

# **2023-2024**

## **Parent/Student Handbook**

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## **Pastor's Message**

On behalf of the leadership, faculty and staff of Saint Gilbert Catholic School, I am delighted to welcome you to the 2022-2023 academic year! I trust that you have enjoyed a fun and relaxing summer vacation and are motivated to begin a new year of adventure, growth and learning.

On my first visit to the school in March 2014, shortly before I became Pastor, I discovered that Saint Gilbert is a special place. Visiting nearly every class that day from youngest to the most advanced, I found classrooms full of excited, happy students led by experienced and dedicated teachers and aides. I still laugh when I think about meeting those fourth graders who spontaneously broke into a rousing "happy dance" in their classroom!

The beginning of the school year is perhaps ideal for reminding ourselves of the essential mission and purpose of Saint Gilbert Catholic School, which is working cooperatively with parents, teachers and the parish community in forming students to become disciples of Jesus Christ. At the same time we help our students grow academically, athletically, artistically and technologically, we help them grow in their faith by integrating the Gospel and Christian morals into the entire experience of our school. It's part of the lifelong process of conversion and maturing as Christ's disciples and faithful Catholics.

We are eager to help parents and families pass along the great treasure of the faith to the children of Saint Gilbert's. Our Principal (Mrs. Kristine Buckley), the entire faculty and staff, and I are strongly committed to building on the seventy-five year tradition of Catholic educational excellence that has produced generations of people of character, who become leaders in every endeavor for our Grayslake community and beyond.

God's choicest blessings for the new school year,  
Fr. John Chrzan  
Pastor

## **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. Each topic in the Table of Contents is linked to a section within the Handbook. After clicking a topic within the Table of Contents, then click "Bookmark" to go to that section. If you have questions, please contact our school's office.

Thank you for your support and cooperation.

Mrs. Kristine Buckley  
Principal

## TABLE OF CONTENTS

	<a href="#"><u>Pastor's Message</u></a>	<b>1</b>
	<a href="#"><u>Introduction</u></a>	<b>2</b>
	<a href="#"><u>Table of Contents</u></a>	<b>3</b>
	<a href="#"><u>Mission Statement</u></a>	<b>7</b>
	<a href="#"><u>Philosophy</u></a>	<b>7</b>
<b>1.0</b>	<b><a href="#"><u>ADMISSIONS</u></a></b>	<b>8</b>
1.1	<a href="#"><u>Non-Discrimination Policy</u></a>	8
1.2	<a href="#"><u>Registration Date and Time</u></a>	8
1.3	<a href="#"><u>Priority of Admissions</u></a>	8
1.3	<a href="#"><u>Entry Level – School Age</u></a>	8
1.5	<a href="#"><u>Kindergarten Screening</u></a>	8
1.6	<a href="#"><u>Transferring Students</u></a>	9
1.7	Admissions Policy	9
1.8	<a href="#"><u>Application Form</u></a>	12
1.9	<a href="#"><u>Bus Service and Fees</u></a>	12
<b>2.0</b>	<b><a href="#"><u>TUITION</u></a></b>	<b>12</b>
2.1	<a href="#"><u>Tuition and Fee Payment</u></a>	12
2.2	<a href="#"><u>FACTS Tuition Management</u></a>	13
2.3	<a href="#"><u>Tuition Payment and Payment Schedule</u></a>	13
2.4	<a href="#"><u>Late Payments</u></a>	13
2.5	<a href="#"><u>Tuition Delinquency</u></a>	13
2.6	<a href="#"><u>Registration Fee</u></a>	14
2.7	<a href="#"><u>Late Registrations</u></a>	14
2.8	<a href="#"><u>Refund Policy</u></a>	14
2.9	<a href="#"><u>Student Tuition Fees K-8</u></a>	14
2.10	<a href="#"><u>Preschool Tuition Fees</u></a>	15
2.11	<a href="#"><u>New Student Application Fee</u></a>	15
2.12	<a href="#"><u>Tuition and Fee Payment Requirements</u></a>	15
<b>3.0</b>	<b><a href="#"><u>GENERAL SCHOOL INFORMATION AND PROCEDURES</u></a></b>	<b>15</b>
3.1	<a href="#"><u>Absence</u></a>	15
3.2	<a href="#"><u>Before and After School Care Program</u></a>	16
3.3	<a href="#"><u>Arrival Drop-Off and Dismissal Pick-Up Procedures for Grades K-8</u></a> (For preschool students please refer to the Preschool Handbook)	16
3.4	<a href="#"><u>Attendance</u></a>	17
3.5	<a href="#"><u>Dismissal Changes</u></a>	18
3.6	<a href="#"><u>Early Dismissal</u></a>	18
3.7	<a href="#"><u>Tardy and Truancy</u></a>	18
3.8	<a href="#"><u>Vacation Absences</u></a>	19
3.9	<a href="#"><u>Emergency Forms</u></a>	19

