



Parent/Student Handbook

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Introduction

Saint Gilbert Catholic School is dedicated to the pursuit of academic excellence of children (preschool through eighth grade) in a spiritual environment, which teaches the Catholic faith while promoting service. We offer each child a social, spiritual and academic experience that encourages a lifelong love of learning and the teachings of the Church.

This handbook is intended both as a source of information and a general guide to the educational services available at Saint Gilbert Catholic School. It is also designed to deal directly with topics concerning student, parent, teacher and administrative responsibilities and performance standards at our school. Obviously, it cannot cover all aspects or special circumstances that may emerge in the course of the year, but it should be a valuable resource for the entire school community with regard to the enforcement of the rules and regulations currently in place. All students are expected to be familiar with the information in the handbook. Parents are asked to review the handbook with their child(ren).

This handbook is a formal agreement between Saint Gilbert Catholic School and the parents or guardians of students who are currently enrolled at Saint Gilbert Catholic School. The principal has the right to amend the handbook at any time. Changes will be communicated to the Saint Gilbert Catholic School community. The handbook is available within this email, as well as on our school's website.

Thank you for your partnership with us,

Mrs. Kristine Buckley
Principal

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Mission Statement

Saint Gilbert Catholic School is called by God to offer quality Catholic Education by believing and teaching the Good News of Jesus Christ, fostering the unique gifts of individuals, and promoting academic excellence while serving the community in socially responsible ways.

Philosophy

Saint Gilbert Catholic School is an integral part of the parish community, believing and teaching the Gospel values of Jesus Christ. We are a Catholic educational community in which students, teachers and parents live out their baptismal promise. We provide catechetical support to families in the student's faith formation. The Saint Gilbert Catholic School staff recognizes the unique gifts of each student, strengthening those gifts through a strong academic curriculum. We provide opportunities to develop leadership qualities in our students so they become active contributors to a peaceful and just society.

The Archbishop of Chicago coordinates the educational ministry of Catholic schools through the Office of Catholic Schools. A Superintendent of Catholic Schools is appointed by the Archbishop and is accountable to him throughout the Archdiocese of Chicago School Board.

The Superintendent is the chief administrative officer of the Office of Catholic Schools and ex-officio member of the Archdiocese of Chicago School Board. The Superintendent is responsible for implementing all policies affecting Catholic schools including the Catholic identity and mission.

Canonical leaders of Catholic schools are appointed by the Archbishop of Chicago. These appointed leaders have the duty to see that the spirit and teachings of the Catholic Church are clearly and accurately presented. Appointed leaders may be the following:

- ❖ The Pastor of the parish school
- ❖ The Pastors of a school co-sponsored by more than one parish
- ❖ Archdiocese of Chicago School Board
- ❖ Lay Boards of the Catholic Faithful
- ❖ Religious congregations.

A Catholic school's identity and mission is constituted by authority of the Archbishop of Chicago and not by students, parents/guardians, employees or board members. Saint Gilbert Catholic School adopts all school related policies issued by the Archdiocese of Chicago. Parents are encouraged to contact the building principal with any questions or concerns.

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The school agrees to comply with any other applicable State or federal law or regulatory requirements.

1. ADMISSIONS

1.1 Non-Discrimination Policy

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs in accordance with applicable local, state and federal antidiscrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church. Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required. This Non-Discrimination Policy is available in other languages upon request.

1.2 Registration Date and Time

The principal will announce the date and time for registration.

1.3 Priority of Admission

The order of priority in the admission of students to Saint Gilbert Catholic School shall be as follows:

1.3.1 Active students already at Saint Gilbert School

1.3.2 Newly registered families who are in good standing (discipline, academics and attendance)

1.3.3 Deviations to enrollment policies may be allowed to permit enrollment of all students within a family. Within each category, preference will be given to the earliest applicants.

1.4 Entry Level – School Age

State Law requires that a student has reached the entry age by or on September 1st of the given year.

Preschool – Age 3

Kindergarten – Age 5

Grade One – Age 6

1.5 Kindergarten Screening

Kindergarten screening will be given to all incoming kindergarten students. Kindergarten applicants are not accepted until they have passed the screening and have been notified of their acceptance after the screening.

1.6 Transferring Students

Any student transferring from another school must present a current report card showing a full academic year and the most recent assessment scores. Students and parents/guardians of fifth through eighth grade may be required to meet with the Principal/Assistant Principal. Saint Gilbert Catholic School reserves the right to request any other pertinent information before the student is accepted.

1.7 Admissions Policy:

Welcome to St. Gilbert School! We are excited to begin this process and look forward to getting to know you and your family. Shown below is an idea of our admissions process.

- Brief observation in your student’s perspective classroom/tour of the school
- Student shadowing process.
- Pre-K/Kindergarten Students: 15-minutes to a half-hour visit to a classroom with their parents.
- Elementary Students: Shadow Day, which can be half-day or full day.
- Middle School Students: Shadow Day, which can be a half-day or full day.

Saint Gilbert Catholic School offers an outstanding education for an excellent value and is competitive compared to other Catholic and private schools in our area. Setting fair and reasonable tuition rates is one of our highest strategic priorities and is central to our mission as part of the Catholic Church. We pride ourselves on our ability to meet our own financial obligations and to continue to provide an excellent Catholic education. This is only possible with continued timely payments and a commitment from our families to support the various fundraising and many school programs that enrich each child’s school experience.

Discounts:

Discounts are available for SGS Faculty & Staff, Carmel staff, Active Military and First Responders. This WILL BE CONTINGENT upon proof of continued and continuing employment. We also offer a pay in full discount of \$200.00 if your tuition is paid in full on or by June 1. Lastly, if you refer a family and they STAY FOR AT LEAST ONE FULL SCHOOL YEAR, you will receive a \$350.00 referral fee in the form of a tuition credit.

Financial Aid:

Financial assistance may be available for qualifying families. Parents or guardians

MUST complete an application through FACTS to be considered for financial assistance from the parish. Applications are available by logging on to FACTS. To apply go to [www.https://online.factsmgt.com/aid](https://online.factsmgt.com/aid) Applications to be considered for financial assistance via the parish must be submitted into FACTS by May 15th. Resources are depleted quickly and budgeted aid is granted on a first come first serve basis. Financial assistance must be applied for annually. **The parish cannot provide greater than 20% of financial aid to any single family.**

Tuition Collection Policy:

The ability to operate Saint Gilbert School is based upon its ability to meet financial obligations that are dependent on the collection of school tuition and any fees in a timely manner and successful fundraising as well as support of Saint Gilbert Parish. A family whose tuition account becomes delinquent is subject to the consequences outlined in this school handbook.

Our Tuition Policy:

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to Saint Gilbert Catholic School on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the Principal/Pastor/ Business Manager so that special arrangements and adjustments to your agreement may be considered. This payment plan must be agreed upon by all parties. Any family whose tuition account falls two months in arrears and has not made alternative arrangements, will have their student's report cards held as well as PowerSchool access revoked and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities) and subject to Financial Suspension. If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed.

Our Commitment to you:

We will get to know each individual child, learning his/her passions, strengths and challenges.

We will encourage children to be active contributors to the community and hold them accountable for their choices.

We will provide opportunities for students to work on difficult tasks and learn academic concepts requiring perseverance in order to succeed.

Diversity and Inclusion

Bringing real-world experience into the classroom is central to our mission. We are committed to creating a school community where we embrace and empower success across every race, gender, ethnicity, religion, and economic background. As we instill the quality of respect in our students, they learn to listen with an open mind and learn from others who may have different backgrounds, experiences and viewpoints..

Early Childhood – Prekindergarten/Jr. Kindergarten/Kindergarten

As these students begin their educational journey, we blend academic lessons with hands-on activities. We create an environment where they learn traditional educational concepts, but also begin to understand social interactions.

Elementary – Grades 1–5

Our elementary program serves students from first to fifth grade. Lessons in the elementary classes are interactive and engaging, giving each student ample opportunity to express interests, ask questions, and make meaningful contributions.

Middle School – Grades 6–8

Our Middle School program serves students from sixth to eighth grades. Our program blends rigorous academic curriculum. Our goal is to bring relevance to the academic content they are learning.

We understand this is a big decision. At Saint Gilbert we pride ourselves on a respectful, fun, educational and safe environment. We have high standards for discipline and respect, lower staff-to-student ratios, (PreK/JrK- maximum 20 students, K-2 maximum 28 students, 3-5 maximum 30 students and 6-8 30 students) which allows for more effective interaction, education and control of classroom behavior. Our strong sense of community is evident in the success and happiness of our students.

ENROLLMENT APPLICATIONS ARE NOT FINALIZED UNTIL APPROVED BY

SAINT GILBERT PARISH

1.8 Application Form

To be considered for admission, parent/guardian must submit a completed application form which includes the following required documentation:

1.8.1 Birth Certificate issued by the County, State or National Agency

evidencing that the student meets the age requirement

- 1.8.2 Baptismal Certificate, if applicable
- 1.8.3 Reconciliation date and location, if applicable
- 1.8.4 First Communion date and location, if applicable
- 1.8.5 A copy of the latest report card received for the student (one full year)
- 1.8.6 Official copy of the transfer (if a transfer student)
- 1.8.7 Bus information and an application fee are also required

1.9 Bus Service and Fees

Saint Gilbert Catholic School is serviced by the Grayslake School District #46 and the Woodland School District #50 for those living within the respective districts and outside one mile and a half from school and for those under a mile and a half who must cross a State Certified Safety Hazard. A fee is charged to those taking a Woodland bus.

- 1.8.8 The school is not required to transport students. Therefore, riding the bus is a privilege, which may be withdrawn from any student whose conduct warrants such action.
- 1.8.9 All inquiries regarding service should be directed to the bus company or to the school office.
- 1.8.10 Only registered riders may ride their assigned bus. Registered riders are not allowed to ride any bus other than their assigned bus.
- 1.8.11 No non-registered guests are allowed on the bus.
- 1.8.12 Bus riders are only dropped off at their designated stop.

2.0 TUITION

2.1 Tuition and Fee Payment

The operation of Saint Gilbert Catholic School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. Tuition payments are an investment in your student's education and religious formation. The tuition and fees for Saint Gilbert Catholic School are approved annually by the school's Administration and the Pastor. Tuition and fee payment policies apply to all students of Saint Gilbert Catholic School Preschool through 8th grade.

2.2 FACTS Tuition Management

FACTS Tuition Management is the contracted provider administering the Saint Gilbert Catholic School tuition program. All tuition payments must be processed through FACTS Tuition and will not be accepted by the School Office. This is a condition of enrollment.

- 2.1.1 All fees for this service are paid by the parents.
- 2.1.2 As part of the registration process, each student must have a completed FACTS Tuition agreement. Registration is not complete and rooms will not be assigned until the Tuition agreement is submitted within FACTS.
- 2.1.3 Parents are to enter all financial information into FACTS website, including savings, checking account or charge card information.

2.3 Tuition Payment and Payment Schedule

There are a number of payment options to make tuition payments. The tuition plans are as follows:

- 2.3.1 Full Payment (One Payment) – The entire Tuition is due on or before June 15. Families must notify the administration by May 15th when selecting this payment option. If families choose to pay tuition in full by June 1st there is a savings of \$200.00.
- 2.3.2 Monthly Payments – (12 payments) – Monthly payments are due on or before the 1st or the 15th of the month beginning in July and ending in June. All automatic payments must be set up two weeks before the actual due date.
- 2.3.3 10 installment payments begin in August and run through and including May.
- 2.3.4 4 installment payments are due in August, November, January, and April.
- 2.3.5 2 installment payments are due in August and the 2nd in January.

2.4 Late Payments

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to Saint Gilbert School on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the Principal/Pastor/ Business Manager so that special arrangements and adjustments to your agreement may be considered. This payment plan must be agreed upon by all parties.

2.5 Tuition Delinquency

Any family whose tuition account falls two months in arrears and has not made alternative arrangements, will have their student's report cards held as well as PowerSchool access revoked and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities) and subject to Financial Suspension.

- 2.5.1 If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records

will be released for any student until all financial obligations are completed. All textbooks, library books, sports uniforms and/or and equipment must be returned as well.

2.5.2 Any eighth grade student with outstanding tuition or fees will not be able to participate in eighth grade activities, graduation ceremonies, or receive diplomas until all fees have been paid.

2.6 Registration Fee

New families must pay a registration fee and turn it in with their completed application. Re-enrollment is processed through your F.A.C.T.S. account. The student will not be considered registered if the re-enrollment process in your F.A.C.T.S. account is not completed. **ALL FEES ARE NON-REFUNDABLE.**

2.7 Late Registrations

Families registering after June 15th will be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be attending according to a formula established by the Administration.

2.8 Refund Policy

For students who withdraw from Saint Gilbert Catholic School, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received. A \$50 Administrative Fee will be added for any withdrawal.

2.9 Student Tuition Fees

Current tuition and fees are listed on the Saint Gilbert School website.

2.10 New Student Application Fee

There is a non-refundable \$250 New Student Application Fee per family.

2.11 Tuition and Fee Payment Requirements

All tuition, after school fees, Woodland bus fees, textbook/library fees, and recess duty fees must be paid before diplomas are granted, final progress reports awarded or room placements assigned.

2.11.1 Because Saint Gilbert Catholic School incurs significant cost when enrolling or transferring a student mid-year, tuition for students arriving or

departing mid-year shall be calculated on a per diem basis after adding ten school days to the actual number of days of enrollment. A transferring student must be paid in full before reports cards and records will be released (including Woodland bus fee, after school fees, textbook/library fees, and recess duty fees). A \$50 Administrative Fee is added to cover costs.

2.11.2 Also, please note that at any time throughout the school year, a large payment may be made which will reduce the “FACTS Tuition” monthly payment going forward from the time the large payment is made.

2.11.3 Be aware that the ONLY payment plan (other than Pay-in-Full) is the “FACTS Tuition” automatic debit option.

3.0 GENERAL SCHOOL INFORMATION AND PROCEDURES

3.1 Absence

For your student’s protection, a parent must enter an absence in the Pikmykid app by 8:00 AM to report a student’s absence. If a student is absent and the parent does not notify the school, the school receptionist will attempt to contact the parent/guardian to question the absence. To alleviate any undue anxiety and concern on the part of the school, please notify the school as directed above.

3.1.1 If a student is absent for five (5) or more days, a physician’s note should be presented to the office upon the student’s return. All contagious diseases must be reported as soon as diagnosed.

3.1.2 A student who is absent during the day for school will NOT be allowed to participate in any evening school activities or sports/cheerleading activities.

