wear appropriate shoes to school. Safety is of the utmost importance in selecting shoes. Flip-flops and heels that are too high are dangerous and are not permitted.

Except on "out-of-uniform" days, gym shoes or gym-like shoes are not worn in the classroom. Likewise, boots are not permitted. During the snowy months, shoes need to be brought to school so that boots can be removed.

Jewelry

1. Small post earrings may be worn by girls and must be a single-matched pair. (stud-type only — No hoops or dangles) Boys may not wear earrings.
2. A simple chain with a religious medal or cross may be worn.
3. Heavy chains and other ornamental jewelry are not allowed.
4. Watches should also be kept simple (no alarms, music, etc.) (Watches Grades 4-8 only).
5. Students are not permitted to have body piercings or tattoos.

Makeup, Nail Polish, and Artificial Nails

Please be reminded that girls are not permitted to wear makeup to school. This includes eyeliner, mascara and eyeshadow. Also, nail polish and artificial nails are not permitted. This policy also applies to 8th grade events.

Hats, Sports Caps and Stocking Caps

Students are not permitted to wear hats, sports caps and/or stocking caps in the building. This also pertains to athletic and extracurricular events that are held at St. Philip's.

Attendance

It is extremely important for both the students and the class as a whole that every effort is made for all students to arrive on time. The school days begin promptly at 7:45 a.m. At this time all

students should be in their seats and ready to begin. Students who are tardy need to report to the office. If a student receives five tardies in a trimester, a one hour detention must be served.

Regularity of attendance and punctuality are essential. Students need to understand that each day's work is very important in order to insure ongoing success. If a child is absent, parents are to phone the office (630) 543-4130 between 7:30 a.m. and 8:30 a.m. on each day that the student is absent. Absences in excess of five days require a doctor's note upon return to school.

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years.

It is the duty of the principal and teachers to insist upon daily attendance. The principal has the obligation to see that the requirements of the law of the State of Illinois are met. St. Philip the Apostle School keeps accurate and daily records of attendance and a summary of these records are kept permanently on file.

If a student is chronically or habitually absent without valid reason, the case will be referred to the local truant officer. **Students whose unexcused absences total 18 days or more in a school year may be subject to retention.**

Late Arrival/Early Dismissal

In order to keep our students safe and to account for their whereabouts, the following policy applies. Any student arriving after 8:00 am must be signed in by a parent or responsible adult in the school office. Any student leaving before 3:00 pm must be signed out by a parent or responsible adult in the school office.

For an early dismissal, the parent/guardian must call the school office or the student must have a note signed by a parent/guardian stating the date, time, and reason for the early dismissal. Early dismissal notes are sent to the School Office.

If a child needs to go home during the school day because of illness, parents will be contacted by phone.

Under no circumstances may a child be released from school to anyone other than parents or an authorized adult without permission. The adult picking up the student must report to the school office. The safety and welfare of the children are always our number one priority.

Vacations

Although we recognize the importance of family vacations, we ask parents to please avoid scheduling them during school time. It is impossible to make up the instruction and learning that take within the school day. If it is absolutely necessary to travel while school is in session, parents need to request a vacation form so that teachers and administration are apprised. A

great deal of curriculum is covered each week; therefore, teachers are unable to prepare advance lesson plans for vacationing students.

All assignments and tests are given upon the student's return. Students will have as many days to complete the missing work as days missed. Also, please understand that teachers cannot be responsible to re-teach the curriculum, and it is the student's responsibility to contact the teachers about missed work.

School Owned Books, Supplies and Property

Textbooks

All textbooks are borrowed from the school. Students are responsible for their books. Damaged books will need to be replaced at the student's expense.

Supplies and Property

Students should carry their books to and from school in a book bag or backpack. These bags keep books and materials together, and protect the books from the elements of the weather. Preschool, Kindergarten, 1st and 2nd graders do not have heavy materials to carry each day; therefore, wheeled backpacks are highly discouraged. The wheeled backpacks tend to be more of a hindrance than a help, and most of them do not fit well in the lockers.

Student Responsibility

Students need to be responsible to bring their books, supplies, lunch, gym clothes, eye glasses, and other daily materials to school each day.

Take Home Folders

Each student has a red "Take Home Folder". This folder is taken home each evening and is returned each morning. All important notes, papers, and school communication are in this folder. Parents are urged to please check these each day.

Lockers and Desks

The lockers and desks are available for student use during the school year and are the property of the school. St. Philip the Apostle teachers and administration reserve the right to examine lockers and desks.

Parents Rights to Student Records

St. Philip the Apostle School complies with the federal statute governing access to student records. A written request is required. The school has fifteen days to comply with a request. Please contact the school office for further information.