3.10	<a href="#">Classroom School Parties</a>	19
3.11	<a href="#">Invitations to Private Parties</a>	19
3.12	<a href="#">Homeroom Placement</a>	19
3.13	<a href="#">Lost and Found</a>	20
3.14	<a href="#">Lunch and Recess</a>	20
3.15	<a href="#">Fast Food Lunches</a>	20
3.16	<a href="#">Parental/Volunteer Involvement</a>	20
3.17	<a href="#">Support School Fundraisers</a>	22
3.18	<a href="#">Parents Recess Duty</a>	22
3.19	<a href="#">School Security</a>	23
3.20	<a href="#">Visitors</a>	23
3.21	<a href="#">Withdrawals</a>	23
<b>4.0</b>	<b><a href="#">COMMUNICATION</a></b>	<b>24</b>
4.1	<a href="#">School Calendar</a>	24
4.2	<a href="#">Family School Association (FSA) Meeting Minutes</a>	24
4.3	<a href="#">Principal's Weekly Newsletter</a>	24
4.4	<a href="#">Messages for Teachers/Staff</a>	24
4.5	<a href="#">Messages for Students</a>	24
4.6	<a href="#">Newspapers</a>	25
4.7	<a href="#">Non-custodial Parent Communication</a>	25
4.8	<a href="#">Parent Directory</a>	25
4.9	<a href="#">Parental Grievance Procedure</a>	25
4.10	<a href="#">School Advisory Board</a>	26
4.11	<a href="#">Inclement Weather Closing</a>	26
4.12	<a href="#">Special Appointments</a>	26
4.13	<a href="#">Thursday Mail</a>	27
4.14	<a href="#">Saint Gilbert Catholic School Website</a>	27
<b>5.0</b>	<b><a href="#">SCHOOL POLICIES</a></b>	<b>28</b>
5.1	<a href="#">After School Activities</a>	28
5.2	<a href="#">Cellular Telephones</a>	28
5.3	<a href="#">Electronic Devices</a>	28
5.4	<a href="#">Child Abuse</a>	28
5.5	<a href="#">Child Custody</a>	28
5.6	<a href="#">Discipline</a>	29
5.7	<a href="#">School Discipline Mechanisms</a>	35
5.8	<a href="#">Technology</a>	37
5.8.1	<a href="#">Computer and Communication Technology Ethics</a>	37
5.8.2	<a href="#">Student Internet Acceptable Use Policy</a>	38
5.8.3	<a href="#">Technology Protection Measures</a>	38
5.8.4	<a href="#">Internet Content Filtering Software</a>	38
5.8.5	<a href="#">Access Privileges</a>	39
5.8.6	<a href="#">Privacy</a>	39
5.8.7	<a href="#">Guidance</a>	40

5.8.8	<a href="#">Acceptable Use</a>	40
5.8.9	<a href="#">Unacceptable Use</a>	40
5.8.10	<a href="#">Technology Vandalism</a>	41
5.8.11	<a href="#">Technology Violations</a>	41
5.8.12	<a href="#">Agreement and Student Acknowledgement</a>	41
5.8.13	<a href="#">Technology Use Outside of School</a>	42
5.9	<a href="#">Crisis Management</a>	43
5.10	<a href="#">Deliveries to School</a>	43
5.11	<a href="#">Health Records and Requirements</a>	43
5.12	<a href="#">Health Examinations and Proof of Immunization</a>	44
5.13	<a href="#">Dental Examinations</a>	44
5.14	<a href="#">Vision Examinations</a>	44
5.15	<a href="#">Medical Objections</a>	45
5.16	<a href="#">Religious Objections to Immunization and Vision Examination</a>	45
5.17	<a href="#">State of Illinois Examination Forms</a>	45
5.18	<a href="#">Health Related Required Forms</a>	45
5.19	<a href="#">Illness and Communicable Diseases</a>	45
5.20	<a href="#">Medication</a>	45
5.21	<a href="#">In-School Illness and Accidents</a>	45
5.21.a	<a href="#">Voluntary Allergy Aware Compliance Policy</a>	46
5.22	<a href="#">Indoor Recess Policy</a>	47
5.23	<a href="#">e-Reader Acceptable Use Policy</a>	47
5.24	<a href="#">Physical Education Release</a>	48
5.25	<a href="#">Search and Seizure</a>	48
5.26	<a href="#">Sexual Harassment</a>	48
<b>6.0</b>	<b><a href="#">BEHAVIORAL AND DRESS CODE POLICIES</a></b>	<b>48</b>
6.1	<a href="#">Bullying &amp; Harassment Policy</a>	48
6.2	<a href="#">Bus Behavior</a>	51
6.3	<a href="#">Cheating and Plagiarism</a>	52
6.4	<a href="#">Dress Code and Uniform Policy</a>	52
6.5	<a href="#">Lunchtime Behavior</a>	56
6.6	<a href="#">Playground Rules</a>	57
6.7	<a href="#">Academic, Extracurricular and Athletic Probation</a>	57
6.8	<a href="#">Smoke and Substance Abuse Free Environment</a>	58
6.9	<a href="#">Gang Free Environment</a>	59
6.10	<a href="#">Weapon Free Environment</a>	59
<b>7.0</b>	<b><a href="#">ACADEMIC INFORMATION</a></b>	<b>60</b>
7.1	<a href="#">Student Recognition Awards</a>	60
7.2	<a href="#">Junior High Math Placement Criteria</a>	60
7.3	<a href="#">Cumulative Records</a>	61
7.4	<a href="#">Curriculum</a>	61
7.5	<a href="#">Field Trips</a>	61
7.6	<a href="#">Grade Reports and Academic Standards</a>	62