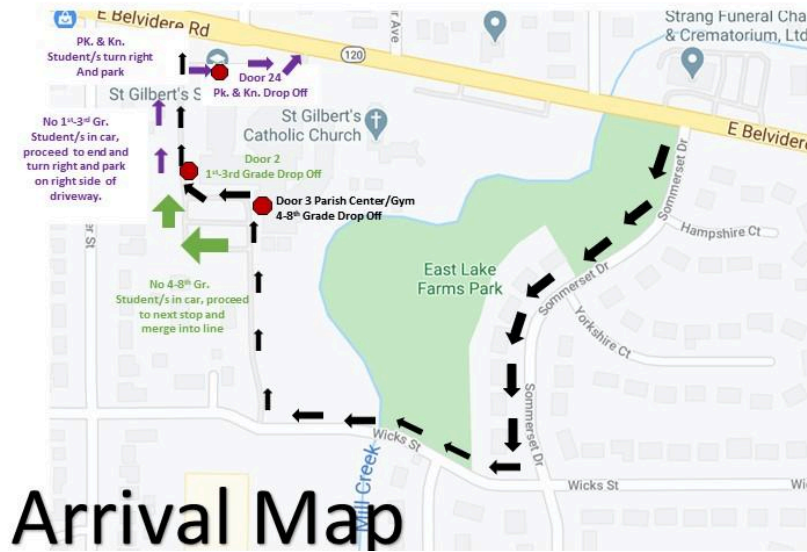
3.2 After School Care Program

Saint Gilbert Catholic School offers an After School Care program which strives to provide a nurturing and safe environment for students, thus allowing parents a sense of peace knowing that their student(s) are in a caring and happy setting that is an extension of the student’s school day. Aftercare is available on all in-session school days.

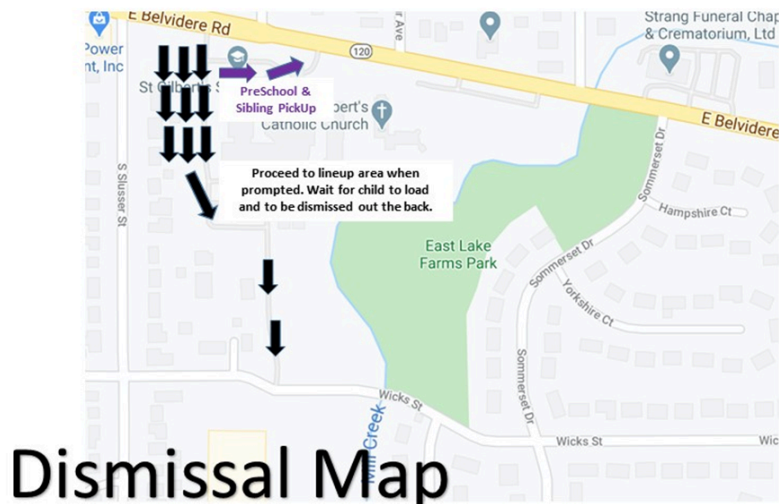
For further information on After School Care, contact the school office or the After School Director at 847-223-8600, ext. 210.

3.3 Arrival Drop-Off and Dismissal Pick-Up Procedures for Grades K-8 (For Pre-School students please refer to the Pre-School Handbook)

3.3.1 Morning Drop Off. Car riders enter the West parking lot from the back driveway and Wicks St. Students in grades 4-8 are let out by the Parish Center Doors, grades 1-3 by door #2, and Kindergarten and Preschool by door #24 in the front of the school building. Dropping any students at the office door before 7:20 AM is not permitted. **Students who are not in their homeroom by 7:20 AM are considered tardy and must report to the school office for a late check-in.**



3.3.2 Afternoon Pick Up. The car rider dismissal takes place in the west parking lot or gym parking lot. Buses wait in the gym parking lot for Woodland and Grayslake bus riders and depart at 1:50PM. All families will use the PikMyKid App for car rider dismissal, and to report absent children as well as changes to their dismissal routines. Cars will be allowed into the West lot at approximately 1:45. If you arrive early you will be asked to wait in the East Parking Lot so as not to block bus traffic, or park in no parking zones along 120 and the surrounding neighborhoods. Please have your car tags visible on the drivers side window or visor, and announce your arrival using the App. Follow the directions of staff to park and wait for your child to come out to be loaded. We will load cars in groups of 24. No cars will move to dismiss until all 24 are loaded. Please flip up your visor so staff knows that your car is loaded. After pickup proceed down the driveway to the Wicks Street exit.



3.3.3 Students are dismissed each day at 1:55. Aftercare is available to parents who are not able to pick up at our dismissal time. If a parent is late (2:15 or later) to pick up more than once in a trimester, the students will be sent to After School Care. Parents will be charged a registration fee and an hourly fee for the service used.

3.4 Attendance

Our school day begins at 7:20 AM and ends at 1:55 PM. Students are required to attend school every day for the entire school year. To receive the maximum benefit from classroom and instructional participation, it is important that a student report to school on time each day. Parents/guardians are urged to enforce this habit. Illness of the pupil, death in the family, and exceptional instances that affect the student and/or family are legitimate excuses for absence from school. A student who is not in school on an attendance day and who is not attending a school sponsored event or occasion at another location is recorded as being absent.

3.4.1 The buses unload at 7:00 AM.

3.4.2 The school building is opened for car riders/walkers at 7:05 AM.

3.4.3 Students are expected to be in class at 7:20 AM.

3.4.4 The school is not responsible for students who arrive before the school building is open. Students are expected to wait in an orderly and safe manner.

3.4.5 Buses will depart promptly at 1:55 PM.

3.5 Dismissal Changes

Parents are to utilize the PikMyKid App to notify the school of any changes in their student's dismissal plans by 1:00 p.m. **Under emergency circumstances, we will allow exceptions to this policy.** Students will not be allowed to go home with another student unless they have written/verbal permission from a parent. Parent must use the PikMyKid App to indicate a change in dismissal routine. Students will NOT be allowed to call home for this permission.

3.6 Early Dismissal

Physician or other appointments should be scheduled outside school hours whenever possible. Permission to leave the school grounds at any time during the school day will be granted with written parental authorization. All students must be signed out by an authorized adult. Parents must pick up the student by the School Office-door #1.

3.7 Tardy and Truancy

Punctuality is very important to the education of students. Tardiness is a practice, which is disruptive for the given student, for the class, the teacher, and routines necessary for the functioning of the school. Occasional, tardiness for some unforeseen and valid reason should be accompanied by a note or phone call from the parent.

Valid causes for being absent shall include; illness, including the mental or behavioral health of the student, death in the immediate family or a family emergency, other situations beyond the control of the student, or circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. All student absence must be communicated through the PikMyKid App and/or a call to the school office. Absence is documented by office staff in PowerSchool attendance.

A student who is late must report to the office, the office staff will document tardiness through the use of PowerSchool attendance. Chronic tardiness will result in written notification to parents and/or a call from the Principal. Continued tardiness/and or excessive unexcused absence will necessitate a parent conference to address the problem. The result of this conference will be an agreed upon plan, referral to counseling services, and/or providing the family with resources available in the community relevant to their needs. (revisions to this policy added on 10.21.22-kb)

3.8 Vacation Absences

The school discourages vacations or trips taken during the school year. Family

vacations should be planned to coincide with the school holiday periods. A child needs the continuity of the learning experiences provided through teacher presentations and student interaction. Written work alone cannot substitute for these experiences. If for some reason a family needs to remove a child from school for a vacation, please notify the office regarding the number of days that your child will not be in school.

Parents/guardians who take their child out of school for vacation may not request that teachers make special or individual assignments before the vacation begins. Class assignments, homework and tests will be made up after the student returns to class. Students will have 1 week to turn in any missed assignments.

3.9 Emergency Forms

A copy of the emergency form is to be completed in full each school year, providing requested information to secure the health and safety of each student. **Please notify the school office and the rectory (if a parishioner) in writing if and when any information changes during the school year.**

3.10 Classroom School Parties

Parties will be held during the individual lunch times. Parties may be held to celebrate; Halloween, Christmas, Valentine's Day, End of the School Year. Only two Room Parents are allowed. Room Parents must be compliant in Virtus. Parents must okay the menu, in advance, with the teacher. The menu must fit under the guidelines of the Saint Gilbert School Wellness Policy. In addition, birthday treats should be limited to small gifts, if desired (pencils, erasers, etc) instead of food. A party fee of \$30.00 is included in the yearly tuition. This fee is to be used to pay for the main food items for the four parties. Party funds main purpose is to cover the costs for items needed for the party, NOT for teacher gifts. Room parents may ask classroom parents for party items such as; plates, napkins, forks, desert, snack items, or drinks to supplement the class party.

3.11 Invitations to Private Parties

The school does not distribute invitations to private parties. Please be sensitive when having your student give out invitations to classmates, that all of the same gender, or the entire class is invited, otherwise do not use the school setting to distribute the invitations. Hold parties with a selected guest list on the weekends to avoid school time conversations which tend to foster division and hurt feelings. Sixth, seventh and eighth grade students are not allowed to hand out invitations at school.

3.12 Homeroom Placement

The assignment of homerooms is started in the spring of the prior year and finished during the summer. The goal of the collaborative decision by grade level teachers, departmental teachers, special education teachers, and the principal is to build a class which will enable each individual student to have an academically successful year in a social environment that supports continued growth and development.

3.12.1 Homeroom make up is to provide a gender balance, a range of overall abilities and personalities, uniform class size and sensitivity to the number and nature of students receiving special services.

3.12.2 Saint Gilbert School will consider specific and relevant information, which describes or supports a particular academic or social/emotional need of your student. This information must be provided in writing to the Principal prior to March 15th. This information will be reviewed; however, specific requests are not guaranteed.

3.13 Lost and Found

Articles which contain no identification and are left unclaimed at the end of each trimester are sent to charity. If you are in the school building, it is a good idea to stop at the Lost and Found. The school is not responsible for any items that are lost or stolen. The lost and found container is kept in the main office.

3.14 Lunch and Recess

Lunch and recess period is 40-minutes long in grades K-8. All Day Preschool has a 20-minute recess period. If students are well enough to attend school, they are well enough to go outside for recess. Students will not be kept inside from recess every time they have a runny nose or a cough. If your student is too sick to go outside, then he/she needs to stay at home from school.

	Recess	Lunch
PK	Varies	11:00-11:30
K-2	11:35-11:55	11:15-11:35
3-5	11:55-12:15	11:35-11:55
6-8	11:15-11:35	10:55-11:15

3.15 Fast Food Lunches

Fast food lunches are not to be brought in for students.

3.16 Parental/Volunteer Involvement

As a family oriented school, Saint Gilbert Catholic School encourages parental involvement. There are many programs in the school that could not exist without the generosity of parents and members of the community. Below are some of these programs.

3.16.1 Family School Association sponsors a variety of student activities and school support programs. It also provides opportunities for parents to be active participants in their student's education.

3.16.2 School Advisory Board works with administration to develop policies that will enable the school to reach its goals and deal with recognized needs of the school community.

3.16.3 St. Gilbert School partners with Kiddos to bring hot lunch to our school daily. Kiddos has agreements with local restaurants who prepare and deliver lunches. Parents order and pay through the Kiddos website. Allergy information from the restaurants: The restaurants are not peanut free, tree nut free, dairy free, egg free, gluten free or free of other allergens. While the restaurants take great care to prevent cross contamination, cross contamination can occur therefore, we cannot guarantee any of the food items are safe for children with allergies, including items marked gluten free. Please contact the restaurants directly to answer any allergy questions you may have, understanding , they cannot guarantee the food is safe for children with allergies and they cannot customize the preparation of your child's meal. Hot lunch may be coordinated by FSA on scheduled school party dates, therefore Kiddos Hot Lunch will not be offered on those days.

3.16.4 Classroom, Library and Playground Helpers assist on the playground, in the classrooms and in the library.

In certain instances, Saint Gilbert Catholic School reserves the right to limit or prohibit a parent from volunteering for some or all events. Individuals who choose to be a vital part of the school by sharing their time, treasures, and talents with students and staff, are required to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

For more information about all the requirements please visit <http://www.archchicago.org> and scroll to the *Protecting Children* button.

ANY PARENT WANTING TO CHAPERONE A FIELD TRIP MUST BE IN COMPLIANCE WITH THE SCHOOL OFFICE PRIOR TO THE FIELD TRIP PERMISSION SLIPS DUE DATE.

Attend Virtus/Protecting God’s Children for Adults.

To view a list of upcoming Virtus classes: <https://www.virtusonline.org/virtus/>

Note: All participants must pre-register online to attend a class.

Note: If you have attended Virtus training in another diocese, call 888-847-8870 and ask if your Virtus training is transferable to the Archdiocese of Chicago, If yes, then submit a copy to the school office.

Note: For Virtus training, go to www.virtus.org.

- Click on “Begin the registration process”.
- Select Chicago, IL (Archdiocese).
- Create a User ID and Password.
- Follow the instructions to register for training.
- Please make sure you pick Saint Gilbert Catholic School as your primary site.

Archdiocesan Standard of Behavior -Read and Sign

You will find this form on the Virtus website and it must be completed online.

Child Abuse and Neglect Tracking Forms (CANTS 689)-Read and Sign.

This form must be turned into the school office. PLEASE DO NOT MAIL THIS FORM YOURSELF.

Mandated Reporter Training and CANTS 22 form -Attend online training, send certificate and Cants 22 form to school office.

3.17 Support School Fundraisers

We ask that families support the functions and events sponsored by the school and the Family School Association. Specific events may include:

3.17.1 Boosterthon; Fun Run/or Dance-a-Thon

3.17.2 Other year round fundraisers include such things as Restaurant Nights, Family School Events and SGS Rocks.

3.18 Parents Recess Duty

All families will be assigned recess duty four or five times a year. Recess duty is scheduled alphabetically starting where the previous year ended. It is the responsibility of the family to arrange for a substitute or to serve their recess duty. The safety of the students is dependent on every scheduled person to be on the playground on their given day. Substitutes for recess duty are on a volunteer basis and are paid \$15 by the family needing a substitute. Those families paying the \$15 are to forward their payment to the office after they have arranged with the substitute for their service. If an emergency does occur and you are unable to serve your recess duty there is a \$25 fee. This fee helps to ensure that everyone will do their part in keeping Saint Gilbert Catholic School safe and helps to offset the cost of getting someone in an emergency when parents don't show up. If you are interested in helping as a regular recess substitute please call the school office. Please make note of the following when helping at recess time:

- 3.18.1** Parents who do not pay their missed recess duty fee after being notified will have this fee added to their FACTS Tuition draw in either December or April if applicable. Parents of students in Kindergarten-7th grade, who still have unpaid recess fees at the end of the school year, will have the amount owed applied to their first tuition draw of the following school year or if paying in full, the amount will be added to the tuition total.
- 3.18.2** All recess duty fees must be paid before diplomas are granted, final progress reports awarded.
- 3.18.3** Do not bring your young children with you or spend time talking to other parents on duty. Your primary duty is to keep an eye on the students at recess and keep them safe.
- 3.18.4** An emergency is defined as any event that causes a parent to be unable to serve their recess duty on the assigned day whether it be a sick child, a meeting at work, car trouble, a medical condition, etc. This will result in the \$25 missed recess duty fee being assigned.
- 3.18.5** If there are no substitutes available on your particular day and you are unable to switch with another family, the \$25 recess duty fee will be assessed.
- 3.18.6** If weather is inclement, you will be notified and your services will not be needed.
- 3.18.7** Report to the recess monitor 5 minutes before the beginning of the first

recess.