Birthdays and Party Invitations

Students may bring a special treat for the class on their birthday. The individual treats should be kept simple and ready to eat. Please do not send birthday lunches for the entire class, or bring in cakes that need to be cut. Paper napkins should also be provided. No beverages, please.

Invitations to parties may be given out at school provided that there are invitations for all the students in class, or there are invitations for all the boys, or all the girls in the class (check with the homeroom teacher as to when to pass them out).

Cell Phones and Electronic Devices

Electronic devices such as video games, CD players, iPods, cameras, etc. are not permitted in school. As such we accept no responsibility for loss or damage of these prohibited items. Furthermore, cell phones are not permitted unless a parent authorization form is completed and on file in the school office. Those cell phones are kept in the office and are available to students at dismissal time.

If a student is found to have a cell phone with him/her during the school day, the cell phone will be held in the school office and not returned to the student until a parent/guardian comes to pick it up.

Diocese of Joliet Technology Acceptable Use Policy

The Catholic Schools Office of the Diocese of Joliet and St. Philip the Apostle School hereinafter (the "School") support the use of technology in the instructional program through internet capable devices, digital equipment, and electronic communication and associated technology services collectively referred to as ("**Technology Resources**") as a means to facilitate learning and teaching in a digital world.

DEFINITIONS:

User includes anyone, including employees, students and guests using the School's Technology Resources, including but not limited to devices, wired or wireless network, Internet, email, and other forms of technology services and products.

Network is any and all wired and wireless technology networks, cellular networks, commercial,

community, or home-based wireless networks accessible to students.

Equipment refers to computers, notebooks, tablets, cellular phones, smartphone devices, iPads, Kindles, e-readers, as well as portable storage devices.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, moral and ethical decision-making and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

The School recognizes that students have widespread access to both technology and the internet, therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Agreement (AUA),

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

1. **Acceptable Use**

The Diocese and School will make reasonable efforts to ensure that all Technology Resources are used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

Responsibility

School administrators, teachers, staff, and volunteers work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that promote Catholic values and that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as **primary educators** of their children and the need for them to be involved in instructing and monitoring their children as to what material is and is not acceptable for access and communication at home when in possession of a school owned device.

The students, teachers and staff have the responsibility to respect and protect the rights of all digital users in School and on the Internet.

The School Administration or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. **Code of Conduct**

Expectations for conduct Grades Pre-K-3, and 4-8 are defined with the expectation for age appropriate behavior when using technology resources.

3. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, or unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication should immediately bring this to the attention of a teacher or administrator.

4. **Internet Filtering/CIPA**

The school will use technology protection measures in compliance with the **Children's Internet Protection Act** (CIPA) to protect minors and all users.

5. **Privacy**

The user does not have any right of privacy or ownership whatsoever regarding their use of the School's property, network, Internet access or files including email and all school provided accounts.

Consequently, all communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network to access, review, copy and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to use of personal devices as well as school owned equipment.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

6. **Consequences for Inappropriate Use**

The School network user shall be responsible for damages due to the misuse of technology equipment, systems, and software.

Illegal use of the School network, intentional deletion or damage to files or data

belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

7. **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as ongoing educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

8. **Personal Electronic or Cellular Devices**

Students may not carry personally **owned devices** with them during school hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other mobile devices.

9. **Indemnification**

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

10 **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

11 **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services

provided by the School's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

Withdrawal of Students from School

When a student transfers to another school, the Principal should be notified in advance. If the student is transferring to another Catholic elementary school in the Diocese of Joliet, a transfer form is required to be signed by the principal, pastor and superintendent of Catholic schools before the transfer can occur. For a transfer to any school, it is necessary to know the name and address of the receiving school. All personal records will be forwarded **directly** to the new school. A "Request for Records" form must be received by the school office at St. Philip's before records can be released and sent to the transfer school. All financial accounts must be paid in full before records will be forwarded.

Missing Person and His/Her School Record

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Reporting Drug Violations to Authorities

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

1. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a

school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

1. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Reporting Firearms on School Property to Authorities

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

Reporting Attacks on School Personnel to Authorities

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack *and* to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

Admissions

Admissions Policies

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the Official Catholic Directory, published annually.

Religious formation in the Catholic faith is the primary purpose of Catholic education. An interview with the principal to assess the religious and academic commitment of parents or guardians is customary.

Students entering preschool must be three years old or four years old, respectively, on or before September 1st of the year of entry to school. Toilet training (as defined as being able to independently use bathroom facilities) must be completed before entering the preschool program.

Students entering kindergarten must be five years old on or before September 1st of the year of entry to school.

Families are encouraged to register, and become active, contributing members of St. Philip the Apostle Parish. St. Philip's believes that active participation in parish life is an important element in the development of the student.