7.7	<a href="#">Graduation and Promotion</a>	62
7.8	<a href="#">Homework</a>	63
7.9	<a href="#">Honor Roll</a>	64
7.10	<a href="#">Library</a>	64
7.11	<a href="#">Make Up Work</a>	64
7.12	<a href="#">Parent-Teacher Conferences</a>	64
7.13	<a href="#">Extracurricular Activities</a>	65
7.14	<a href="#">School Supplies</a>	66
7.15	<a href="#">Learning Resource Center</a>	66
7.16	<a href="#">Testing Programs</a>	66
7.17	<a href="#">Textbooks</a>	66
<b>8.0</b>	<b><a href="#">FORMS</a></b>	69
8.1	<a href="#">Code of Conduct PreK</a>	70
8.1	<a href="#">Code of Conduct Kn - 3rd Grade</a>	71
8.1	<a href="#">Code of Conduct 4th - 8th Grade</a>	73
8.2	<a href="#">Chromebook/ipad Parent-Student Device Use Agreement</a>	75
8.3	<a href="#">Technology Acceptable Use Form</a>	77

## **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.

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



requirements.

## **1.0 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 schooladministered 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.

### **1.2 Registration Date and Time**

The principal will announce the date and time for registration.

### **1.3 Priority of Admission**

#### **1.4**

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

**1.4.1** Active students already at Saint Gilbert School

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

**1.4.3** 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.

- First, we get to know the parent(s) with a Principal meeting.
- Brief observation in your student's prospective classroom/tour of the school.
- Student shadowing process.
- Pre-K/Kindergarten Students: 15-minutes to a half-hour visit to a classroom with their parent.
- 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 2021-22 tuition is paid in full on or by June 1, 2021. 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:

#### TAX CREDIT SCHOLARSHIPS

*All families that need financial aid must FIRST APPLY FOR A TAX CREDIT SCHOLARSHIP THRU EMPOWER ILLINOIS to be eligible for financial aid at the parish level if funds are not granted thru Empower Illinois.*

To apply go to: [www.empowerillinois.org](http://www.empowerillinois.org)

For families that are not granted monies through a tax credit scholarship, 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.factsmt.com/aid](https://online.factsmt.com/aid) If denied for the Illinois Tax Credit Scholarship, applications to be considered for financial assistance via the parish must be submitted into FACTS by May 15<sup>th</sup>, 2021.

Financial assistance must be applied for annually and must follow the sequence of Illinois Tax Credit Scholarship assistance as the primary source with the secondary only applicable if you are denied by Empower Illinois.

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 the school handbook.

Our Tuition Policy as stated in our Parent/Student Handbook;

*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.

#### Ø 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.

#### Ø Early Childhood – Prekindergarten/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.

#### Ø 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.

## Ø 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- 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**

#### **1.7 Application Form**

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

- 1.7.1** Birth Certificate issued by the County, State or National Agency evidencing that the student meets the age requirement
- 1.7.2** Baptismal Certificate, if applicable
- 1.7.3** Reconciliation date and location, if applicable
- 1.7.4** First Communion date and location, if applicable
- 1.7.5** A copy of the latest report card received for the student (one full year)
- 1.7.6** Official copy of the transfer (if a transfer student)
- 1.7.7** Bus information and an application fee are also required

#### **1.8 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.

- 1.8.1** 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.
- 1.8.2** All inquiries regarding service should be directed to the bus company or to the school office.
- 1.8.3** Only registered riders may ride their assigned bus.