3.18.8 Recess times are 11:15 AM – 12:15 PM

3.19 School Security

The school doors are locked during the time school is in session. Admittance is accessible by ringing the bell at the Office Entrance (Door #1). All parents and visitors must sign in and wear a visitor's badge.

3.19.1 Please do NOT ask a student or parent to open any other door. For the safety of all students, parents will NOT be allowed to enter the building from any other entrance.

3.19.2 Our teachers are not able to easily identify EVERY adult who tries to enter the building. Therefore, ALL parents must enter the building only through the main entrance.

3.19.3 If you (or someone else) are bringing your student to school and must help your student with something that needs to be brought into the building, please enter only through the doors by the office.

3.20 Visitors

Saint Gilbert Catholic School welcomes adult visitors and interested members of the community. All visitors must enter the school building via the main entrance (Door 1). Each visitor will scan their driver's license or state issued identification at the door. A background check will be run and if approved a badge will be printed and entry into the building will be allowed.

3.21 Withdrawals

When a student transfers to another school, the school office should be notified at least two weeks in advance. It is necessary to know the name and address of the receiving school, as well as the new address of the family. Unofficial permanent records will be forwarded within 10-days directly to the receiving school once a transfer request has been received from the receiving school. **All financial accounts must be completed before official records will be forwarded.**

4.0 COMMUNICATION

4.1 School Calendar

Please refer to Saint Gilbert School's calendar on our school's website for the most current information. This calendar should serve as your primary school scheduling resource. We encourage our families to regularly review the school's calendar in that additions and revisions may occur throughout the year. Within

the website, directions are available to sync the calendar to Smart Phones and computers. An annual tentative school calendar is emailed to families during the spring of each year.

4.2 Principal's Weekly Newsletter

The Principal's newsletter, "Thursday Tidbits" are distributed each week at 2:15 pm through School Messenger. All newsletters are archived throughout the year on the school website. If for any reason you do not receive a copy, please notify the school office.

4.3 Messages for Teachers/Staff

Teachers are involved with either classes or duty from 7:00 AM to 2:00 PM and are not available to receive telephone calls during these hours. An attempt will be made to deliver messages left on a school day before 1:00 PM.

4.3.1 Telephone Messages

If it is necessary to contact a teacher, contact the school secretary at 847-223-8600 and leave a message for the teacher.

4.3.2 Email Messages

Parents may also contact a teacher via email at their convenience. All teachers email addresses are as follows:
teacher's first name.teacher's last name@stgilbertschool.org.

4.4 Messages for Students

Messages to students must be limited to emergencies. If it is necessary to contact a student, contact the school secretary at 847-223-8600 and leave a message for the student. If messages are left after 1:00 PM of the school day, we may not be able to deliver the message prior to the end of the school day. All arrangements for lunch, after school play, and special appointments are to be made with the student before he/she leaves home. A written note or email should be sent to the student's teacher explaining any changes.

4.5 Non-custodial Parent Communication

Saint Gilbert Catholic School abides by the provisions of the Family Educational Right to Privacy Act (Buckley Amendment) 20 USC S. 1232g, with respect to the rights of a non-custodial parent with access to the academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official current copy of the court order. It is the responsibility of the non-custodial parent to notify the office, in writing, at the beginning of each school year if he or she wishes bulletins to be sent monthly

and/or receive a copy of the report card.

4.6 Parent Directory

Annually, at the beginning of the school year, the Saint Gilbert Catholic School Family School Association (FSA) publishes a Parent Directory that is distributed to all school families. The directory also contains general information of a changing nature, such as school staff and assignments, yearly calendar, tuition, fee payment procedures and policies, officers of organizations, and important phone numbers. The information in the directory may not be used or sold for solicitation purposes, including but not limited to commercial, private or political use.

4.6.1 The following information appears in the Parent Directory: Parent's Last Name; Father's First Name/Mother's First Name; Address (City, State, Zip Code), Telephone Numbers; Student's Name and Grade; and email address.

4.6.2 This information will appear in the Parent Directory unless specific notification is given to withhold that information. Inform the school office by August 25th if you want to remove any or all personal information from the Parent Directory. Unless notified, the information will appear in the next school year's distribution of the Parent Directory.

4.7 Parental Grievance Procedure

In choosing to register at Saint Gilbert Catholic School and with acceptance of the application, it is reasonable to expect that academic and discipline standards are compatible and that parents and school will work together in educating the students.

4.7.1 Teachers, staff and the school administration will communicate with parents by standard means including but not limited to telephone calls, progress reports and/or conferences, particularly as concerns mount. It is Saint Gilbert Catholic School's intent and desire to work with the parents in meeting the needs of the student and to assist the student to be self-motivated and self-disciplined.

4.7.2 If a parent has a concern, the parent should first contact the teacher to express their concern as soon as possible. If the parent then feels that further action and/or communication is necessary, the Principal should be contacted within a reasonable amount of time.

4.7.3 If a parent is unable to communicate directly with a teacher, then the

Principal will elect to act as a mediator to resolve the issue. If necessary, a meeting will be arranged with the teacher(s) and Principal present. One of the Dean of Students may be asked to attend these meetings.

4.8 School Advisory Board

The function of the Saint Gilbert Catholic School Advisory Board is to support and work with the administration of the school. It concerns itself with matters of budgetary controls, the establishment of school policies, and operates within the framework of policies enacted by the Office of Catholic Schools. The School Advisory Board is not a grievance committee for settling parent-teacher problems. The Principal handles these concerns in the school office. Information pertaining to the School Advisory Board is located on the school website. School Advisory Board minutes are also available on our website.

4.9 Inclement Weather Closing

Parents will be notified through the School Messenger Emergency Notification System for any emergencies or school closings. Notifications are also provided by major broadcasting radio stations or television channels (WGN, WMAQ, WLS/FM, and FOX 32). You may also visit the Emergency Closing Center at <http://www.emergencyclosingcenter.com/ecc/home.jsp>, for verification of closure status. In the event of inclement weather, do not call the school office or rectory for school status. If the school is closed for weather, or other emergency the students will be eLearning for the day. Teachers will communicate work using the LMS Systems of SeeSaw (K-2), and Google.classroom for (3-8).

4.9.1 In case of a tornado warning while classes are in session, or other endangering circumstances, all students will be kept in school until the all clear signal has been given. If parents do come before the all clear signal, they must sign their student out. Parents are not allowed to take any students other than their own.

4.9.2 In the event of a building evacuation, all students will be bussed to Grayslake Middle School, at 440 N. Barron Blvd., Grayslake, IL 60030 or all students will walk to Westlake Christian Academy, at 275 S. Lake St., Grayslake, IL 60030.

4.10 Special Appointments

If you would like to meet with a teacher, a Dean or the Principal please contact the school office to make an appointment. The teachers, Deans and the Principal may have scheduled appointments and are not always able to accommodate drop-ins. The office staff will help you in scheduling appointments.

4.10.1 No parent or visitor may go to a classroom during hours of instruction.

4.10.2 To respect teachers and staff of Saint Gilbert Catholic School, please do not call them at their residence.

4.11 Saint Gilbert Catholic School Website

The official website for school is www.stgilbertschool.org. A variety of information pertaining to Saint Gilbert Catholic School can be found on the school’s website, and is managed in accordance with the guidelines established by the Archdiocese of Chicago. The Saint Gilbert Catholic School website includes information regarding the school's educational mission, goals, objectives, enrollment information, curriculum information, athletics and school events.

4.11.1 The guidelines for the school’s website include that they must support the objectives of the Archdiocese and must be appropriate for anyone to access. In producing web pages the following goals are considered: (1) introducing external visitors to the school and its program; (2) linking internal users to outside information resources.

4.11.2 As part of class/course projects, students may be developing and publishing web pages(s) on the Internet. Publishing web pages is similar to publishing a newspaper with text and pictures. Just as anyone may pick up and read an article in a newspaper, anyone with access to a computer and to the Internet may find the student web pages.

4.11.3 Each student must have a signed Acceptable Use Consent Form on file in order to publish this information.

4.11.4 Archdiocesan guidelines for student work posted on the school’s website are shown below.

Grades Pre-K through 6	Grades 7 through 12
Student Work <ul style="list-style-type: none"> ● First name only will be used, no photograph 	Student Work <ul style="list-style-type: none"> ● First name, last name initial are permitted with no indication of grade level and no individual photograph with the name.
Student Photographs <ul style="list-style-type: none"> ● Small or large group photographs of students are permitted but may not have any identifying names. 	Student Photographs <ul style="list-style-type: none"> ● Individual, small or large group photographs of students are permitted but may not have any identifying

<ul style="list-style-type: none">• Individual student photographs are not permitted.	names.
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At times during the school year, students may be photographed or videotaped for use in program displays, newspaper stories, and social media coverage about the school. These materials will be used only for appropriate and legitimate purposes.

5.0 SCHOOL POLICIES

5.1 After School Activities

Only those students who have permission from their parents/guardians to remain for after-school activities are allowed in the building after 2:00 PM. If a child is not picked up on time, your child will be taken to the Saint Gilbert's After School Care and parents will be charged a fee for the time spent there.

5.2 Cellular Telephones

Cellular telephones may be brought to school but must be turned off during the day. Cellular telephones will be confiscated if a student has a cellular telephone in his/her possession during the day or if it is discovered that the cellular telephone has been turned on during the school day. Parents will need to come to the office to pick up their child's cellular telephone if it is confiscated. The school is not responsible for the loss of any cellular telephone brought to school. Occasionally a teacher will allow cellular telephones to be used as part of a class project.

5.3 Electronic Devices

Misuse of electronic devices are subject to confiscation by the teacher or school administration. Parents will be required to pick up confiscated electronic devices from school. Students will be subject to the disciplinary consequence of an after-school detention for misusing such items at school.

5.4 Child Abuse

By law (P.A. 81-1077, ILCS 5/3, 5/4.02, 5/7) school staff is required to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services (DCFS). Any person required by law to report child abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor.

5.5 Child Custody

5.5.1 Release of a Child to Non-Custodial Parent

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights. If it is

determined by the school that the custodial parent may not be expecting release of the child to the non-custodial parent, the school will make every effort to contact the custodial parent immediately. The school may not release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement will be contacted.

5.5.2 Parent-Teacher Conferences/Communication






In the absence of a court order, a school will provide the non-custodial parent the opportunity (upon request) for a parent-teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child will be provided to the non-custodial parent in a timely fashion. It is the responsibility of the non-custodial parent to notify the office, in writing, at the beginning of each school year if he or she wishes bulletins to be sent monthly and/or receive a copy of the report card.

5.6 Discipline

5.6.1 Saint Gilbert Catholic School does not allow corporal punishment.

5.6.2 Saint Gilbert Catholic School uses a school wide positive behavior model based off our school motto; REBEL

5.6.3 Rebel Way Organizer:

<h1>THE REBEL WAY</h1>		
<h1>R</h1>	Respectful: <ul style="list-style-type: none"> • Takes care of school / classroom property • Uses manners to adults & classmates • Actively listens to others 	
<h1>E</h1>	Enthusiastic: <ul style="list-style-type: none"> • School spirit • Positive attitude • Encourages others 	
<h1>B</h1>	Big Hearted: <ul style="list-style-type: none"> • Loves like Jesus • Shows faith by actions • Is helpful to others 	
<h1>E</h1>	Empathetic: <ul style="list-style-type: none"> • Is tolerant of others • Accepts others' differences • Considerate of others' feelings 	
<h1>L</h1>	Leader: <ul style="list-style-type: none"> • Participates in Mass, class, & school events • Goal achiever • Organized 	

5.6.2 Rebel Way Description: Students are given tickets when observed to be following the Rebel Way of behaving. Each week the “Rebel Way Prize Cart” will go around the school and tickets can be turned in for a prize (K-3), or two tickets will be pulled from a jar for a prize (4-8). Through this program we hope to develop leaders who are focused on positive behavior rather than negative.

5.6.4 Behavior Tracking System/Principal, Deans, Teachers

The Behavior Tracking System consists of Levels that start over each Trimester. This system provides for teacher documentation, student and teacher consultation, and communication with parent(s)/guardians(s).

5.6.5 Behavior Tracking System/Principal, Deans, Teachers

The Behavior Tracking System consists of Levels that start over each Trimester. This system provides for teacher documentation, student and teacher consultation, and communication with parent(s)/guardians(s).

- **Code of Conduct- Preschool**

In all areas of learning discipline must be considered in the development of children. Preschool is an important time for children to learn appropriate behavior in a social or group setting. Preschool principles such as sharing, personal space, following directions, and respect for others are gained in these formative years. Self control will grow as children are given opportunities to interact with others, make choices, and solve problems.

Saint Gilbert Preschool classrooms are designed so that negative behavior and conflict are minimized. Classroom guidelines are stated in a positive manner. Teachers have the skills to help children through conflict and their emotions.

Preschool expectations are below. We encourage Catholic moral values and a loving respect for all persons.

1. Will be truthful
2. Will be respectful and courteous toward teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will respect all school and personal property
7. Will play with good sportsmanship and cooperation
8. Will follow school safety rules

A parent teacher meeting will be arranged in cases where a child is making repeated infractions to the code of conduct with no improvement.

A meeting will be needed for the following repeated infractions:

1. Biting
2. Multiple toileting accidents in a trimester
3. Refusal to listen to the teacher/staff

4. Hitting classmates, teacher, or staff
5. Running away from class/teacher
6. Running out of the classroom without permission
7. Stealing from the school, classmates, or teacher
8. Vandalism
9. Misuse of bathroom
10. Uncontrollable temper tantrum
11. Profanity

● **Code of Conduct and Conduct Grades K-3**

At Saint Gilbert School, students are expected to demonstrate safe and responsible behavior. This includes assuming responsibility for their actions and showing respect for themselves and others. By adhering to the Rebel Way, students will develop positive behaviors that are part of their academic success at school.