Tuition and Fees

Tuition

Tuition rates are communicated to each family prior to the start of each school year. The tuition rate is based on the number of students in a family.

All families who have signified their intention to have their children attend our school by completing the school registration process must pay the first month's tuition for the upcoming school year by **August 15th**. School fees (technology, playground, security, book and preschool (if applicable)) are due by July 5th.

In the event a family subsequently makes the decision not to attend our school, school fees shall be **non-refundable**, as it will help to offset the revenue which is lost by virtue of reserving space for a family which has chosen not to attend. **Tuition will be prorated over the number of days attended.**

In addition, those families who have not paid their school fees by August 1st have forfeited their place in school for the upcoming year. Such action is to allow the school to offer placement to other prospective families.

As most of the school families elect the ten month installment plan to pay their tuition, the process is as follows:

July 5th All fees (no monthly tuition installment) (cash, check or money order only) – Refer to description of fees section.

August 15th First month tuition installment (cash, check or money order only)

September 15th The remaining nine tuition installments (refer to the methods of payment section.) **thru May 15th**

NOTE: All school accounts must be paid in full no later than May 15th.

Methods of Payment:

- Cash, check, or money order
- EFT debit
- Credit card authorization

The use of electronic processing whether through bank debit or credit card is greatly encouraged. Either form is available upon request from the Business Office.

Please note that all installments are due by the **15th of each month**. Late fees are assessed for all installments not received by that date. A late fee of \$10.00 is applied each month that an installment remains delinquent.

IMPORTANT NOTE:

Any family delinquent in tuition payments by three months or more must meet with the Business Manager to make arrangements to bring their tuition account up to date. Students of these families will not be eligible to participate in extracurricular activities including athletics, field trips and graduation until such meeting is held and arrangements for payment are made.

Fees

Book Fee: The K – 8 students rent all hardcover textbooks. The Book Fee includes the book rental, workbooks and any related educational materials.

Technology Fee: The K – 8 students' curriculum involves use of the computer lab and/or mobile computer labs. The Technology Fee enables our school to react to ever-changing technological advances in both hardware and software.

School Supplies: All School supplies for K – 8 students are purchased through the school. This service keeps student supply costs to a minimum and ensures that all necessary materials are available. All Preschool participants are subject to a fixed fee to cover all necessary materials.

Playground Supervision Fee: Each family supports the playground supervision program by payment of an annual fee.

As is the case for all financial matters relative to the parish, all school financial issues should be directed to the Business Manager.

Financial Obligation

St. Philip the Apostle School is partially funded through tuition. Tuition rates are available for the current school year through the school office. St. Philip the Apostle Parish subsidizes all students' education.

It is expected that all school families will honor their financial commitment with timely tuition payments as well as regular attendance at Mass and consistent use of their Sunday envelopes.

Tuition Assistance

Financial assistance is available through the Catholic Education Foundation. Grant awards are given on an "as needed" basis. Applications are available in an electronic format on the school website.

Fundraising

Fundraising is necessary to the school operating budget. Therefore, each family is expected to participate to the extent that they are able. Fundraising opportunities will be communicated to school families throughout the year.

Transfer Student Probation

All incoming transfer students are accepted on a probationary basis for the first trimester that they attend St. Philip the Apostle School. This is done to determine if the student is a good fit for St. Philip the Apostle School and if St. Philip the Apostle School is a good fit for the student. If the student fails to comply with the school mission, code of behavior, or academic expectations,

the parents/guardians will be asked to withdraw their child from the school. This will occur at a conference with the parents after help has been given by the teachers and principal.

Instructional Program

Curriculum

Standards/curriculum guidelines, consistent with the State of Illinois Standards, are followed for the teaching of all secular subject areas. Diocesan standards are accessible on the Diocesan website (www.dioceseofjoliet.org)

Homework

Time allotted to homework varies by grade level and by subject area. Homework is oral, or written, and includes the completion of class assignments. Students will usually have homework each day. Weekend assignments may be given as necessary. Even though written assignments may have been completed in school, students need to spend time studying each day.

Grades 3 through 8 students have an assignment notebook for recording daily assignments. It is the expectation that students complete their homework each night, so they are well-prepared for the new day.

Late and missing assignments have a serious effect on performance and grades.

Academic Progress

Parents/guardians can monitor their student's progress at any time by logging onto Schoolspeak. No paper progress reports will be issued as Schoolspeak can generate and send the reports electronically.

Diocesan report cards are issued at the end of each of three trimesters. Report card dates are indicated on the school calendar. The purpose for evaluating the student, both in subject matter areas and character development, is to allow both the parents/guardians and teachers to cooperate in helping the student reach his/her highest potential.