- 1.8.4** No non-registered guests are allowed on the bus.
- 1.8.5** Registered riders are not allowed to ride any bus other than their assigned bus.
- 1.8.6** 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 Advisory Board, the Parish Finance Committee, the school's Administration and the Pastor. Tuition and fee payment policies apply to all students of Saint Gilbert Catholic School Preschool through 8<sup>th</sup> 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 form. Registration is not complete and rooms will not be assigned until the FACTS Tuition agreement form is submitted within FACTS.
- 2.1.3** Parents are to enter all financial information into FACTS website, including 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 15<sup>th</sup> when selecting this payment option. If families choose to pay tuition in full by June 1<sup>st</sup> there is a savings of \$200.00.
- 2.3.2** Monthly Payments – (12 payments) – Monthly payments are due on or before the 1<sup>st</sup> or the 15<sup>th</sup> 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. Returning students must complete and return all Tuition/Registration forms to the school office to hold or reserve his/her spot for the following year. If the school does not have all registration forms and/or fees, the student is not considered enrolled for the following year. Parents, guardians or persons responsible for the payment of tuition are required to sign and return all registration forms. If any registration forms are not signed and/or returned or fees have not been paid, the student will not be considered registered. ALL FEES ARE NON-REFUNDABLE.

## **2.7 Late Registrations**

Families registering after June 15<sup>th</sup> 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.

## 2.9 Student Tuition Fees K-8

Grades K-8	In Parish
One Student	\$7,196
Two Students	\$11,827
Three Students	\$14,980
Four Students	\$21,171

Application Fee for New Student	\$100*
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\*Non-Refundable

## 2.10 Preschool Tuition Fees

	Morning Pre-School	All Day w/o Aftercare	All Day w/Aftercare
2 day	\$2,346	\$3,311	\$4,040
3 Day	\$3,198	\$4,593	\$5,678
5 Day	\$3,731	\$6,088	\$8,190

## 2.11 New Student Application Fee

New Student Application Fee*	\$100 Per Student*
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\*Non-Refundable

## 2.12 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.

**2.12.1** 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).

**2.12.2** 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.

**2.12.3** 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 Before and After School Care Program**

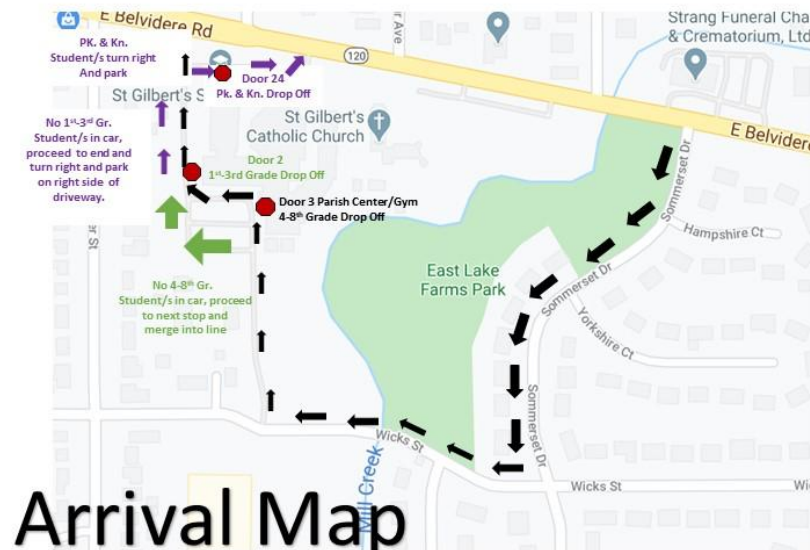
Saint Gilbert Catholic School offers an After School Care program which strives to provide a nurturing and safe environment for students, thus allowing parents a sense of peace knowing that their student(s) are in a caring and happy setting that is an extension of the student’s school day.