Because the After School Program is an extension of the school day, therefore this code of conduct policy applies. Students below 70 points will not be allowed to attend the after school program until the following trimester.

Each student begins a trimester with 100 points in conduct. Any infractions will result in a loss of points given in a level. Level 1 receives the loss of 1 point; Level 2 receives the loss of 3 points; and Level 3 receives the loss of 6 points.

This chart shows the points for each grade in Conduct at the end of a trimester.

Points	Grade	Explanation	Grading Scale:
100-90	(E) Exceeds	Consistently exceeds expectations	4
89-80	(M) Meets	Consistently meets expectations	3
79-70	(I) Inconsistent	Inconsistently meets expectations	2
69-60	(U) Unsatisfactory	Does not meet expectations	1
59-less	SIP	Student Improvement Plan	0

When a level is given, the student will receive a form that lists the infraction(s) broken. The form must be signed by a parent or guardian and returned to the teacher or dean the next day. If the form is not returned the next day, one point will be deducted from the Conduct grade.

Level 1 Infractions

1. Interfere in words or actions with the classroom routines
2. Eating food in the classroom without permission
3. Excessive talking out of turn
4. Throwing objects
5. Not in proper SGS uniform
6. Not following teacher directives
7. Inappropriate behavior at lunch
8. Inappropriate behavior at recess
9. Inappropriate behavior in halls or stairwells

Level 2 Infractions

1. Disrespectful words said to a classmate, teacher, or staff
2. Talking back to the teacher or staff
3. Refusing to do any classwork/activity
4. Stealing items from the school, teacher, or classmate
5. Hitting or pushing another student
6. Misuse of bathrooms / not following bathroom rules
7. Use of profanity/inappropriate language in words or writing
8. Use of cell phones or Smartwatch during school hours without permission

Level 3 Infractions

1. A physical altercation with another student
2. Belligerent behavior towards teacher or staff member
3. Threatening a classmate in words or actions
4. Vandalism of school property
5. Actions that cause harm to self or others
6. Using words, actions, gestures, that are lewd, derogatory, or socially offensive
7. Exposing him/herself to others in an inappropriate social environment

Student behavior that is uncontrollable after 30 minutes will result in a phone call home and the student will be dismissed for the remainder of the day. Every effort by staff will be given to help the student cooperate, calm down and resume their day in the classroom.

- **Code of Conduct and Conduct Grades 4-8**

At Saint Gilbert School, students are expected to demonstrate safe and responsible behavior. This includes assuming responsibility for their actions and showing respect for themselves and others. By adhering to the Rebel Way, students will develop positive behaviors that are part of their academic success.

Because the After School Program is an extension of the school day, this code of conduct policy applies. Students below 70 points will not be allowed to attend the After School Program until the following trimester.

Any inappropriate behavior is subject to disciplinary action given in a level or detention. A level or detention affects the student's grade in Conduct. Each student begins a trimester with 100 points in behavior. An infraction in behavior will result in a loss of points given in a level. Level 1 receives the loss of 2 points; Level 2 receives the loss of 4 points; Level 3 receives the loss of 8 points; and Level 4 receives the loss of 12 points. A detention results in the Conduct grade being lowered by one letter grade.

This chart shows the points for each letter grade in Conduct at the end of a trimester.

Points	Grade
100-90	A
89-80	B
79-70	C
69-60	D
59 or less	F

When a level is given, the student will receive a form that lists the infraction(s) broken. The form must be signed by a parent or guardian and returned to the teacher or dean the next day.

Level 1 Infractions

1. Interfere in words or actions with the classroom routines
2. Chewing gum
3. Eating food in the classroom without permission
4. Talking out of turn
5. Not prepared for class
6. Throwing objects
7. Not in proper SGS uniform
8. Inappropriate clothing on dress-down days/out-of-uniform days

9. Not following teacher directives
10. Inappropriate behavior at lunch
11. Inappropriate behavior at recess
12. Inappropriate behavior in halls or stairwells

Level 2 Infractions

1. Disrespectful words/behavior to a classmate or staff
2. Gossiping or spreading rumors about another person
3. Hitting or pushing another student
4. Misuse of bathrooms / not following bathroom rules
5. Use of profanity in words or writing
6. Use of cell phones or Smartwatch during school hours without permission
7. Inappropriate behavior in Church/Mass
8. Not following the Chromebook User Agreement for Students

Level 3 Infractions which could result in a detention

1. Belligerent behavior towards teacher or staff member
2. Sending inappropriate or harassing messages and/or photographs to classmates on cell phones, Chromebooks, or other devices in or out of school hours
3. Threatening a classmate with words or actions
4. Actions that could cause harm to self or others
5. Vandalism of school property
6. Stealing items from school, teacher, or classmate
7. Academic dishonesty such as plagiarism, cheating, or forgery of a signature
8. Using words, actions, or gestures that are lewd, derogatory, or socially offensive
9. More than three Level 1 or 2 Infractions with no change in behavior

Level 4 Referral to principal

Any of the listed infractions or other actions that the school deems have escalated beyond acceptable behavior in the school environment will result in a referral to the principal. Parents will be notified of disciplinary actions.

Other Behavior

Student behavior that is uncontrollable after 15 minutes or threatening will result in a phone call home and the student will be dismissed for the remainder of the day. Every effort by staff will be given to help the student cooperate, calm down, and resume their day in the classroom.

Detention

A detention will be given for actions that seriously affect the safety and security of students. Level 3 Infractions may result in a detention which lowers the student conduct grade by one letter grade.

Participation in School Activities

Detention(s) and grade in Conduct will affect the student's participation in school-sponsored activities such as clubs, field trips, sporting events, musical performances, dances, and other extracurriculars.

Right to amend: Saint Gilbert reserves the right to amend this Code of Conduct

5.7 School Discipline Mechanisms

When there is serious or repeated misconduct by a student the following measures will be taken:

- 5.7.1** Office Referrals. Teachers may refer a student to the office for severe disobedience or other interruptions that are of a more serious nature. An Office Referral would likely result in a detention assigned.
- 5.7.2** Student Detentions will be given automatically for more serious behavioral issues.
- 5.7.3** 8th grade students are required to have a B average in Conduct to participate in the end of year trip.
- 5.7.4** Detentions for serious infractions of the rules will be given (but not limited to):

- Fighting and rough play (all involved will receive a detention)
- Bullying and teasing behavior
- Fraudulently signing parents' names on school forms
- Damaging school property
- Use of profanity and vulgar language or indecent gestures while on school property, during sports events, or while on the bus
- Insubordination or disrespect for any adult in authority
- Repeated dress code violations.
- Bus Conduct Report
- Inappropriate use of a computer in ANY classroom

5.7.5 Suspension

A student may be suspended officially by the Principal for serious disciplinary infractions. Suspension means exclusion from all school activities including athletic activities and removal from the school setting. If a student is suspended from school, he/she is automatically suspended from an athletic team or any extracurricular activities in which the student participates. Suspensions may begin on the day that the infraction happens. An Out-of-School Suspension will result in the automatic lowering of a student's conduct grade by one letter grade.

5.7.5.1 In-School Suspension: Removal from class and isolation for a day. The student completes work given to him/her by the teachers during the day and must complete regular work at home that evening. The number of days a student received in-school suspension is determined by the administration. An In-School Suspension may result in suspension from the athletic team or extracurricular activity for a designated number of dates.

5.7.5.2 Out of School Suspension: A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the Principal. An Out of School Suspension will result in suspension from the athletic team or extracurricular activity for five additional days, beyond the day of the infraction. If a student receives an Out of School Suspension, the parents/guardians are REQUIRED to meet with the Principal/Assistant Principal BEFORE the student may return to school.

5.7.5.3 Suspension or In-School Supervision may be given for but not limited:

- to smoking, setting off firecrackers, smoke bombs, carrying matches or cigarette lighters, or tobacco or any device that could cause a fire, smoke, or damage to the school.
- Theft
- Leaving the school grounds without permission at any time during school hours.
- Second offense for Bullying and teasing behavior.
- Chronic behavior that undermines classroom discipline and impedes the academic progress of the entire class.
- Abusive or foul language: Oral or written obscenity,

deliberate defiance or serious disrespect toward a teacher, a substitute, lunch monitor, adult and/or peers.

- Deliberate destruction of school property – vandalism.
- Gang writing of any kind on books, notebooks, book covers etc., wearing of any gang related dress or symbols or anything to do with gangs. Police will be called and there is the possibility of expulsion.
- Fighting which involves throwing punches or serious blows, kicks, etc. to another person.
- Any possession or use of weapons and the use of other objects in a way that endangers the wellbeing of others in accordance with the Gun Free Schools Act. For the purpose of this rule, “weapon” may include but not be limited to bullets, fireworks, firearms, knives, (or objects that resemble real firearms, knives, or fireworks) of any kind and any destructive devices that are determined to be unsafe by the administration OR that are used inappropriately by a student (could be cause for expulsion).
- Improper use of technology at school or home that goes against the standards set for students at Saint Gilbert Catholic School, i.e. inappropriate language, inappropriate pictures, gestures etc. and/or negative, inappropriate or degrading pictures or conversation on a website or social media site such as SnapChat, Instagram, Twitter etc. about the school, teachers, administration, or students. This could also be a cause for expulsion.

5.7.6 Suspensions

Students who have been suspended from either sports or extracurricular activities will be monitored for improvements in behavior. Failure to make improvements in behavior could result in permanent suspension from ALL extracurricular activities including sports.

5.7.7 Probation

A conditional enrollment during a trial period. Responsibility of placing a student on probation resides with the Principal. Probation may lead to expulsion.

5.7.8 Expulsion

The termination of the student’s privilege to attend school. A student may be expelled for repeated refusal to obey school rules, consistent disruption of classroom learning, or conduct which endangers property, health or

safety of others, and when expulsion is deemed to be in the best interest of the school.

5.8 Technology

5.8.1 Computer and Communication Technology Ethics

Saint Gilbert Catholic School regulations for student acceptable use of school technology resources include but are not limited to the Internet, Internet access, fax, email, stand alone computers and telephones.

5.8.2 Student Internet Acceptable Use Policy

Internet access is available to students, teachers and staff at Saint Gilbert Catholic School. The Internet offers vast, diverse and unique resources to teachers, staff and students. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

Through the Internet, students can access data from colleges and universities, scientific research facilities, government resources and many other informative sites throughout the world. While there is an enormous amount of useful and valuable information available, due to the global nature of the Internet and the lack of effective control over its content, access brings with it the potential for misuse and abuse.

5.8.3 Technology Protection Measures

Technology Protection Measure refers to a specific technology that blocks or filters Internet access to visual depictions that are:

- 5.8.3.1** Obscene, as defined in section 1460 of Title 18, United States Code;
- 5.8.3.2** Child Pornography, as that term is defined in section 2256 of title 18, United States Code;
- 5.8.3.3** Harmful to Minors means any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific values as to minor.

5.8.4 Internet Content Filtering Software

In accordance with the Children’s Internet Protection Act (CIPA) of 1998, Saint Gilbert Catholic School uses Internet filtering to restrict access to inappropriate websites which contain visual depictions that are obscene, pornographic, and harmful to minors. Students and parents are cautioned that due to the continuous proliferation of websites, there can be no guarantee that inappropriate sites will never be accessed.

Saint Gilbert Catholic School uses an Internet content filtering software. This filtering software blocks access to websites flagged as potentially offensive. Our software works in a similar way to programs such as Cybersitter, SurfWatch, Cyber Patrol, and Net-Nanny. However, it is designed to efficiently service “cloud-based” filtering. With cloud-based solutions, a site is blocked before it gets to the user’s computer. Disabling of the internet content software may be allowed for bona fide research assignments and other lawful purposes and must be done at an administrative level. Saint Gilbert Catholic School reserves the right to update and change its content filtering policy at any time without notice.

5.8.5 Access Privileges

Access to the Internet is a privilege offered to the students at the discretion of the administrators, and teachers at Saint Gilbert Catholic School. Internet access at our school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and other disciplinary actions.

Saint Gilbert Catholic School expects all students to use the Internet in an appropriate and responsible manner for educational purposes only. The smooth operation of the Saint Gilbert Catholic School network is dependent on its students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your children are about to acquire.

While at school, students may only log onto computers using their student account provided by Saint Gilbert Catholic School, and may not use personal or home accounts. The Saint Gilbert Catholic School student account is to be used for educational purposes only, including research for school projects and intellectual inquiry.

Students of the Saint Gilbert Catholic School computer networks are responsible for their behavior and communications over those networks. It

is understood that each student will follow the Saint Gilbert Catholic School standards and honor the agreements outlined in the acceptable use policy. Beyond explaining the standards, Saint Gilbert Catholic School is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network, although it reserves the right to do so.

5.8.6 Privacy

Equipment and access to the Internet remains the property and responsibility of Saint Gilbert Catholic School which offers it to students for their convenience and educational use. Saint Gilbert Catholic School reserves the right to log network use, monitor files and file space, thus students should not expect their use to remain private. Saint Gilbert Catholic School reserves the right to modify these guidelines at any time. School administrators may review files and communications to check system integrity and be sure that students are using the system responsibly. Students should not expect that files stored on Saint Gilbert Catholic School servers are private.

Students must understand that communications on the Internet/email are often public in nature and are monitored routinely by Saint Gilbert Catholic School, the school's Internet providers and/or law enforcement agencies such as the Federal Communications Commission (FCC) and the Federal Bureau of Investigation (FBI).

5.8.7 Guidance

During school hours, teachers will guide students toward appropriate materials. Outside of school, families have the same responsibility for such guidance as they guide student use of the Internet, television, telephones, movies, radio, and other potentially offensive media. It is strongly recommended that all parents take time to talk with their children concerning the proper and safe use of the Internet.

5.8.8 Acceptable Use

Students are expected to use the Internet in a responsible manner and to follow the acceptable use guidelines outlined below. Students will:

- 5.8.8.1** Conform to copyright laws regarding reasonable use.
- 5.8.8.2** Be courteous, sensitive and considerate of others.
- 5.8.8.3** Never give any passwords or account access to others.
- 5.8.8.4** Never give out their full name, home address, phone number or

those of anyone else.

5.8.8.5 Not use the network in any way that would disrupt its use by other students.

5.8.8.6 Consider all communications and information accessible via the network to be private property.

5.8.8.7 Report any problems or violations to school officials immediately.

5.8.9 Unacceptable Use

The following types of access are considered to be unacceptable uses and any student using Saint Gilbert Catholic School's computers in the following manner will be subject to disciplinary action:

5.8.9.1 Students are not to transmit, receive, submit, display, publish or otherwise access information deemed inappropriate, including, but not limited to, material that is defamatory, inflammatory, inaccurate, abusive, threatening, harassing, obscene, rude, vulgar, profane, racially or gender offensive, unethical, sexually oriented, illegal, material suggesting illegal acts and material advocating violence or discrimination.