Parent/teacher conferences are held at the end of the first trimester. At this time, the student's progress and other matters of mutual interest and concern are discussed. Other conferences are held at the parent's' or teacher's request.

Late Work (Grades 4-8)

Teachers will issue late slips for an assignment that is not turned in on time. "On time" is the beginning of the class period. A parent signs a late slip and staples it to the completed assignment. The student must return the completed assignment the next day. If the student fails to return the late slip and/or the assignment the next day, the student will receive two signatures on his/her peace card.

Late work will result in an automatic lowering of the student's grade to 50%. A teacher may offer the opportunity to revise the assignment for an additional grade of up to 10%.

If a student receives three late slips in a trimester, the student will serve an academic peace workshop.

If a student has two or more academic workshops in a trimester, the student will be placed on an academic contract.

Grading

Report Card Codes for Kindergarten through Grade 3

The marks used to report progress are 4 (Exceeds Expectations), 3 (Meets Expectations), 2 (Approaches Expectations), 1 (Needs to Improve to Meet Expectations) and NG (Not Graded). The categories and their explanation are listed below.

4 – Work Exceeds Expectations ~ Student demonstrates an in-depth understanding of grade level concepts, skills, and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks *without* teacher assistance.

3 – Work Meets Expectations ~ Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with *little* teacher assistance. (Most students will achieve in this range.)

2 – Work Approaches Expectations ~ Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires *some* teacher assistance: prompts, directions, and reminders.

1 – Needs to Improve ~ Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires *significant* teacher assistance with prompts, directions, and reminders.

NG – Not Graded ~ Used when a particular subject is not taught.

Grades 4-8

The following grading scale is used for students in grades 4 through 8.

A+ =	100%	B+ =	92-91	C+ =	84-83	D+ =	76- 75	F =	69-0
A =	99-96	B =	90-88	C =	82-79	D =	74-72		
A- =	95-93	B- =	87-85	C- =	78-77	D- =	71-70		

Some subjects, such as PE, music, art, and technology receive an effort grade.

Plagiarism

Plagiarism is the act of taking someone else's work and passing it off as your own. This practice is unacceptable and will result in an automatic lowering of the student's grade to 50%. A teacher may offer the opportunity to revise the assignment for an additional grade of up to 10%.

Honor Roll (6th - 8th grades)

A grade of less than B- in any class including PE, music, or Spanish disqualifies a student from Honor Roll.

A grade of less than A- in any class including PE, music, or Spanish disqualifies a student from High Honor roll.

In addition, any notation of numbers 6 through 10 in the Behaviors that Support Learning or an "X" in effort in any class disqualifies a student from either Honor Roll.

Promotion and Retention

Students completing a grade level to the best of their ability and meeting the criteria will then be promoted to the next grade. At times it is in the student's best interest to repeat a grade. Parents will be informed if retention is recommended.

All students must receive a passing grade in all subjects to advance to the next grade level or to receive a diploma at graduation. A failing grade in two trimesters of any subject necessitates makeup work by the student before promotion or receipt of a diploma. Summer school or a tutorial may be used to make up required work. This process must be outlined and a program approved by the principal must be initiated before the end of the school year.

Physical Education

The Physical Education Curriculum flows out of the State of Illinois Physical Education Standards, and emphasizes physical development, fitness, health and team-building activities. The Physical Education Program incorporates more than recess-type sports activities.

It is important that all students have the proper clothes and shoes for each class. Students' gym clothes and mesh bags are purchased through the school. Gym shoes should be kept simple. (No light—ups, platform soles, or extra gadgets, please). IT IS IMPORTANT THAT ALL CLOTHES ARE LABELED WITH THE STUDENT'S NAME. If a religious chain or watch is worn, it must be removed for the physical education classes.

Students who cannot participate in class must have a signed and dated note from parents. A note from a physician will be needed for longer periods of non-participation. Grades will be

adversely affected by frequent non- participation.

Learning Center

Learning Center experiences are provided for students in Grades K through 4. The Learning Center is an extension of the classroom. Our center contains variety of learning activities. Hands-on materials are available and various teaching strategies are used.

The Learning Center helps students to become independent learners, and provides them with enrichment and reinforcement of skills. Volunteer parents assist in the Learning Center.

Library

Students in Preschool through Grade 2 have classroom libraries and students are read to each day.

Students in Grades 3 through 8 may borrow books from our School Library. Children need to take time to read. Each day students have silent reading time.

Field Trips

Field trips are educational experiences which are arranged by the staff to enrich the curriculum. Field trips are a privilege and participation is dependent upon appropriate student behavior. Students must return the field trip permission forms to school on time. Telephone calls cannot be accepted in place of the proper form.