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

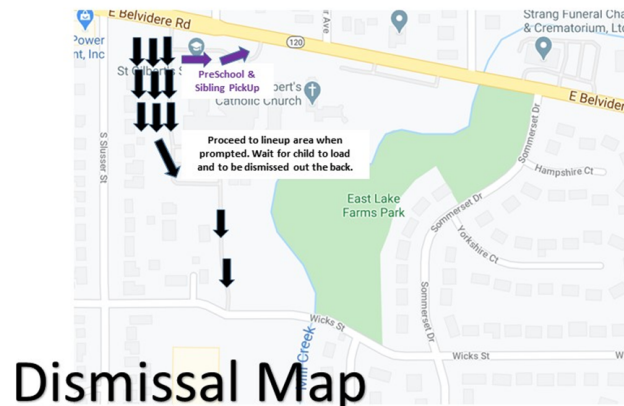
#### **3.3 Arrival Drop-Off and Dismissal Pick-Up Procedures for Grades K-8 (For Pre-School students please refer to the Pre-School Handbook)**

**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 (aftercare door), 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 7:25 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 7:25 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 7:25 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 1:30 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. PikMyKid App will be used for appointments during the school day. 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 absense 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. If parties are coordinated on days when hot lunch is being served, room parents might be able to budget their funds to include small gifts for the teacher for their birthday or end of the year thank you. 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	M-F
K-2	11:35-11:55	11:15-11:35	M,Tu,Th,F
3-5	11:55-12:15	11:35-11:55	M,Tu,Th,F
6-8	11:15-11:35	10:55-11:25	M,Tu,Th,F

	Recess	Lunch	Wednesday only
K-2	11:35-11:55	11:15-11:35	
3-5	11:15-11:35	11:00-11:15	
6-8	11:55-12:10	11:35-11:55	

### **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 OR SUPERVISE RECESS DUTY MUST BE IN COMPLIANCE WITH THE SCHOOL OFFICE PRIOR TO THE FIELD TRIP PERMISSION SLIPS DUE DATE OR THE DATE OF RECESS DUTY.**

**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, after completion, a copy of the Virtus certificate must be put on file in the school office.

**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](http://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 our school’s website. This form must be turned into the school office.

### **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 Rebel Reserve, Box Tops and recycling ink cartridges.

### **3.18 Parents Recess Duty**

All families will be assigned recess duty three or four 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 Pat Murphy or Cindy Reed in 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-7<sup>th</sup> 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 or before room placements are assigned.

**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, your services are still required; we have indoor supervision needs so that teachers can have a lunch time.

**3.18.7** Report to the recess monitor 5 minutes before the beginning of the first recess.

**3.18.8** Recess times are 11:00 AM – 12:00 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 family or 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. As a courtesy, all visitors are requested to make advance arrangements with the school office for visits. For the safety and protection of all the students, all visitors are required to report to the office, sign in when entering the building, and receive a badge. Please use the Office Entrance (Door #1), located on the West side of the building, to gain entrance to the building during the school day. Preschool students, toddlers, and infants are expected to be under the direct care of parent visitors at all times.

### **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 calendar to Smart Phones and computers. An annual school calendar is emailed to families during the spring of each year.

### **4.2 Family School Association (FSA) Meeting Minutes**

The Family School Association publishes their meeting minutes. The minutes are posted approximately once a month.

### **4.3 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.

### **4.4 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.

#### **4.4.1 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.

#### **4.4.2 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.*

#### **4.5 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.

#### **4.6 Newspapers**

From time to time we request that news organizations come to our school to publicize individual, classroom and school related events. If your student's picture, name or work is published, both the first and last name of the student will be published in the paper. We do require that you sign the Acceptable Use Consent Form in order to publish this information.

#### **4.7 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.

#### **4.8 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.

**4.8.1** 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.

**4.8.2** This information will appear in the Parent Directory unless specific notification is given to withhold that information. Inform the school office by September 1<sup>st</sup> 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.

#### **4.9 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.

**4.9.1** 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.

**4.9.2** 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.

**4.9.3** 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.

#### **4.10 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.

#### **4.11 Inclement Weather Closing**

Parents will be notified through the School Reach 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-3), and Google.classroom for (4-8).

**4.11.1** 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.

**4.11.2** 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.

#### **4.12 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.

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

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

#### **4.13 Thursday Mail**

The youngest student of a family is designated as the messenger for written information from school to home each Thursday, as such one set of Thursday mail information is sent to each family. Non-custodial parents may request this information per non-custodial parent communication section of this handbook. Upon receipt of information which requires a signed response, please respond in a timely fashion. If your child is in pre-school the next youngest child will be the designated messenger. St. Gilbert School is trying to be environmentally friendly

and limited information will be sent home by paper version. See the Principal's weekly Thursday Tidbits for links, flyers, and upcoming information.

#### **4.14 Saint Gilbert Catholic School Website**

The official website for school is [www.stgilbertschool.org](http://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.