5.8.9.2 Students may not view or post to any instant message systems, news groups, personal web pages or personal web services unless directed and supervised by a staff member for a classroom assignment.

5.8.9.3 Students may not download any software without authorization by a teacher or school administrator.

5.8.9.4 Students may not use the school's Internet account to conduct private, commercial, personal or illegal business, which includes buying or selling any products or services.

5.8.9.5 Students may not use the network while access privileges are suspended or revoked. Students must notify a teacher or administrator if they suspect someone of using their password.

5.8.10 Technology Vandalism

Any malicious attempt by a student of Saint Gilbert Catholic School to harm or destroy data; data of another user; the Internet as a whole; the Saint Gilbert Catholic School network; or any other network shall be interpreted as technology vandalism. This includes, but is not limited to: Uploading or creation of computer viruses.

5.8.10.1 Causing damage to or changing function, operation or design of the technology.

- 5.8.10.2** Intentionally wasting computer resources, such as file space or bandwidth.
- 5.8.10.3** Granting Internet or Network access to unauthorized persons.
- 5.8.10.4** Damaging computers, computer systems, software, computer networks, or data belonging to someone else.
- 5.8.10.5** Invading the privacy of individuals.
- 5.8.10.6** Unauthorized use of data in folders or work files.
- 5.8.10.7** Access any resources (including accessing login accounts) that are restricted, confidential or privileged).

5.8.11 Technology Violations

Inappropriate behavior on the part of any student while using technology in or out of school may result in, but may not be limited to, loss of computer access privileges, restitution for expenses accrued to investigate and correct system problems, suspension, and/or expulsion. Under appropriate circumstances, law enforcement officials may be notified.

5.8.12 Agreement and Student Acknowledgement

All students who use Saint Gilbert Catholic School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

The student and parent/guardian must sign an Internet Use Agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

- 5.8.12.1** The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.
- 5.8.12.2** The school will not be responsible for unauthorized costs incurred by students, nor will the student vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.
- 5.8.12.3** The parent/guardian is responsible for any damage caused through the student's inappropriate use of the Internet system.
- 5.8.12.4** The Parent or Guardian must give Consent for Student Use of Saint Gilbert Catholic School Technology Resources.
- 5.8.12.5** Prior to the use of a student's account on Saint Gilbert Catholic School technology resources, the parent or guardian of the student must provide written authorization.

5.8.13 Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

The amended Juvenile Court Act (effective 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

5.8.14 Technology, Internet, Social Media

At no time will any staff member or member of administration request a student password for their personal social media, or personal electronic mail accounts. If an investigation is required, parents and/or local authorities will be contacted to request that a student cooperate with an investigation which could include sharing information from their personal account, but not their password.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such investigation. Sufficient evidence would involve a statement being submitted to the school office of improper usage. School administration or

their designee would be authorized to carry out the investigation.

The school may require the student to share content in the course of such an investigation but not the student's username and password.

5.9 Crisis Management

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

If evacuation of the building was needed, students would walk to Symonds Funeral Home west of school on Hwy 120.. If we need to move students further away from our building, students would be transported by the Grayslake School District to Grayslake Middle School, located at 440 Barron Blvd. in Grayslake, Illinois. Should such an emergency evacuation take place, parents will be notified by our School Reach Emergency Notification System. For more information please refer to: School Closings, School Security.

5.10 Deliveries to School

Any items forgotten at home should be delivered to the main entrance(Door 1). The item will be left on the table in the vestibule for staff to retrieve and deliver. This should be a rare occasion. Delivery of the items will be at the convenience of the office personnel and cannot be guaranteed to be given to the student by a specific time. Please do not make deliveries to your child's classroom, as this can be disruptive. Flowers and balloons for students may NOT be delivered to the classroom. These will be held in the office and kept until the end of the day. Students are not allowed to phone home for items, including homework, projects, and gym clothes. Please help your child develop a sense of responsibility in this regard. Any work left at home and delivered to the school will be delivered to the teacher before the end of the day. There is no guarantee that the teacher will receive it before the class period. Lunches are to be dropped at the office and the child will be notified to come and pick it up.

5.11 Health Records and Requirements

For the safety and well-being of all children, each student is required by the State of Illinois School Code to furnish documented evidence of a physical and proof of immunizations. The school is required by the State Board of Education to use a standard form furnished by the state to record and verify the physical

examination and immunization data. This form is available at the school and on our website at www.stgillbertschool.org. This required form is asked to be returned to the school office on or before the first day of class. Archdiocese of Chicago Policy ES150./HS310.1 requires that each school shall comply with the local and State of Illinois requirements regarding physical examinations, immunizations and contagious diseases of students.

Schools in the Archdiocese of Chicago follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are presented to the school before the first day of school. If a child is not in compliance with the health and immunization requirements by October 15th, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

5.12 Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

5.12.1 Immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside of the state of Illinois.

5.12.2 Prior to entering kindergarten or the first grade.

5.12.3 Upon entering sixth grade.

5.13 Dental Examinations

All children in kindergarten, second and sixth grade levels shall have a dental examination by a licensed dentist. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

5.14 Vision Examinations

All children enrolling in public, private or parochial for the first time (excluding pre-school) or entering kindergarten school shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

5.15 Medical Objections

The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination Form. Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at: 217-785-1455.

5.16 Religious Objections to Immunization and Vision Examination

Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination. It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection. The written objection to immunization or the vision examination must be sent to the Principal so a determination can be made as to whether the objection is valid under Illinois law. The written objection must be submitted to the school administrator by the parent or legal guardian by October 15. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection. The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time such objection is presented.

5.17 State of Illinois Examination Forms

State of Illinois Eye Examination, Dental Examinations, and waiver forms are available online.

5.18 Health Related Required Forms

There are four forms which require parental signature:

5.18.1 Medical Information and Emergency Notification Form

5.18.2 Parent/Guardian Permission and Authorization (This is permission to administer medication in case of a medical emergency)

5.18.3 Medication Authorization Form (This form includes a Physician's Order).

5.18.4 Physician Request for Self-Administration of Medication (All types of medication including Asthma and allergy medications).

5.19 Illness and Communicable Diseases

A school health aide is available everyday between 8:00 AM and 1:00 PM. All parents/guardians of children attending Saint Gilbert Catholic School must report any communicable disease to the school immediately. Such diseases include chicken pox, measles, mumps, AIDS, herpes, impetigo, streptococcus, H1N1 flu.

If a child is absent for five or more days, a physician's note must be presented to

the office upon the child's return to school. A student who participates in any school sponsored athletic program or extra co-curricular program and who is absent during the school day is not permitted in the activity for that day.

Any child having an elevated temperature of 99.6 will be sent home, and should remain at home for 24 hours after the temperature has returned to normal. Children diagnosed with streptococcal pharyngitis (commonly referred to as strep throat) must be on an antibiotic for 24 hours before returning to school. Students should also remain at home if any of the following:

5.19.1 The illness prevents the child from participating comfortably in program activities.

5.19.2 The child has been running a fever, has an unusual lethargy, irritability, persistent crying, an earache or difficulty breathing.

5.19.3 The child has diarrhea not contained by toilet use

5.19.4 They have been vomiting two or more times during the previous 24 hours

5.19.5 The child was sent home for head lice. The child may NOT return until he/she has been treated for lice.

5.20 Medication

Medications that need to be administered at school, may be administered by the school nurse or school administrator, with consent from a parent/guardian and consent of a physician, as written on the completed Medication Authorization form. All medications, including medical cannabis infused products, must be provided by the parent in the original sealed container, properly labeled by a pharmacist or physician. Medical cannabis may only be administered to a student who is a registered qualifying patient. The school nurse and school administrators will complete the ISBE annual medical cannabis training prior to the administration of a medical infused product. The product will be administered by the school nurse, school administrators, or may be self-administered by a registered qualifying student, under the supervision of the school nurse or administrator. Medical cannabis infused products will be kept in the nurse's office, along with other prescribed controlled medications.

Self administration is allowed with the proper school forms submitted to the health office. Forms (SEE SCHOOL WEBSITE for Forms) must be filled out and on file containing a written order from the physician detailing medication, dosage, and time intervals for dispensation. These forms are kept on file in the Health Office. Nonprescription drugs also require a written order from the physician. Documented permission from the parent must also be on file with the school office to permit the child to receive medication during school hours.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or

prescription if the product is approved by the United States Food and Drug Administration.

5.21 In-School Illness and Accidents

A child who becomes ill or injured during the school day is to notify the teacher or other staff member in charge. At this point the child will be sent to the health clerk or school office. If it is necessary for the student to be taken home, the parent will be notified. If a parent cannot be reached, the designees listed on the Emergency Form will be called. Should those persons not be available, and if the nature of the illness or injury is considered serious for the place and circumstances, 911 will be called to assume responsibility for the sick or injured student. For more information please refer to: Absence, Communicable Diseases, Health, Illness, and Prolonged Illness.

5.21.a Voluntary Allergy Aware Compliance Policy

Taking care of our students with allergies starts with information being given to the Health Clerk, allergies are to be noted on the yearly Student Data Check Form. This will allow the Health Clerk to pull a report from the PowerSchool DataBase. The Health Clerk will provide a list of allergies and other pertinent health information that will be disseminated to the faculty and staff working directly with the students. Within each classroom an envelope listing the allergies present in a homeroom (absent the student names) will be posted near the door. This listing is a resource for faculty, staff, and any volunteers that may be present in a classroom when students are eating snacks or having a class party. A full allergy listing will be kept in the lunchroom where lunch is eaten by grades K-8. Preschool students eat both snack and lunch in their classroom under the supervision of paid staff. The same policy outlined above pertains to their classrooms. There are eight major food allergy categories; tree nuts, peanuts, wheat (gluten), milk, eggs, shellfish, fish, and soy.

Maintaining safety regarding food begins with education of all involved parties. Students should be educated about how to manage their allergies; proper handwashing, handling of only their own food items, not sharing food with other students, and carrying their medications such as epi-pens if they are old enough to do so. Over the past few years there have been some shortages of epi-pen medications and high prescription prices, but if possible a second epi-pen for students who need them should be housed with the Health Clerk, who will bring the extra to the lunchroom daily, labeled with the

students' name, in case of an emergency. All staff working with students have yearly epi-pen training that includes recognizing the signs of anaphylaxis and how to administer medication. Some students have 504 plans that outline a plan in regards to medical situations. These plans cover medical concerns in the school environment and could include; food allergies, bee allergies, asthma, seizure disorder, diabetes, and ADHD medication administration. 504 Plans are coordinated with the assistance of D46 Special Services. An easier option for some health issues is to ask the physician to assist with the creation of a Health Care Plan. This would include written directions for all parties in regards to responsible allergy awareness in the day to day school setting as well as agreements for various other medical needs throughout the day.

At St. Gilbert, we will continue to ask families to voluntarily comply with avoidance of products that blatantly contain peanuts, as it is peanuts that have the highest percentage of severe life threatening reactions; this would include peanut butter, cookies with nuts, granola bars, candy, trail mix and/or any mixed item that has nuts as a direct ingredient. The new "optional" lunch program with Kiddos will include menu items from restaurants that do not contain nuts, however all restaurants including those that we currently use for Family School Association hot lunches, have blanket legal clauses that they cannot guarantee there is not staff cross contamination, or that all products are made in factories that do not contain nuts. St. Gilbert cannot guarantee that all parents are packing every snack and lunch item that have products that are made in nut-free factories, nor can we guarantee that staff will catch errors on the part of parents/students who might forget and pack a peanut butter sandwich. We do not have staff searching through lunches. If we notice a crustable or peanut butter sandwich we will suggest an alternative, move the child to an area away from others to eat, and remind them that we are trying to protect everyone with allergies and to please not pack that in the future. The staff that work in the lunchroom are there to maintain order, assist students with getting their milk, getting their pre-packaged hot lunch, give directions to students about how to transition to the next activity, and to clean the tables between each lunch session. Antibacterial wipes are used on the lunchroom tables. Lunch occurs in the gym where there is a high ceiling and excellent ventilation.

Through the use of education, staff awareness, yearly training, and an on-site Health Clerk we have an excellent track record of maintaining food allergy safety, as well as assisting students with other medical conditions within the school building. We continue to pledge to work with each student, and their families following their personal health care needs.

5.22 Indoor Recess Policy

During extreme conditions, temperature or wind chill temperature is below 0°, all children will stay in for recess. If children are to stay in from recess, an announcement will be made stating that they are to stay inside. All students who stay in for recess are expected to follow the classroom rules.

If your child is well enough to come to school, he/she is expected to go outside for recess. Children will NOT be allowed to stay in from recess. In extreme cases a child may be given permission to stay in from recess, but ONLY if the school has received a note from the physician.

5.23 Physical Education Release

A one-time-basis excuse will be granted only upon receipt by the school of a written signed note from a parent. Excuses from Physical Education repeatedly or for a long-term illness must have a written signed statement from the child's physician. In order to return to Physical Education classes and recess a physician's release to return to activity must be received by the office/health clerk.

5.24 Search and Seizure

All individuals entering the premises of the school are expected to conduct themselves in keeping with established norms of personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the discretionary right to conduct inspections of property of students. A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

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

5.25 Sexual Harassment

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

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth.

According to Archdiocesan policy, the school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential manner as possible and will take appropriate corrective action when warranted.

6.0 BEHAVIORAL AND DRESS CODE POLICIES

6.1 Bullying & Harassment

6.1.1 Anti-Bullying & Harassment Policy 406.05

Bullying can be defined as meeting the following three criteria: (1) Repeated words or actions (2) that intend to cause harm, humiliate, or discriminate (3) and create an imbalance of power. Bullying is contrary to the Catholic mission of our schools and shall not be tolerated. School officials should vigilantly monitor all students for bullying behavior and take immediate action when bullying occurs. Bullying shall not be tolerated at any time at St. Gilbert Catholic school, including during extra-curricular activities and other after-hours gatherings.

6.1.1.1 Bullying Definitions

At Saint Gilbert Catholic School, bullying is defined as persistent, repeated and/or chronic pattern of aggressive physical, verbal, written, and/or psychological behavior that is intended to harm another. Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation of asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos or videos.

6.1.1.2 Bullying acts may be

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair

pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;

- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communications;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracising and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

6.1.3 The Pastor, administration, and staff of Saint Gilbert Catholic School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

6.1.4 We believe that everyone at Saint Gilbert Catholic School should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality (reference Ill. Admin. Code 425.30(a)(1)(C); 23 Ill. Admin. Code 425.30(a)(2)(B)).