Extra-Curricular Activities

Eligibility

There are a variety of extracurricular activities including drama club, band, choir, sports, etc.

Students must keep up with their studies while participating in extracurricular activities..

Students may not participate in extracurricular activities if they receive a grade of F (69% or below). Students may not attend practices or games until grades are improved and reviewed at the end of the following three (3) week period. Parents and coaches are notified when students are ineligible and are also notified when students may begin to participate again.

1. We are proud of our students and they represent our St. Philip the Apostle School and Parish family. Therefore, responsible behavior is always a criterion for eligibility. Exemplary behavior is expected in school as well as at school events, events at other schools or locations, and when traveling to and from these events.

2. Student attendance at after- school activities must always be chaperoned by an adult.
3. Students may not attend games, practices or other after-school activities on the same day when they are absent from school due to illness.
4. Any student who is not participating in PE class due to medical reasons may not participate in extracurricular athletics.

Band

Band lessons are available to students in Grades 4 through 8. Students who participate in band need to maintain good academic standing in all subjects since band lessons are held during regular school hours.

Children's Choir

Students in Grades K through 8 may participate in the Children's Choir. Call or see the Pastoral Musician for details.

Religious Program

Religious Formation

The most important aspect of St. Philip the Apostle School is the emphasis on religious formation in a Catholic/Christian environment. The students are guided through daily instruction in developing a strong foundation for growth in faith and Christian values.

Prayer begins each day as a school community via morning announcements. Teachers are encouraged to begin each class with a prayer (especially in departmentalized grades).

In daily Religion classes, students are instructed in the tenets of their faith, in the meaning of prayer, sacraments, and liturgy.

Christian/community service projects are encouraged for all students.

Students attend Mass weekly and participate in singing, lecturing, and serving. Parents/guardians are encouraged to attend and participate in all school religious celebrations.

Religious formation is enhanced by daily prayers, penance services, seasonal devotions, and days of recollection, family life/sexuality programs, and safe environment classes.

Sacramental Preparation

Students in second grade receive instruction in the reception of the Sacraments of Reconciliation and the Eucharist. Eighth grade students receive instruction for the Sacrament of Confirmation. Teachers and staff support the parents in their child's sacramental preparation. Families of faith are expected to attend weekly Mass, to pray together daily, to read scripture with their children, and to model Catholic Christian values. With parents as partners, together we strive to teach as Jesus did.

MAY ALL THAT WE DO, BE DONE IN HIS NAME

Discipline

Discipline in a school creates the proper environment for study and an orderly school life. It is the very basis for learning. Proper behavior grounded on Christian principles will be expected of all students.

Inappropriate behavior or conduct unbecoming of a Catholic, Christian student will be handled on an individual basis by the principal. Parents have made a free choice in sending their children to St. Philip's. As such it is understood that parental support regarding respect for authority, support for school rules and policies, and appreciation for the efforts of the school staff are essential to create a Christian learning environment at St. Philip's School. We are in partnership — church, school, and home — working together to build a Christ-centered environment where all can grow spiritually, academically, physically and emotionally.

Expectations of student behavior are as follows:

1. Kindness and courtesy at all times
2. Cooperative Spirit
3. Truthfulness/Trustworthiness
4. Respect for faculty, staff and volunteers
5. Respect for other students and their belongings
6. Respect for all school property

Grades 4-8 students will carry Peace Cards. Disregard for expectations of behavior will result in a Peace Card being signed by a staff member. If a student receives three signatures, attendance at a Peace Workshop will be required.

Academic Peace Workshop

An academic peace workshop is given when a student has received three signatures on their peace card for late or missing work. The workshop will be used to allow the student to complete their missing work.

Behavioral Peace Workshop

A behavioral peace workshop is given when a student has received three signatures on their peace card for inappropriate behavior.

A peace workshop is a time for the student to reflect on his/her decisions in light of Christian attitude, responsibility, and safety. The goal of the workshop is for the student to respond with

positive behavior.

Two peace workshops of the same type (academic or behavioral) in a trimester require that a conference be held with the student and principal during which a behavior contract is written.

Three peace workshops of the same type (academic or behavioral) in a trimester require that conference with the parent/guardian, homeroom teacher, and principal be held. A student receiving a third peace workshop will be suspended from athletic and extracurricular activities for two weeks (Monday through Sunday). The behavior contract will be revised.

Four peace workshops of the same type (academic or behavioral) in a trimester result in a one day in-school suspension after a conference. A student receiving a fourth peace workshop may be suspended from activities including but not limited to field trips, athletics and other extracurricular activities for the duration of the school year.

More than four peace workshops of the same type in a trimester result in a two day in-school suspension or expulsion from St. Philip the Apostle School.