**4.14.1** 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.

**4.14.2** 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.

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

**4.14.4** Archdiocesan guidelines for student work posted on the school's website are shown below.

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

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**

The use of CD players, laser devices, iPods, iTouch, compact music or video devices, cameras, video games, Smart Watches and items of this nature are not permitted in the school at any time. Such 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 using 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 uses a school wide positive behavior model based off our school motto; REBEL

**5.6.2** Rebel Way Organizer:

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

**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). Every Trimester teachers will select a “Rebel Way Leader” from their homeroom. This individual will have demonstrated the “Rebel Way” consistently throughout the trimester. Rebel Way Leaders will receive a certificate of recognition along with a special treat from the Principal. With this program we hope to develop leaders who are focused on positive behavior rather than negative.

**5.6.3 Behavior Tracking System/Principal, Deans, Teachers**

The Behavior Tracking System consists of Steps and Levels that start over each Trimester. This system provides for teacher documentation, student and teacher consultation, and communication with parent(s)/guardian(s). Steps are determined by each individual teacher, whereas the Levels for Conduct Checks at grade levels 4-8 are cumulative for all teachers associated for a particular student.

**KINDERGARTEN-THIRD GRADE BEHAVIOR MANAGEMENT SYSTEM**

Five step teacher process

Three step principal process

**FIVE STEP TEACHER PROCESS**

- Step 1:** This step serves as a warning. Students are informed of their misbehavior. Minor management changes may be implemented.
- Step 2:** The warning takes a higher significance. Methods to change the behavior could include changing a student’s seating arrangement within the classroom, etc.
- Step 3:** The teacher contacts the parent(s)/guardian(s) to share the components of misbehavior and to discuss solutions to assist in successfully attaining a positive change.
- Step 4:** Teachers will again provide some type of management change as a reminder to the student that the next Step involves going to the Principal.
- Step 5** Teacher sends the student to the Principal.

**THREE STEP PRINCIPAL PROCESS**

**Step 1:** Principal speaks with the student.

**Step 2:** Principal speaks with the student and calls the parent(s)/guardian(s).

**Step 3:** Principal implements a meeting with the student and their parent(s)/guardian(s). At this point, several types of disciplines could occur that may include detention after school, in school or out of school suspensions, removal from field trips and/or special events.

### **FOURTH-EIGHTH GRADE BEHAVIOR MANAGEMENT SYSTEM**

#### **FOUR STEP COMBINED TEACHER AND PRINCIPAL PROCESS**

**Step 1:** This step serves as a warning. Students are informed of their misbehavior. Minor management changes may be implemented.

**Step 2:** The warning takes a higher significance. Methods to change the behavior could include changing a student's seating arrangement within the classroom, etc.

**Step 3:** The teacher contacts the parent(s)/guardian(s) to share the components of misbehavior and to discuss solutions to assist in successfully attaining a positive change.

**Step 4:** Conduct Checks will be utilized to assist in emphasizing a change in behavior.

#### **Fourth and Fifth Grade Levels**

Students follow the four steps listed below regarding Conduct Checks. Although the Conduct Checks reduces a student's Conduct grade incrementally, it drops an entire grade initially after five conduct checks. Students receive a conduct grade on the Report Card.

LEVEL	AFTER RECEIVING NUMBER OF CONDUCT CHECKS	GRADE LOWERED TO	DISCIPLINE
1	5	B+	Principal notified
2	10	C+	Conference with teacher, student, parents and principal

3	15	D+	Conference with teacher, student, parents and principal. Could result with in-school or out-of-school suspension.
4	22	F	In or out-of-school suspension, no sports, eliminated from field trips and/or special events, or other consequences.

### **Sixth – Eighth Grade Levels**

Students follow the four steps listed below regarding Conduct Checks. Although the Conduct Checks reduces a student's Conduct grade incrementally, it drops an entire grade initially after three conduct checks. Students receive a conduct grade on the Report Card. See below for more information.

LEVEL	AFTER RECEIVING NUMBER OF CONDUCT CHECKS	GRADE LOWERED TO	DISCIPLINE
1	3	B+	Principal Notified
2	6	C+	Conference with teacher, student, parents and principal. Discipline could result in a detention, possible loss of field trip privileges, and/or other consequences assigned).
3	9	D+	Conference with teacher, student, parents and principal. Could result with in-school or out-of-school suspension.
4	15	F	In or out-of-school suspension, no sports (athletic probation), eliminated from field trips and/or special events, or other consequences.