6.1.5 School personnel intervene daily in the lives of students, reminding them of school rules, establishing limits, and imposing sanctions and consequences when appropriate. However, because bullying behaviors are malicious and often covert, Saint Gilbert Catholic School demands a consistent school wide response. Administration and faculty pledge to work together with parents to deal with bullying and teasing issues as they arise.

- 6.1.1.6** Bullying/harassment behaviors will not be ignored. Children are unable to eliminate acts of bullying or harassment on their own. Adults must take the lead in confronting bullying behavior. Parents, teachers, administrators and the community must work together to eliminate bullying/harassment. The cooperation of all is imperative in addressing bullying/harassment issues.
- 6.1.6** Bullying /harassment is an intentional and hurtful act (verbal, nonverbal or physical) committed by one or more persons toward others. Bullying/harassment is characterized by:
- 6.1.1.7.1** Aggressive behavior toward others;
 - 6.1.1.7.2** Repeated over a period of time;
 - 6.1.1.7.3** An imbalance of power
- 6.1.7** No student shall be subjected to bullying during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the bus, or at a school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.
- 6.1.8** All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person or principal.

6.1.2 Procedures for Dealing with Bullying Behavior

Students at Saint Gilbert Catholic School are expected to put their faith into action. This means that we expect all students to be treated with kindness, compassion, acceptance, and respect. However, at times students must learn from their poor choices and experiences in order to grow into responsible adults. Therefore, it is our foremost goal to help students become tolerant, respectful, and compassionate in their relationships with others. After all, we are preparing our students to work with diverse populations of the future. Together with the help and support of our parents we believe that we can achieve this goal.

All forms of bullying will be taken seriously. It is important that parents

contact the school if there is any suspicion of bullying that may be occurring. The school will determine the facts regarding all allegations of bullying in as prompt and confidential manner as possible. All allegations of bullying must be taken seriously and dealt with appropriately by all administration and staff of the school.

When an incident of bullying has been observed or reported, our ultimate goal is to help the child who did the bullying learn from the experience so that the child's behavior will improve and the bullying behavior will stop. The following procedures will be followed:

Grades K-8

1. The teacher, student, or adult will report the incident to the Principal/Dean of Students
2. The incident will be documented and investigated. The student(s) involved will receive appropriate discipline to policy and age.
3. The parent(s) of all the students involved will be notified of the incident.
If the bullying behavior continues parents will be asked to meet with the administration

6.2 Bus Behavior

District #46 and District #50 bus service is available both morning and after school. Parents and students relying on bus transportation to Saint Gilbert Catholic School must realize that school bus transportation is a privilege, not a right. Students who do not behave properly may be denied the use of District #46 and District #50 bus services.

6.2.1 General Bus Rules

- 6.2.1.1** Students shall respect and obey the instructions of the bus driver.
- 6.2.1.2** Students shall observe all rules which apply to bus transportation.
- 6.2.1.3** Students shall conduct themselves in a safe manner at all times.
- 6.2.1.4** Courtesy to fellow bus riders is expected at all times.
- 6.2.1.5** Bus equipment is to be treated with respect. Students will be held responsible for any unnecessary malicious damage to the bus.

6.2.2 General Bus Consequences

Safety and behavior infractions are addressed through a referral form

completed by the bus driver. These forms will be given to the Principal/Dean of Students and parent(s) notifying them that the student was written up for an infraction. Based upon the infraction consequences can include but are not limited to the following:

- 6.2.2.1 Verbal warning ;
- 6.2.2.2 Code of Conduct Level;
- 6.2.2.3 Assignment of bus seat;
- 6.2.2.4 Detention;
- 6.2.2.5 Bus suspension;
- 6.2.2.6 Student/parent meeting with Principal/Dean of Students;
- 6.2.2.7 School suspension;
- 6.2.2.8 Permanent loss of bus privileges;
- 6.2.2.9 Expulsion.

6.2.3 Be advised that school buses are capable of videotaping

This videotape will be used to ensure the safe operation of the bus. The Principal/Assistant Principal will use this tape for disciplinary purposes.

6.3 Cheating and Plagiarism

Academic cheating will be taken very seriously and will be dealt with on an individual basis by the classroom teacher or the administration. If a student at Saint Gilbert Catholic School copies material or cheats on a test or presents work either verbally or in a written assignment that is not their own work, the student will receive a zero (0) for their efforts. Learning is often assessed through either tests, assignments, or other instructional strategies. Therefore, in order to ensure that the student has gained the expected learning outcomes, the student will be required to redo the test or assignment. Partial credit will be given upon completion of the student's required assignment or test. The amount of credit that will be given will be determined by the classroom teacher(s) and administration. The teacher(s) will determine the timeline given for the student to complete the required work. However, no more than one week will be given to complete the assignment or test. If a student does not complete the assignment, test or presentation within the given time frame, the zero will stay intact. After the student completes the requisite work and/or test, a detention and/or some other serious consequences will be given.

6.4 Dress Code and Uniform Policy

To foster a spirit of equality and neatness, and to assist parents in the reduction of financial expenses, uniforms are worn by all students from Kindergarten through grade eight.

Uniforms are to be worn from the first day of school until the end of the last day,

unless otherwise directed..

Cultural and religious headwear is acceptable. Hats (baseball caps, etc.) are not to be worn inside the building.

This code requires that all students be in compliance on the first day of school and for the first physical education class. Saint Gilbert students are expected to wear the designated uniform on all school days. They are expected to be neat and clean in appearance at all times. It is the responsibility of the parent that your child is dressed according to the uniform code. The judgment of the school administration is final in all questions regarding the uniform code.

Any student not in uniform will receive an Out of Uniform Notice from their teacher. The teacher will send a note to parents stating the infraction for students in grades K-4. After receiving 3 notices in a trimester a student in 5th grade will receive a conduct check. A student in junior high receives 3 warnings a year and will then receive a conduct check.

6.4.1 Uniform Regulations: Kindergarten – 3rd Grade Levels

- 6.4.1.1** Girls must wear the uniform jumper (purchased through Tommy Hilfiger Uniform Co.), or navy blue pants or shorts (uniform style purchased at numerous outlets) with a white, red, or navy polo shirt w/school logo, purchased through Tommy Hilfiger Uniforms. Shirts must be tucked in at all times.
- 6.4.1.2** Boys must wear navy blue pants or shorts (uniform style purchased at numerous outlets) with a white, red, or navy polo shirt w/school logo, purchased from Tommy Hilfiger. Shirts must be tucked in at all times.

6.4.2 Uniform Regulations: Fourth and Fifth Grade Levels

- 6.4.2.1 Girls.** Same as K-3 except a uniform skirt or skort (purchased through Tommy Hilfiger) replaces the jumper. The skirt or skort should not be more than two inches above the knee. If you are altering a girl's skirt, please keep in mind the student's growth that will take place during the school year. Skirts that become too short will require replacement prior to the end of the year.
- 6.4.2.2 Boys.** Same as K-3 except the boys **MUST** wear a belt with their uniform pants.

6.4.3 Uniform Regulations: Sixth – Eighth Grade

- 6.4.3.1 Girls.** Must wear a blue or khaki uniform skirt or skort (purchased through Tommy Hilfiger) with a white, light blue, heather grey, navy, or red polo w/school logo, purchased from Tommy Hilfiger. The skirt or skort should not be more than two inches above the knee. Shirts must be tucked in at all times. If you are altering a skirt, keep in mind the child's growth that will take place during the school year. Skirts that become too short will require replacement prior to the end of the year. Girls may wear navy blue or khaki pants or shorts (uniform style purchased at numerous outlets).
- 6.4.3.2 Boys.** Must wear navy blue or khaki pants or shorts (uniform style purchased at numerous outlets) with a white, light blue, heather grey, navy or red polo w/school logo, purchased from Tommy Hilfiger. Boys **MUST** also wear a belt with their uniform pants. Shirts must be tucked in at all times.

6.4.4 All Students

- 6.4.4.1 Shoes.** Dress shoes or gym shoes are permitted. Shoes are to be clean. Students may not deface shoes with marker. If shoes have laces, they should be laced and tied or closed with Velcro or shoestrings at all times. Backless shoes, clogs, sandals, platforms, Birkenstocks, Crocs, Ugg Boots or other "fashion" boots and heels are not permitted.
- 6.4.4.2 Girls Socks.** Solid colors of plain white, red, navy or black – crew, bobby sock or knee length. Socks must match each other. Socks that cannot be seen are unacceptable. Plain white, red, navy or black tights are also acceptable. Socks or tights must be worn at all times. Leggings are acceptable but must be full length (not capris length), solid white, navy or black, and worn with socks.
- 6.4.4.3 Boys Socks.** Solid colored socks of plain white, red, navy or black. Socks must match: Socks that cannot be seen are unacceptable.
- 6.4.4.4 Undershirts.** If a student wears a t-shirt or undershirt under their clothing it must be solid white without any imprinting.
- 6.4.4.5 Jewelry.** Simple items such as a watch, bracelet, necklace and a ring. Tattoos and body piercing are prohibited.
- 6.4.4.6 Earrings.** Girls may wear small post or button type earrings at the ear lobe. Large and dangling earrings are prohibited due to safety concerns. Boys may not wear earrings.

- 6.4.4.7 Make – up.** Students MAY NOT wear makeup or artificial nails to school.
- 6.4.4.8 Nail Polish.** Non-distracting nail polish is allowed.
- 6.4.4.9 Maintenance and Fit.** Uniforms must fit properly. All clothing should be labeled with the student’s name. Uniform clothing must be kept neat and laundered. Torn, stained or faded uniforms must be repaired or replaced.
- 6.4.4.10 Grooming.** Hair must be kept clean, neat and combed. The school does not prohibit hairstyles historically associated with race, ethnicity or hair texture, including but not limited to, protective hairstyles such as braids, locks and twists. Extreme, distracting or inappropriate hairstyles or dyed hair colors are prohibited. Boys’ hair should be above the top of a regular shirt collar and no longer than the eyebrows.
- 6.4.4.11 Sweatshirts.** A crew neck sweatshirt with SGS on the front (purchase through Tommy Hilfiger) or a navy sweatshirt with the SGS logo on the left side (purchased through the Saint Gilbert Athletic Boosters) may also be worn. Two different navy sweatshirts are available with either the SGS logo or the SGS Rebels on the shirt. These are available from the Saint Gilbert Athletic Boosters. Three quarter zip, or full zipper navy or heather grey sweatshirts with the SGS logo can be purchased through Tommy Hilfiger. No hooded sweatshirts are allowed.
- 6.4.4.12 Sweaters.** Solid navy or heather grey sweaters with SGS embroidered on the left side in the following styles: crew or v-neck pullover, crew or v-neck button down, v-neck sleeveless vest may be worn.

6.4.5 Gym Uniforms – Grades K-8

- 6.4.5.1** Gym shirt and pair of shorts available from the Saint Gilbert Athletic Boosters. Crew neck sweatshirts and sweatpants are also available to be purchased from the Saint Gilbert Athletic Boosters to wear during gym class in colder weather.
- 6.4.5.2** Gym uniforms (t-shirts and shorts) are not to be worn under uniforms for grades 4th through 8th.
- 6.4.5.3** Students in grades K-5 will wear their gym uniform to school on scheduled gym days.
- 6.4.5.4** Gym shorts are different than the uniform shorts and are to be worn for all Physical Education classes.
- 6.4.5.5** Children must develop a sense of responsibility. They will not be permitted to call home for a forgotten gym uniform. Instead

they will not participate in gym on that day and will receive no credit for that class period.

6.4.6 Non-Uniform Days

Parents are encouraged to dress their children in an appropriate manner. The school is the child's place of work. Appropriate clothing worn in good taste is more conducive to the work environment. Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety and decency will be considered inappropriate. The building administrator is the final authority in determining the appropriateness of student attire. These days include the following:

- 6.4.6.1** A student's birthday (half birthday if their birthday falls during the summer months). May be used any day the week of your birthday with the exception of days we attend mass.
- 6.4.6.2** Days marked each month on the calendar.
- 6.4.6.3** Defined in a communication to the parents from the school office.
- 6.4.6.4** The first and third Friday of each month, a Spirit Wear Day. (See school calendar for exceptions).
- 6.4.6.5** If the student is scheduled for gym on an out of uniform day. The student must have their gym uniform on-site and is required for gym. Gym teachers can make an exception to this rule on dress up days or other special occasions.
- 6.4.6.6** Dress Up Day. Dress pants, skirts or dresses. (No Jeans, T-shirts, jerseys or shirts with inappropriate, suggestive, crude or rude statements; and/or messages and advertisements for intoxicants). Sandals or flip flops, or open toed shoes are prohibited. Halter, midriff, spaghetti strap tops, tank tops, see through blouses, tight fitted or low necklines are prohibited.
- 6.4.6.7** Dress Down Day. Standard length socks and shoes are worn. Sandals or flip flops, Birkenstocks, Crocs, or open toed shoes are prohibited. Jeans, slacks are to be sized to fit, clean and without holes or tattered bottoms, and worn on the waist. Saint Gilbert T-shirts and jerseys that are appropriate may be worn with the same conditions above. Halter, midriff, spaghetti strap tops, tank tops, see through blouses tight fitting or low necklines are prohibited. If the weather is warm, walking shorts may be worn. Walking shorts should be no shorter than 3 inches above

the knee. Hats are not worn in the building. We request that modesty and good taste be applied to all Dress Down Days. Leggings are acceptable if worn with a shirt/top that comes to start of the leg.

6.4.6.8 Any student not in appropriate dress will receive an Out of Uniform Notice. The student may be required to call home for other clothes OR the student may be requested to wear other clothing provided by the school.

6.4.1 Winter Wear

Students must wear snow pants and boots to be able to play on the playground equipment or in the snow when snow is on the ground. Please be aware of possible weather changes as your child leaves in the morning. We do go outside for recess unless the weather is extremely cold or not safe.

6.4.2 Final Decisions

Final decisions on all dress code issues are left to the discretion of the Principal/Dean of Students.

6.5 Lunchtime Behavior Daily Goal: St. Gilbert School Lunchroom Excellence
Objective: Students will be safe, self-sufficient, and appropriately social during their lunch time.

Student Expectations:

- Enter the lunchroom in a straight line, following lines on the gym floor to pick up milk and hot lunch.
- Students will sit in grade level section and prepare for meal time prayer.
- Students will pray together over their lunch before eating.
- Students will maintain restaurant level conversations.
- Assigned students will bring a lunch wagon into the lunchroom and place it at the end of their table section
- Students will raise hands to request permission from lunch monitors, to leave seating for any reason.
- Students will raise their hand to use the restroom, a place holding cone will be put at their place to keep track of the number of students out in the restrooms.
- Students will clean up their own messes on the table using wipes provided.
- Students will place garbage in the can as it passes by their table, not getting up out of their seat.
- Students will put lunch boxes into their baskets as they exit the lunchroom.