Peace workshops earned in one trimester do not carry over to the next trimester. However, multiple behavior contracts will impose more serious consequences.

CONDUCT THAT IS DISRUPTIVE to the educational process or that infringes upon the rights and safety of others will not be tolerated.

Students who are in school, participating in a school event, or attending any school-sponsored activity SHALL NOT:

1. Participate in "name calling" or use of offensive language.
2. Demonstrate disregard for St. Philip's "Bullying Prevention Policy"; engaging in harassment, touching, rumor-spreading or intimidation, threatening, violent, or physically aggressive behavior.
3. Display threatening, violent, or physically aggressive behavior.
4. Possess any controlled substance (alcohol, cigarettes, and marijuana), any other narcotic or look-alike drug.
5. Possess any firearms, knives, lethal weapons of any type or look-alike weapon. This includes all toy weapons as well.
6. Wear gang-related clothing; possess gang-related use gestures that represent cults, gangs, or other related groups.

7. Demonstrate disregard for St. Philip's Internet Acceptance Use Policy/Agreement.
8. Cheat on a test or other assignment or plagiarize an assignment.

The grade level of the student is taken into consideration when consequences are determined. Students who violate any of the above will face an appropriate course of action as determined by the principal and pastor. Consultation with law enforcement officials may be necessary.

Suspension

A student may be suspended from the school or within the school if that student's behavior endangers the health, safety, moral well-being or learning environment of the other students.

Parents will be notified before the suspension goes into effect by letter and/or telephone. A conference with the teacher, student, parent and Principal will be mandatory before the student may return to class. The student must demonstrate an understanding of the consequences of further misbehavior before being allowed to return to class. Further conditions may be imposed by the Principal. In the case of suspension, missing work or tests must be made up.

Expulsion

According to the Diocesan Handbook two general situations may lead to expulsion:

- When the moral or physical well-being of those in the school is endangered.
- When there is prolonged and/or open disregard for school authority. Every effort will be made to enlist the cooperation of the parents/guardians in order to avoid this extreme consequence.

Exclusion

If a student is awaiting trial on a legal matter we can require that he/she home-schooled at the parent's expense until the legal matter is resolved.

Bullying Prevention Policy

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois law as follows: "Any

severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or
- (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school." 105 ILCS 5/27-23.7(b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the pastor or the principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

Safety

On Campus Supervision

School hours are from 7:45 a.m. to 3:00 p.m. Students are under direct adult supervision when they are on campus. Students may be released from school only at the request of the parent or guardian. Any time a student is taken off campus, whether for athletic competitions, field trips, or school-sponsored activities, the permission of the parent or guardian is required.

Fire, Tornado and Lockdown Drills

According to State Law, fire drills are held periodically. Teachers will acquaint children with the correct procedure for fire drills.

Tornado drills are held in the spring. Directions for drills are posted in each classroom.

To further insure the protection of our students, lockdown drills will also be held. Be assured that St. Philip the Apostle School works closely with the Village of Addison Fire and Law Enforcement agencies to implement and evaluate crisis management plans.

Child Abuse Reporting

St. Philip the Apostle School abides by the child abuse laws by the State of Illinois. This law identifies all school personnel (teachers, staff and administrators) as mandated reporters who are required to report all cases of suspected abuse and/or neglect to the Department of Child and Family Services (DCFS). Failure to comply with this law will result in license forfeiture.

In an effort to keep students safe, an annual age appropriate Safe Environment program will be held in each grade in the school. Parents will be given the opportunity to opt out of this program.

Below is a parent guide to help families prevent child sexual abuse:

Diocese of Joliet Parent Guide: Understanding & Preventing Child Sexual Abuse

SOME BACKGROUND INFORMATION

What Is Child Sexual Abuse? Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. It is a crime in all 50 states. Sexual abuse is called incest when it happens between family members.

Who Are the Offenders? Most sexual abuse is committed by a person the child knows and trusts. Offenders come from all walks of life and from all social and ethnic groups. Offenders actively work to develop trusting relationships with children.

Who Is At Risk? Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years. Young children are especially at risk.

Why Don't Children Tell? Some reasons children do not tell are: They have been taught to obey adults. They promised or have been bribed to keep the abuse secret. They have been threatened by the offender and are afraid to tell. They feel guilty because they believe that the abuse is their fault and are ashamed to tell. They are confused because the offender is someone whom they know and trust. They have been convinced that the abuse is normal or okay. They are too young to know the touching is not appropriate, especially if someone they know and trust does it. They don't know the words to tell about the abuse.

Do Children Lie About Abuse? Children rarely lie about sexual abuse. More often, they are afraid to tell.