### **CONDUCT CHECKS:**

#### **5.6.2.1 Level One**

Students all begin each trimester with an "A+" in Conduct. The

homeroom teacher records all conduct checks and sends a copy of the conduct check infractions to the Principal and/or Dean of Students. All conduct check forms will be sent home to be signed by a parent/guardian and be returned the next day to the homeroom teacher. If a student fails to return a signed conduct check form the next day, another conduct check could be issued. According to the grade level for receiving a specific number of Conduct Checks (5 Conduct Checks for grade levels fourth and fifth; 3

Conduct Checks for grade levels sixth-eighth), the student's grade is dropped to a "B+." Then the student receives a detention notice to be signed by their parent/guardian and be returned to the school office the next day. If the detention form is not returned the next day, the Principal will be notified.

**5.6.2.2 Level Two**

According to the grade level for receiving a specific number of Conduct Checks (10 Conduct Checks for grade levels fourth-fifth; 6 Conduct Checks for grade levels sixth-eighth), the student's conduct grade is dropped to a "C+." The student receives a detention notice to be signed by their parent/guardian and it is to be returned to the school office the next day. A formal conference with the student, teacher/teachers and Principal will take place. Discipline could result in a detention, possible loss of field trip privileges, and/or other consequences assigned).

**5.6.2.3 Level Three**

According to the grade level for receiving a specific number of Conduct Checks (15 Conduct Checks for grade levels fourth and fifth; 9 Conduct Checks for grade levels sixth-eighth), the student's conduct grade is dropped to a "D+." The student is sent to the office to meet with the Principal and the student receives a detention notice to be signed by their parent/guardian and it is to be returned to the school office the next day. A formal conference with teacher, student, parents and principal. Could result with in-school or out-of-school suspension.

**5.6.2.4 Level Four**

According to the grade level receiving a specific number of Conduct Checks (22 Conduct Checks for grade levels fourth & fifth; 15 Conduct Checks for grade levels sixth-eighth), the student's conduct grade is dropped to "F." A formal conference with parents, Principal or Assistant Principal will then be scheduled, which would result in an in-school or out-of-school

suspension and/or other consequences. The student would be placed on probation, which will include athletic probation.

## **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** 8<sup>th</sup> 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):
  - 5.7.4.1** Fighting and rough play (all involved will receive a detention)
  - 5.7.4.2** Bullying and teasing behavior
  - 5.7.4.3** Fraudulently signing parents' names on school forms
  - 5.7.4.4** Damaging school property
  - 5.7.4.5** Use of profanity and vulgar language or indecent gestures while on school property, during sports events, or while on the bus
  - 5.7.4.6** Insubordination or disrespect for any adult in authority
  - 5.7.4.7** Repeated dress code violations.
  - 5.7.4.8** Bus Conduct Report
  - 5.7.4.9** 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.
- 5.7.5.1** Theft.
- 5.7.5.2** Leaving the school grounds without permission at any time during school hours.
- 5.7.5.3** Second offense for Bullying and teasing behavior.
- 5.7.5.4** Chronic behavior that undermines classroom discipline and impedes the academic progress of the entire class.
- 5.7.5.5** Abusive or foul language: Oral or written obscenity, deliberate defiance or serious disrespect toward a teacher, a substitute, lunch monitor, adult and/or peers.
- 5.7.5.6** Deliberate destruction of school property – vandalism.
- 5.7.5.7** 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
- 5.7.5.8** Fighting which involves throwing punches or serious blows, kicks, etc. to another person.
- 5.7.5.9** 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).
- 5.7.5.10** 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 such as Facebook, 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 "server-based" filtering. With server-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. The Internet software will only be disabled by appropriate school personnel. 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, teachers and library media staff 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.

### **5.9.14 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 Westlake Christian Academy that is located across Route 120 (Belvidere Road). 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 school office. 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](http://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,



and head lice.

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.

**5.19.5.1** Head Lice Screening: School Health Clerk is trained to screen students; parent/guardian permission is not required.

**5.19.5.2** Parents are notified when a case of head lice occurs in a child's classroom.

**5.19.5.3** Saint Gilbert Catholic School will screen for lice infestation when 5-10% of the students in a homeroom are diagnosed as having lice at any one time.

## **5.20 Medication**

Medication should ordinarily be administered in the home; however, there are circumstances and certain times where medication must be administered during the school day in order that the children attend school on a regular basis. All medications must be furnished by the parent in the original sealed container, properly labeled by the pharmacist or physician. All medications will be kept in the Health Clerk's office, with the case-by-case exception of prescribed inhalers and EpiPen®. Students taking medications are expected to come at the designated time, or are called by the school health clerk and, in the presence of the health clerk or designated staff member, take the medication as required.

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.

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.

### **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**

Addendum to School Handbook 2022-23:

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. Hospital grade 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**

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.

During extreme conditions 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. Students also MUST be respectful and cooperative with all lunch parents who are supervising the classrooms during lunch/ recess. Failure to follow the rules or disrespect toward a lunch parent could result in disciplinary action to be determined by the classroom teacher/administrator.