- Assigned students will take lunch baskets out to the hallway by the multipurpose room.
- Students will be dismissed from tables to go outside.

6.6 Playground Rules

The following rules are in effect for the following areas: playground equipment and the grassy area designated as field space for use during recess.

Consequences for breaking the rules will result in the possible loss of recess privileges/other consequences to be determined by the Principal/Assistant Principal. Students will be taken to the office for any serious issues.

- 6.6.1** Students must follow all adult directions at all times.
- 6.6.2** No gymnastic or cheerleading stunts will be allowed.
- 6.6.3** No rough physical contacts are allowed including tag, Red Rover, dodgeball, or tackle football.
- 6.6.4** Equipment that is not allowed: Baseball or Softball bats, real baseballs or softballs, lacrosse sticks, floor hockey sticks and hockey sticks OR anything deemed unsafe by the Principal/Dean of Students or playground supervisor.
- 6.6.5** Toys taken from the cart must be returned to the cart at the end of recess.
- 6.6.6** Tire chunks, stones, twigs, sticks and snow are not to be played with. Snow may NOT be thrown. Do NOT climb or swing on any trees or bushes.
- 6.6.7** Students are not allowed to re-enter the building when out for recess, unless there is an emergency.
- 6.6.8** Students must have adult permission and supervision when retrieving a ball from outside the playground area.
- 6.6.9** If a ball goes in the creek, the ball will remain there until the end of all recess periods. Students are not allowed to retrieve anything from the creek. Anyone who goes into the creek will lose recess for a week.
- 6.6.10** Only one student per swing sits on a swing, no standing on swings. Swing back and forth not sideways. No running between swings. No jumping off while the swing is in motion. No pushing other people on swings.
- 6.6.11** No standing on the top of the bars of the play set. No acrobatic or gymnastic moves, or flips off of the play set.
- 6.6.12** No climbing up slides or jumping off over the side of slides.
- 6.6.13** No hanging on any basketball rim or hoop.
- 6.6.14** Students should line up quietly when the bell rings – no pushing!
- 6.6.15** Students will enter the building quietly.

6.7 Academic, Extracurricular and Athletic Probation

Participation in sports, going to games, being involved in clubs and other

extracurricular activities are provided as a way to enrich students' lives. However, students must be socially and academically responsible in order to participate in these activities.

6.7.1 Academics and Extracurricular Activity Eligibility

6.7.1.1 If the student's academic work falls below a "C" in core subject areas, the student will be placed on academic probation (suspension of ALL extracurricular activities including sports/games/clubs) for a minimum of one week (seven days) including the weekend.

6.7.1.2 The student's academic work will be reviewed on a weekly basis by the homeroom teacher. If the student's work in core subject areas is below a "C" the athletic director, coaches, and heads of clubs or other adults in charge of extracurricular activities will be notified. The homeroom teacher will notify the appropriate adult listed above after the student raises his/her grade to a "C" in all Core subject areas.

6.7.2 Conduct

6.7.2.1 If the student has received a "C" in conduct as a result of two detentions OR an In-School/Out of School Suspension during a trimester, coaches/directors and other heads of clubs or other extracurricular activities will be notified, and students will not be allowed to participate in practices, games or other extracurricular activities for a minimum of one week (seven days) including the weekend.

6.7.2.2 Students, who have been placed on Academic/Extracurricular Suspension for failure to follow our school rules, will be monitored for improvements in behavior. Failure to make improvements in behavior could result in PERMANENT SUSPENSION from ALL sports, games, or any extracurricular activities.

6.8 Smoke and Substance Abuse Free Environment

Saint Gilbert Catholic School will provide an environment, which is free of tobacco smoke and free of substance abuse.

6.8.1 Procedures

6.8.1.1 The principal or designee will notify parents/guardians immediately when there is evidence that a student has been found to have possessed, purchased, used, sold or distributed: tobacco, narcotics, marijuana or any related substances,

hallucinogenic drugs, intoxicants such as alcohol or toxic vapors, prescription or nonprescription drugs or medications, lighters, matches or other related paraphernalia of any of the foregoing, on school premises or at school related activities, on the school bus or at the bus stop, or in transit to and from school.

- 6.8.1.2** A period of suspension will normally follow and reinstatement will not take place until a meeting is held between the student, parent, Principal and Dean of Students, and/or other school personnel, along with any other affected parties as determined by the Principal.
- 6.8.1.3** The student may be required to seek counseling or certified professional assistance and appropriate disciplinary measures will follow. Following the consultation above, the school Principal may enforce probationary reentry, individual contract, and/or expulsion.
- 6.8.1.4** A student, who is found to have sold or transferred, attempted to sell the police will be notified as directed by law. (Public Act 89-354, DMC Sect. 15-23, 15-23.1, ILCS 550/5.2, ILCS 5/24.5-5).

6.9 Gang Free Environment

Saint Gilbert Catholic School will provide an environment, which is free of the presence of gangs and gang-related activities.

6.9.1 Procedures

- 6.9.1.1** The Principal or designee will notify parents immediately when there is evidence that a student has engaged in gang-related or gang activity, which includes: affiliation, imitation, communication, body language, and/or clothing. The procedure will apply to any student identified on school premises or at school related activities, on the school bus or at the bus stop, or in transit to and from school.
- 6.9.1.2** A period of suspension will normally follow and reinstatement will not take place until a meeting is held between the student, parent, Principal and Assistant Principal, and/or other school personnel, along with any other affected parties as determined by the Principal.
- 6.9.1.3** The student may be required to seek counseling or certified

professional assistance and disciplinary measures deemed appropriate. Following consultation, the school Principal may enforce probationary reentry, individual contract, and/or expulsion.

- 6.9.1.4** Based on circumstances and the severity of the matter, the police will be notified as directed by law. (DMC Sect. 15.5, DMC Sect. 15-10)

6.10 Weapon and Drug Free Environment

Saint Gilbert Catholic School will not tolerate the presence or sale of weapons/drugs or use of objects as weapons to cause bodily harm.

6.10.1 Procedures

- 6.10.1.1** A student, who uses, possesses, distributes, purchases or sells firearms or explosive or destructive devices at school, at any school-related activity or to and from school or to and from any school-related activity, shall be expelled. A weapon for purposes of these consequences includes any firearm or explosive/destructive device, section 921 of Title 18, United States Code. The principal shall notify the police of any student who brings a firearm or explosive/destructive device to school. Objects used as weapons, but not meeting the definition of the above, include any object which may be used to cause bodily harm, including but not limited to: knives, brass knuckles, billy clubs, or look-alikes. sticks, baseball bats, pipes, bottles, locks, pencils, compasses and other seemingly benign objects may be considered weapons if used, attempted to be used, or threatened to be used so as to cause bodily harm.
- 6.10.1.2** Parents/guardians and local law enforcement will be notified immediately of firearm incidents in school, on school premises or within 1000 feet of school grounds. The local law enforcement is to be notified immediately of incidents involving drugs in school or on school premises. For incidents involving either firearms or drugs, the school administrator will notify the Illinois State Police through the School Incident Reporting System (SIRS) through the Illinois State Department of Education website program, IWAS.
- 6.10.1.3** A period of suspension will normally follow and reinstatement will not take place until a meeting is held between the student, the parent/guardian, the Principal and Dean of Students, and/or school personnel, along with any other 02.11120.1.124..0

affected parties as determined by the Principal.

6.10.1.4 The student may be required to seek counseling or certified professional assistance and disciplinary measures deemed appropriate.

6.10.1.5 Following the consultation above, the school Principal may enforce probationary reentry, individual contract, and/or expulsion based on circumstances and the severity of the matter, the police will be notified as directed by law. (Public Act 89-371, DMC 15-54, ILCS 5/24-3.1, ILCS 5/24-1.)

7.0 ACADEMIC INFORMATION

7.1 Student Recognition Awards

At Saint Gilbert Catholic School we believe that it is very important during the year to recognize the talents and accomplishments of our students. Therefore, during the year we believe that it is important to either display student work, or announce via our newsletters, Bulletin boards, web page or P.A. the wonderful accomplishments of our students.

7.2 Junior High Math Placement Criteria

In 6th- 8th grade students are placed in honors or standard math and/or advanced or standard literature (for 7th & 8th grade) groups. The criteria for placing students in the honors math and/or advanced literature (for 7th & 8th grade) group are as follows:

7.2.1 Honors Math and/or Advanced Literature Group (for 7th & 8th grade)

7.2.1.1 An average interim score at or above 50% of classmates.

7.2.1.2 All trimester grades greater than or equal to a 79%.

7.2.1.3 Regular attendance and regular completion of assignments

7.3 Cumulative Records

Parents have a right, by State Law, to review the cumulative records of their child (Family Education Rights and Privacy Act – 1974, and the Illinois School Student Records Act, 1975). Student records will be made available to parents within fifteen days from the time a written request is received. When parents inspect the records, a qualified staff member will be present. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order. Saint Gilbert Catholic School will release student records to another school in which the student has enrolled or intends to enroll. An official request must be made for the records. This is usually provided to the parent for signature at the

time of enrolling the student.

7.4 Curriculum

Saint Gilbert Catholic School strives to educate all students within the limits of the school's educational program. Students are challenged to learn in classroom settings which remain the core learning areas. Instruction is delivered in the English Language (other than middle school foreign language course). Learning takes place by the teachers first coming to know the students and their learning styles and then through the use of organized programs in each of the subject areas including: Religion, Reading/Literature, Spelling/Vocabulary, Language Arts, Mathematics, Health, Science (biology, physical and social sciences), Social Studies, Handwriting, Music, Fine Arts, Library, Physical education and Spanish (six through eighth grade). Program content is continually upgraded through the recommendations of the Archdiocese of Chicago Catholic Schools Office.

7.5 Field Trips

To correlate with the educational programs, field trips are planned periodically. Such trips are used to introduce or climax a unit of study or to expose the children to different dimensions of the lesson not possible in a classroom setting. Since field trips are learning situations, they are counted as a school day and attendance is required.

Prior to scheduled trips, a permission slip is sent home with the student for the parent's signature. If the students are to bring extra spending money, the permission slip will indicate the appropriate amount. It will also address the dress code, day, time of the field trip and mealtime provisions. Students must wear their school uniforms during a field trip, unless the teacher has received prior approval from the Principal, who will grant them permission to be out of uniform. Field trips generally take place within the time frame of the school day. Parents may not attend the field trip on their own. The permission slip will inform the parents if the time is extended beyond the normal dismissal time.

The signed permission slip must be returned before a student leaves on the trip. Verbal permission will not be accepted. Trips are well chaperoned and safety precautions are taken. When a student attends a field trip taking a bus as transportation, the student must return to school on the bus. A student may be kept back from a field trip due to serious continuous conduct issues.

Parents/Guardians are often recruited to assist as chaperones. We ask that all chaperones follow these guidelines.

7.5.1 All Safe Environment Requirements for Volunteers have been met.

- 7.5.2 If you are a smoker, please refrain for the duration of the trip.
- 7.5.3 If the field trip requires special attire, please conform to the requirements.
- 7.5.4 Assist the teacher in maintaining discipline and order for the trip's duration.
- 7.5.5 Chaperones should not purchase gifts or food for students (especially small groups assigned only to them).
- 7.5.6 Please do not bring along younger children unless the trip is for families, since your focus must be on the safety and well-being of the school children.

7.6 Grade Reports and Academic Standards

All students in grade levels kindergarten through eighth receive a report card at the end of the trimester. The first trimester report period is followed by a mandatory Parent-Teacher Conference at the midpoint of the first trimester. There will be optional Parent-Teacher Conferences offered at the midpoint of the second trimester.

Grading Scale							
A	100 - 90	B	89 - 80	C	79 - 70	D	69 - 60
F	59↓						

First and second trimester report card envelopes should be signed and returned to the homeroom teacher. The report card envelope is used during the third trimester for the return of standardized test results.

7.7 Graduation and Promotion

Promotion and the opportunity to graduate takes place when a student demonstrates satisfactory consideration, completion and mastery of the work of the previous grade level. In grades 1-8, academic achievement is determined by overall progress in seven subject areas. These areas are defined as Religion, Mathematics, Reading, English, Social Studies, Science and Spanish (6-8). Art, Music and Physical Education are also taken into consideration. Promotion and the opportunity to graduate take place when a student demonstrates satisfactory consideration. Kindergarten achievement is based on growth throughout the year (social and academic).

If, in determining the academic progress of a child, we find that he/she is not meeting grade expectations in three out of the seven subject areas, the school will consider retention. For advancement, there must be positive proof of academic growth for the year.

7.7.1 Eighth grade graduation requirements:

- 7.7.1.1** Students must have a minimum of a “D” average in all classes,

- and all written assignments and projects have been completed;
- 7.7.1.2** The student has completed all other requirements for the 8th grade; and
- 7.7.1.3** All bills have been paid or arrangements have been made with the school.

If any of the above items have not been taken care of, the graduate will receive an unsigned diploma at the ceremony. Upon final completion, when all items are satisfactory, he/she will receive a signed diploma from the Principal. A graduation fee will be determined by the cost of an 8th grade yearbook, cap and gown and other necessary expenses determined on a yearly basis.

7.8 Homework

Students are expected to engage in learning activities in the home from the earliest level. The amount of time spent on homework is dependent on the age of the student, subject area and ability of the student. The expected time would vary from 15 minutes to two hours daily.

Homework assignments are an extension of the students' daily learning experiences. Work is assigned on a regular basis as preparation for class, reinforcement of material covered in class or as an extended learning experience, i.e. book reports, long term projects and science projects, etc. Homework does not mean only written assignments. Reading and studying are also part of the expectations in regards to homework. It is recommended that each child make his/her home study a regular nightly routine. This encourages good study habits. Parents can help support homework assignments by:

- 7.8.1** Providing your child with a quiet place to do homework, free from distractions.
- 7.8.2** Setting aside a regular time for your child to do homework each night.
- 7.8.3** Checking each evening as a parent, that your child is using the LMS where assignments are posted. We need you to reinforce this important habit at home.
- 7.8.4** Looking at the LMS of SeeSaw (K-3) and Google.classroom (4-8)for posted daily and long term assignments.
- 7.8.5** Homework and assignments are posted by 3:00 p.m. daily.
- 7.8.6** Do not do your child's homework for them.
- 7.8.7** Inform your child's teacher if your child is spending too much time on homework. If you are unsure as to whether or not your child is spending too much time on homework, then please email, write a note or call the teacher. That way the teacher can work with you to monitor the situation.