PROTECTING YOUR CHILDREN

Here are some things you can do: Educate yourself about sexual abuse. Learn and practice specific guidelines for protecting children from sexual abuse. Talk to your children about touching safety. (See Teaching Personal Safety Skills.) Teach your children personal safety rules before they reach school age. Allow your children to participate in personal safety instruction.

Safety with Babysitters Ask babysitters for references and check them. Interview babysitters in person. Ask how they discipline children. Ask what if questions to find out how they would cope with tricky situations. Inform them about your family safety rules, including touching safety rules. Set other rules for the sitter. (TV, phone use, and friends) Make surprise visits to check on them. Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons. Follow these guidelines even if the babysitter is a family member.

Guidelines for Single Parents

If you are a single parent and are dating, this brings unfamiliar adults into your home. Let your new friend know your family's safety rules, especially about touching. Tell him or her that your children have been taught to tell if any of these rules are broken. Don't leave your children alone with a new friend until you know him or her well. Ask your children if they like the new person and why or why not. Watch your children's reactions for clues to how they feel.

TEACHING PERSONAL SAFETY SKILLS

Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything. Talk with them about touching and private body parts.

Here are some tips: Make touching safety a part of your family's safety rules. Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you. Read a book or view a video on touching safety together with your child. Revisit the conversation. Don't just talk about this important matter once!

Teach Your Children These Rules

It is not okay for someone to touch your private body parts. It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them. It is not okay for someone to ask you to take your clothes off or to take photos or videos of you with your clothes off. It is not okay for someone to show you photos or videos of people without their clothes on.

Types of Touches Teach your children the names of their private body parts. Help them understand that they are the boss of their own body. Explain that there are three kinds of touches:

Safe touches. These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.

Unsafe touches. These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.

Unwanted touches. These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say no to an unwanted touch, even if it is from a familiar person.

For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules. Say no or words that mean no. Get away. Tell a grown-up. Expand your child's understanding of the third step by teaching the following: Never keep secrets about touching. Always tell about a touching problem even if it has gone on for a long time. Keep telling until someone believes you.

Teach Assertiveness Skills

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

Safety on the Internet

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules: Never give out personal information or use a credit card online without your parent's permission. Never share passwords with anyone. Never arrange to meet someone in person you have met online unless parents go along with you. Never reply to uncomfortable messages. Always tell parents about them.

For Teens or Pre-Teens

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should: Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage. Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date's limits and respect them. Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right. Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say no. Be assertive and act immediately if their limits are reached, even if it means making a scene. Understand that it is never too late to say no and never too late to hear no.

More Safety Tips for Teens

Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior. Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable. Go to parties with a buddy and look after each other. Always have a safe way home. Meet a date in a public place or stay around others. Tell someone about the date, where it will take place, and what time it will end. Take a cell phone along if possible. The Bottom Line No means no whenever a person feels pressured about anything and it should be respected! If a person says no and the other person continues to touch or to force touch it is abusive behavior. If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

Safe Families

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set

personal safety boundaries.

For more tips for parents, please visit <http://www.cfchildren.org/parents/parenttips/> If someone has been abused, contact the Illinois Department of Children and Family Services at 1-800-25ABUSE (1-800-252-2873) Content of this document is adapted from "Keeping Children Safe from Abuse: Tips for Parents and Caregivers" © 2004 Committee for Children www.cfchildren.org With permission from Committee for children and from the Diocese of Springfield, IL

Student Health & Welfare

Snacks

Students are welcome to bring a nutritious snack each day. Each classroom teacher will schedule a snack time for their class. Food may not be eaten outside of snack or lunchtime.

School Lunch

Students are encouraged to bring a nutritious lunch which might include high-energy foods such as fruit, vegetables, cheese, and granola. Also, lunch portions that are too large are often wasted. Please do not send candy or sweet treats. No soda is allowed. Good nutrition choices enhance learning.

Students bring their lunch and eat in their classrooms (K-3) or the gym (4-8).

Each student needs a cloth napkin at lunchtime to serve as a placemat for the desk. This provides a neat, clean space, and also helps to keep lunch crumbs together.

To keep our school earth-friendly, lunches are carried in lunchboxes or soft nylon lunch bags.

Since the office is a very busy place, it is not possible to accommodate fast food or hot lunch deliveries. Your cooperation in this matter is greatly appreciated. On holiday occasions, the students can look forward to special fast food lunches provided by the Parent Association.

Milk

Low fat white or chocolate milk is available for K-8 students at lunchtime. This program is subsidized by the state, so it is a reduced cost to our families. Milk money is collected at the start of each year in August.

Other Lunchtime Considerations

For safety reasons, glass containers are never used to bring food or drink to school. Can openers and knives are also prohibited.