## **5.23 e-Reader Acceptable Use Policy**

Students may bring an e-reader (Kindle, Nook) to school to be used as a tool for reading.

All e-readers must be registered with the school office and accompanied by the Acceptable Use Policy agreement form signed by both the parents and the students(s).

**5.23.1** E-Readers that are brought to school are to be used ONLY for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.

**5.23.2** All e-Readers that have cellular and network capabilities must be disabled (turned off) while the device is at school.

**5.23.3** All e-readers must be used at appropriate times in accordance with a teacher's instructions. It must not be a distraction for the student or other students nor should it be a source of any classroom disruption.

**5.23.4** E-Readers are not to be used during lunch, or during playground/recess time, except during inside recess under a teacher's supervision.

**5.23.5** The student is responsible for knowing how to properly and effectively use their e-Reader.

The school is not responsible for the loss or damage associated with a student's e-Reader. Students who violate this policy will result in the loss of the privilege to bring the e-Reader to school.

## **5.24 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.

## **5.25 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.

## **5.26 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 the 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.

#### **6.1.1.3 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.

**6.1.1.4** 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). The Chairperson of the School Advisory Board is responsible for ensuring that these policies are followed.

**6.1.1.5** 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.

**6.1.1.7** 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

**6.1.1.8** 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.



- 6.1.1.9** 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 (Principal's Step 2 of the Behavior Management Plan).
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 (Principal's Step 3 of the Behavior Management Plan) .

### **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.

All Saint Gilbert Catholic School bus riders and their parents will receive a copy of the specific rules and safety procedures outlined by the school district operating their bus. These rules and safety procedures will be reviewed with Saint Gilbert bus riders. It is an expectation that Saint Gilbert Catholic School students abide by these rules.

#### **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** Conduct check for grades 4-8;
- 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. 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 or turtleneck shirt purchased through Tommy Hilfiger Uniforms. A white Peter Pan collar blouse purchased at various outlets including Tommy Hilfiger is also acceptable. 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 or turtleneck shirt 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 or turtleneck 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 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 or turtleneck 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. 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** A separate pair of gym shoes for gym only. (A totally separate clean pair is to be left in the classroom).
- 6.4.5.3** Gym uniforms (t-shirts and shorts) are not to be worn under uniforms for grades 4<sup>th</sup> through 8<sup>th</sup>.
- 6.4.5.4** Students in grades K-5 will wear their gym uniform to school on scheduled gym days.
- 6.4.5.5** Gym shorts are different than the uniform shorts and are to be worn for all Physical Education classes.
- 6.4.5.6** 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 memo 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 the mid-thigh.

**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**

Adults on duty may report inappropriate lunchtime behaviors to the teacher; send for Principal/Dean of Students or use the office button to call someone for assistance. Students are expected to follow these rules:

**6.5.1** Follow classroom rules regarding lunchtime

**6.5.2** Be courteous and considerate of others at all times

**6.5.3** Eat the food they bring

**6.5.4** See that the desk, chair and floor are free of papers, food, and crumbs before they go out for recess or begin their next class.

**6.5.5** Anyone not following lunchtime rules may be disciplined by the adults on duty. Discipline may include:

**6.5.5.1** Help cleaning

**6.5.5.2** Loss of recess time/toys or games may be taken away during indoor recess

**6.5.5.3** Sitting away from other students

**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 (Principal's Step 3) 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 or on school premises. 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 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 high or average math groups. The criteria for placing students in the high math group or the independent study group are as follows:

#### **7.2.1 High Math Group**

**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+	100-99	B+	92.9-91	C+	84.9-83	D+	76.9-75
A	98.9-95	B	90.9-87	C	82.9-79	D	74.9-71
A-	94.9-93	B-	86.9-85	C-	78.9-77	D-	70.9-69
F	68.9↓						

First and second 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 Health, Music, Art, and PE. Further, students MUST receive a B- 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.

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.

#### **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 must also notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

### **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

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 Opt out form for 2023-24**

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.

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Print Name and Grades of Child(ren):

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Print Name of Parent/Guardian:

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Signature of Parent/Guardian

Date

## **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 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.

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 1 point; Level 2 receives the loss of 3 points; and Level 3 receives the loss of 6 points. A detention causes the Conduct grade to be lowered by one letter grade.

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

<b>Points</b>	<b>Grade</b>
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. 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. 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 in 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. Multiple Level 1 or 2 Infractions with no change in behavior

Student behavior that is uncontrollable after 30 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

## **Chromebook/iPad User Agreement for Students and Parents**

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.