The only way the teacher knows the amount of time your child spends on homework is through your communication. Keep in mind that most teachers give some time in school for homework assignments. If a student is consistently working on homework way beyond what is expected at a grade level, then he/she may need further assistance. Please communicate with your child's teacher your homework related concerns. Once again, please do not do your child's homework for them. Let him/her do the work. If your child consistently seems to be having homework difficulty and can't complete work without help, or if he/she is unable to complete the assignment in a reasonable amount of time, contact your child's teacher in a timely manner to discuss or meet regarding your concern.

7.9 Honor Roll

Honor Roll is exclusive to grades 6 through 8 at Saint Gilbert Catholic School. Subjects which comprise the Honor Roll include Religion, Science, Social Studies, Literature, Math, English, Spanish, and a specials average which includes Music, Art, PE and S.T.E.M. Further, students MUST receive a C or higher in conduct to be placed on the Honor Roll. Any student receiving a D or an F is excluded from the Honor Roll.

High Honors:	96 – 100.0
Honors:	92.0 – 95.9
Honorable Mention:	88.0-91.9

7.10 Library

The library is used as a lending library for research, story time and to teach library skills. Books may be borrowed from the library for a period of one week. Parents are encouraged to share interest in the books brought home. Should a book become lost or damaged accidentally, notify the library aide. Financial reimbursement is the responsibility of the family.

To allow time to collect overdue books and to do inventory, the Library stops lending books the last two weeks of school.

7.11 Make Up Work

When a student is absent, it is his or her responsibility, upon returning to school, to consult with the teacher regarding work to be made up. Parents requesting homework for an absent student are asked to make the request by phone no later than 9:00 AM of the day on which this material will be picked up after school or sent home with a sibling. If the materials are being picked up after school,

they will be found in the school office. Students are given one day makeup for one day absent unless another time frame is given by the teacher. Please keep in mind that younger siblings may have trouble transporting the books of an older sibling.

7.12 Parent-Teacher Conferences

Conferences provide an opportunity to discuss the needs of each individual child, to develop a better understanding of the child, and also of the school program. Formal conferences are scheduled for each parent at the midpoint of the first trimester of the school term and optionally during the second trimester as requested by a teacher or parent. Students in grades four through eight attend these conferences with their parent(s)/guardian.

Come prepared and use the fifteen minutes allotted productively. Share with the teacher your child's interests and activities beyond the school day. Let the teacher know if there is anything at home that might influence your child's performance or behavior at school, which classmates he/she sees regularly, and anything else relative to your child's well-being and success in the school setting. Listen to the teacher, speak of your child's interaction in class and at play, academic success stories and needs. Consider ways in which the school and home can continue to work together for the good of your child.

Additional conferences may be arranged by writing a note to the teacher, emailing the teacher or by calling the school office. Please do not call teachers at their residence. It is important that the reason for the conference be stated. The teachers, Principal and parents need to prepare and be unencumbered in the interest of maximizing a positive outcome of the meeting.

It is a good idea to contact the school when changes in the life of your child take place. Changes often affect the ability to concentrate, relate and learn. It helps us know things such as: changes in the family; births, marriages, separation or divorce, death of a family member, friend or pet; medical changes such as: allergies, dental work, surgery, medication adjustments, glasses; moving or remodeling plan, or anything that makes you take notice of a sustained emotional change in your child.

7.13 Extracurricular Activities

Saint Gilbert is proud to sponsor the following after school activities for our students:

7.13.1 Student Council

In order to teach leadership skills, social responsibility, and to encourage pride in their school, students participate in student government through

the Student Council. The officers of the Student Council are elected by students in third through seventh grade. All officers are approved by the Principal and council moderator.

7.13.2 Athletics

Saint Gilbert Catholic School offers an excellent athletic program for students in 5th – 8th grades. Sports that we participate in are as follows: boys' and girls' volleyball, basketball and track, cross-country, soccer and cheerleading. Please refer to the Saint Gilbert Catholic School Student and Parent Athletic Handbook for more information regarding this program.

7.13.3 Clubs

The following clubs are often sponsored by Saint Gilbert Catholic School: Chess Club, Robotics Club, Coding Club, and Art Club. Additional clubs may be added during the school year.

7.13.4 Band - Beginning, Intermediate, Advanced

The Saint Gilbert Catholic School Band Program provides an opportunity for students to develop an understanding and appreciation for music as an art through listening, analysis, and performance. This program instills in students an awareness of their own musical talent. A student receives instruction in an instrument of choice, and participates in the beginning, intermediate or advanced levels of band. Students in the band programs participate in various musical activities throughout the year. This program is open to all students in grades four through eight. There is an additional fee for this program and it is paid to the band director.

Saint Gilbert School also utilizes a Third Party Contractor called Music Kids to bring small group lessons to students in grades PreK-8 in the instruments of piano, guitar, and violin. These lessons are (30) minutes once per week and occur during the school day. There is an additional fee for this program and it is paid to Music Kids directly.

7.14 School Supplies

Each child is expected to have available the school supplies listed on the supply list distributed at the end of the previous school year or available in the school office. Please check periodically if a fresh supply of an item might be needed. The Family School Association coordinates the sale of "School Supply Packs" at the end of each school year for the following year.

7.15 Learning Resource Center

The Learning Resource Center assists those children who are exhibiting difficulties with academic success, yet are not so severely impaired as to need intensive learning disabilities therapy. Children receive research-based interventions to work on improving reading and math skills.

As mandated by the Office of Catholic Schools and current Federal and State laws, Saint Gilbert Catholic School uses the Response to Intervention (RtI) process. RtI focuses on helping all students learn by addressing problems within the general education setting.

The Principal will be the administrative representative in this process. The RtI Coordinator is the administrator of the program. In this capacity, he/she in dialog with the teachers and parents regarding progress, specific needs, and the testing of students. The Learning Specialist is also the liaison between Saint Gilbert Catholic School, D46, teachers, and parents.

7.16 Testing Programs

Standardized tests are administered to students in grades Kindergarten through eight three times per year; Fall, Winter, Spring using iReady Diagnostic. Teachers and Administrators use this information to verify daily classroom experiences and to assist in meeting the needs of the students in the educational programs, and to assess curriculum needs.

7.17 Textbooks

Hardcover textbooks are on loan to the students either as the property of the State of Illinois or as the property of Saint Gilbert Catholic School. The books are stamped with the required identification. These books are expected to be cared for by the student assigned its use for the school year. School bags are required for carrying books to and from school. Parents will be charged a fee for damaged or lost books. Fees for lost or damaged books must be paid before the final report card is distributed.

7.18 School Incident Reporting System-Attacks on Personnel

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

7.19 Teacher Assistance Team

The Teacher Assistance Team (TAT) consists of the Unit Leaders(teacher), Principal and LRC teacher.

TAT provides a system for reviewing requests or recommendations for student support services. The team members meet once to twice each month. Concerns may be received from students, parents or teachers.

A variety of support services are considered to assist a student.

Forms & Third Party Policies/Notifications

The following pages are forms that will default to an agreement between parent/student and Saint Gilbert Catholic School unless written notification to the school principal is received.

- Student Image Opt Out Form
- Chromebook/iPad User Agreement for Students
- Acceptable Use of School Technology by Student
- Parent/Guardian Consent for Google Products
- Supply of Undesignated Opioid Antagonists Policy
- Illinois State Sexual Abuse Response and Prevention Resource Guide

Student Image Opt out form

Student Image Opt Out: Photos, digital images or videos of a student participating in school-sponsored activities may be released to the public for informational or news-related purposes without consent from the student's parents. This includes student Photos/digital images in school publications, such as the school yearbook, newspaper, school website or social media.

If you do NOT want your child's photo/digital images released to the public for these reasons, please complete the form below and submit a printed copy to St. Gilbert School.

My child's photo or academic work may not be published in any format including group or individual photos.

Print Name and Grades of Child(ren):

Print Name of Parent/Guardian:

Signature of Parent/Guardian

Date

Chromebook User Agreement for Students

All use of St. Gilbert School Chromebook/iPads shall be consistent with the School's goal of promoting educational excellence. In order to align device use with that goal as well as the School's goal of Student Behavior, this document describes the expectations for student device use.

Be Responsible

- I will always supervise my Chromebook/iPad and when I am not using my device it will be stored in a secure or locked environment.
- My Chromebook/iPad will always be in the provided case, however I understand it is still vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a backpack.
- I will keep any/all identifying barcodes on my Chromebook/iPad.
- I will only use the Chromebook/iPad to which I have been assigned, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of my Chromebook/iPad and will report any damage or malfunction immediately. I will not attempt to repair my Chromebook/iPad or gain access to the internal electronics.
- I will report the loss or theft of my Chromebook/iPad immediately, as waiting to report this will decrease the chance of recovering it.
- I agree to return the Chromebook/iPad, case, and power cord in excellent condition at the end of the school year or if I terminate enrollment at St. Gilbert School for any reason.
- I will not expose my Chromebook/iPad to water or excessive heat (like a hot car) or other environment that can damage the battery or electronics.
- I understand that if I can identify a security problem on the Chromebook/iPad, I will notify St. Gilbert Tech Staff and not demonstrate the problem to other users.
- I will keep my account and password confidential.
- I will not use another individual's account without permission from that individual and St. Gilbert School Staff.

Be Safe

- I will only access child-safe and educationally appropriate applications or websites, which reflect the core values of St. Gilbert School.
- Use of the Chromebook/iPad outside of the school environment will be monitored by a parent or guardian in order to protect me from potentially dangerous or inappropriate content.

- I will follow the policies outlined in the Student Handbook and the Acceptable Use Policy at all times.

Be Productive

- I will come to school each day with my Chromebook/iPad fully charged.
- During Instructional time I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use the Chromebook/iPad to engage in academic dishonesty.
- I will not use my Chromebook/iPad to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Be Respectful

- I will only utilize my Chromebook/iPad in a manner that promotes positive, kind, respectful and courteous interactions or communications between administrators, teachers, students, parents, or members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of my Chromebook/iPad in a bathroom or locker room is strictly prohibited.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- I understand that my Chromebook/iPad is subject to inspection at any time, without notice, and remains the property of St. Gilbert School.

Student conduct is being evaluated by St. Gilbert School staff and they can make recommendations regarding whether or not a user has violated these expectations. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. In the event of disciplinary action, completion of all classwork remains the responsibility of the student.

Saint Gilbert School - Acceptable Use of School Technology by Student

I / we have read the school technology guidelines, and have discussed them with my child (ren). In consideration of the privilege of my child (ren) using the school's electronic communications system* and in consideration of having access to the public networks, I / we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the Acceptable Use Procedures (AUP).

I / we understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs.*

I / we have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access.

I / we also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Google Parent/Guardian Consent

At St. Gilbert Catholic School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At St. Gilbert Catholic School students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. [Your school/district may wish to describe here how not providing consent to use Google services will impact the educational experience. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.]

I do not give permission for St. Gilbert Catholic School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,
Mrs. K. Buckley, Principal

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

[Include this section if your school provides access to Additional Services -- learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441>] In addition, we also allow students to access certain other Google services with their Google Workspace for

Education accounts. Specifically, your child may have access to the following “Additional Services”:

AI Studio	Google Business Profile Manager	Managed Google Play
Applied Digital Skills	Google Chrome Sync	Material Gallery
Blogger	Google Cloud	Merchant Center
Brand Accounts	Google Colab	NotebookLM
Campaign Manager 360	Google Developers	Partner Dash
Chrome Canvas	Google Earth	Pinpoint
Chrome Cursive	Google Fi	Play Books Partner Center
Chrome Remote Desktop	Google Groups	Programmable Search Engine
Chrome Web Store	Google Maps	Question Hub
Classroom	Google Messages	Scholar Profiles
CS First	Google My Maps	Search Ads 360
Early Access apps	Google News	Search and Assistant
FeedBurner	Google Pay	Socratic
Gemini	Google Photos	Studio
Google Ad Manager	Google Play	Third-party App Backups
Google Ads	Google Play Console	Timeline
Google AdSense	Google Public Data Explorer	Tour Creator
Google Alerts	Google Search Console	YouTube
Google Analytics	Google Takeout	
Google Arts & Culture	Google Translate	

Google Bookmarks	Google Workspace LTI™	
Google Books	Looker Studio	

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available on Google.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, St. Gilbert Catholic School may provide Google with certain personal information about the student, including, for example, a name, email address, and password.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services,

including IP address, crash reports, system activity, and the date and time of a request.

Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.

direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services. apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Mrs. K. Buckley, principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](#) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy](#)

[Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, St. Gilbert Catholic School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of St. Gilbert Catholic School and provide or administer them as necessary according to State law.

To the extent St. Gilbert Catholic School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

School hours: 7:00am - 2:00pm

After-school hours: 2:00pm - 6:00pm

maintained in the following designated secure locations: in the nurse's office & AED cabinet located by the gym

However, no one should rely on St. Gilbert Catholic School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those same receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

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

Illinois State Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

TEACHER CODE OF ETHICS

In order to foster good working conditions, employees are expected to observe the school's policies, procedures, and code of ethics.

The following is the school's Code of Ethics:

- I will extend my professional services to anyone regardless of race, color, creed, age, sex, disability, religion, or nationality.
- I will use my professional relationships, not only for my own interests, but also to help others in a professional manner.
- I will maintain confidentiality when storing or disposing of student records.
- I will maintain a professional attitude which upholds confidentiality toward individuals served, colleagues, applicants, and St. Gilbert Catholic School.
- I will, upon leaving St. Gilbert Catholic School, maintain student and co-worker confidentiality, and I will hold as confidential any information I obtained concerning St. Gilbert Catholic School.
- I will respect the rights and views of my colleagues and students and treat them with fairness, courtesy, and good faith.
- I will respect all persons I contact and not engage in or condone any form of harassment or discrimination.
- I will respect the confidence of my colleagues.
- When I replace a colleague or am replaced, I will act with consideration for the interest, character, and reputation of the other professionals.
- If I have the responsibility for employing and evaluating employees' performances, I will do so in a responsible, fair, considerate, lawful, and equitable manner.
- If I know that a colleague has violated ethical standards, I will bring this to my colleague's attention. If this fails, I will report the activity to my supervisor.
- I will accurately represent my education, training, experience, and competencies as they relate to my profession.
- If serving as a supervisor, I will make certain that the

qualifications of persons I supervise are honestly represented.

- I will have total commitment to provide the highest quality of help to those who seek my professional assistance.
- I will advise on problems within my area of expertise and not outside the bounds of my competence.