Staff members provide supervision during lunch time. Students are expected to follow orderly lunchtime procedures.

1. Quiet talk among neighbors. NO screaming or yelling.
2. Respect the property of others; no one else's lunch should be handled for any reason.
3. Each child is responsible for his/her own area. If you spill, notify the lunch supervisor.
4. Garbage should be disposed of in proper containers.
5. Throwing or tossing food is never permitted.

6. If there is a problem, the student should tell the lunch supervisor.

Health and Wellness Guidelines

Each family must complete and have on file in the school office an Emergency Form providing the telephone numbers of close relatives, friends, or neighbors to be called in the event that the parent cannot be reached. This Emergency Form must be updated each year at registration. Please advise the school office of any change in the information on the Emergency Form during the year.

Students who have recurring health problems such as asthma, seizures, diabetes, allergies or heart conditions should have this information recorded in their health file and also stated on their Emergency Form.

Notify the school office immediately when your child has a communicable condition.

If your child has vomiting, diarrhea, earache, skin rash, eye infections, or elevated temperature, the student should be kept home. Temperature must be normal, without medication, for 24 hours, and there must be no vomiting for 24 hours before returning to school. Children diagnosed with Strep Throat must be on an antibiotic for 24 hours before returning to school. If a child stays home because of illness, the student should not attend any extracurricular activities (i.e., sports, scouting, etc.) until after the next day of school attendance.

When head lice is discovered at school, information will be sent home with students in the affected classes. All students in affected classrooms are checked for head lice until no other cases are found. No infected student may attend school as long as nits are visible on the hair follicle.

When a student is absent, it is important that his/her missed schoolwork is made up. Assignments will be ready to pick up at the end of the school day. When a parent phones in the morning, he/she may identify a student with whom to send the work. Our policy is that students will have the same number of days to make up the work as the number of days absent. It is the student's responsibility to make up the work.

School Physicals, Dental and Vision

All students entering preschool, Kindergarten and sixth grade are required by the State of Illinois to have a current physical and immunization form,

All students entering Kindergarten, second and sixth grade are required by the State of Illinois to have a current dental and vision examination.

Any students transferring from out-of-state are required to obtain a current physical examination

by an Illinois licensed physician.

Also, Grade 5-8 students participating in sports teams must have a sports physical on file before the first scheduled practice.

St. Philip the Apostle School has the right, according to State regulations, to exclude a child from school after October 15 until such time as the child presents proof of having a health examination and/or current record of all required immunizations.

Medication Administration

If a student requires over the counter medication during the school day, this medication must be accompanied by a parent note indicating the time and dosage and the student must be able to self-administer the medication or the parent must come to school to administer the dosage.

If a student requires prescription medication during the school day, this medication must be in the original prescription container and the student must be able to self-administer the medication or the parent must come to school to administer the dosage.

The school office cannot administer medication.

For the safety of all, students may not keep any medication, including aspirins, throat lozenges, cough drops, or over-the-counter medicine in their personal belongings, or on their person. The only exceptions are asthma inhalers and contact lens products.

Please do not send cough drops unless it is absolutely necessary. Cough drops are discouraged, particularly for young students who might choke.

Emergency/Procedures in case of Illness or Injury

When a student becomes ill at school, he/she will be sent to the school office. If a child is running a fever, the parent will be called to come take the child home.

When it appears an injury warrants a doctor's care, or the parent's decision as to necessary care, the parents will be called immediately.

Each family must complete and have on file in the school office an Emergency Form providing the telephone numbers of close relatives, friends, or neighbors to be called in the event that the parent cannot be reached. This Emergency Form must be updated each year at registration. Please advise the school office of any change in the information on the Emergency Form during the year.

Counseling Services

St. Philip the Apostle has the services of a social worker. The social worker will help support the efforts of the school to foster the social-emotional development of students. The social worker will work with the staff to identify students who would benefit from social work services. In instances where the social worker meets regularly with a student, written permission will be obtained from parents, as needed. The social worker is in each class weekly to do preventative work with the students' social-emotional needs.

School Organizations

School Board

The School Board is consultative and participates in the decision-making process in areas of responsibility. As a consultative body, the Board formulates and supports policy, but does not enact it. St. Philip the Apostle policy is developed in the light of principles and regulations published for the School System by the Joliet Diocesan Board of Education and the Catholic Schools office. The School Board meets monthly from September to May. All meetings are open.

Parent Association

Every parent/guardian of a St. Philip the Apostle student is a member of the St. Philip the Apostle Parent Association. The purpose of the Parent Association is to promote Catholic Education by planning social activities for families, by providing cultural activities for the children, and by planning activities that will aid in the financial support of the school. Fund-raising events are planned each year. The proceeds from these events assist with the school operating budget.