

**ST. ATHANASIUS SCHOOL  
PARENT/STUDENT HANDBOOK  
2017-2018**

**PRINCIPAL'S LETTER OF WELCOME**

Dear Parents,

Thank you for choosing St. Athanasius School for your child's Catholic education. The faculty, staff and I take seriously the commitment to work as partners with you in fostering your child's growth: physical, intellectual, spiritual, and emotional. The time your child spends at St. A's from Junior Kindergarten to Graduation will form the foundation for him/her to become a lifelong learner who serves God and cares for others.

We invite you to become involved in the St. A's community through volunteerism, worship, and dedication. Please take the time to familiarize yourself with the contents of this handbook, as the policies and procedures set forth help to ensure the optimal learning environment for all of our students, faculty, and families.

Sincerely,

Mrs. Carol McClay  
Principal

## TABLE OF CONTENTS

<b>I.</b>	<b>GENERAL INFORMATION</b>	<b>6</b>
	<i>School Mission</i>	
	<i>School Philosophy</i>	
	<i>Accreditation</i>	
	<i>Vision of a St. Athanasius Graduate</i>	
	<i>Organizational Structure</i>	
<b>II.</b>	<b>ATTENDANCE</b>	<b>10</b>
	<i>Daily Schedule</i>	
	<i>Tardiness</i>	
	<i>Other Absences</i>	
<b>III.</b>	<b>ACADEMIC INFORMATION</b>	<b>14</b>
	<i>Academic Honesty</i>	
	<i>Curriculum</i>	
	<i>Library</i>	
	<i>Field Trips</i>	
	<i>Parent Teacher Conferences</i>	
	<i>Electronic Information Policy</i>	
	<i>St. Athanasius School Acceptable Use Policy and Agreement</i>	
	<i>Grading and Academic Topics</i>	
<b>IV.</b>	<b>STUDENT SERVICES</b>	<b>26</b>
	<i>Extended Day Program</i>	
	<i>Lunch Service</i>	
	<i>Milk Program</i>	
	<i>Telephone</i>	
<b>V.</b>	<b>CO-CURRICULAR ACTIVITIES</b>	<b>26</b>
	<i>Altar Servers</i>	
	<i>Assemblies</i>	
	<i>Athletics</i>	
	<i>Band</i>	
	<i>Book Club</i>	
	<i>Chess Club</i>	
	<i>Choir</i>	
	<i>Debate Club</i>	
	<i>Ecology Club</i>	
	<i>Humanities</i>	
	<i>Recess Retreat</i>	
	<i>Scholastic Bowl</i>	
	<i>Scouts</i>	
	<i>Spanish Club</i>	
	<i>Student Council</i>	

<b>VI.</b>	<b>UNIFORM CODE</b>	<b>30</b>
	<i>Policy</i>	
	<i>Philosophy</i>	
	<i>Uniform Code</i>	
	<i>Non-Uniform Days</i>	
	<i>Uniform Exchange</i>	
<b>VII.</b>	<b>STUDENT DISCIPLINE</b>	<b>34</b>
	<i>Student Code of Conduct</i>	
	<i>Student Discipline Guidelines</i>	
	<i>Bullying</i>	
	<i>Harassment</i>	
	<i>WOW! Cards</i>	
<b>VIII.</b>	<b>ADMISSIONS AND WITHDRAWAL</b>	<b>42</b>
	<i>Non-Discrimination Policy</i>	
	<i>Admissions Policy</i>	
	<i>Registration Process</i>	
<b>IX.</b>	<b>FINANCIAL</b>	<b>43</b>
	<i>Tuition</i>	
	<i>Fundraising and Development</i>	
<b>X.</b>	<b>Health Policies &amp; Procedures</b>	<b>46</b>
	<i>Communicable Diseases</i>	
	<i>Head Lice</i>	
	<i>Health Requirements and Immunizations</i>	
	<i>School Medication</i>	
	<i>Food Allergy</i>	
	<i>Wellness Policy</i>	
<b>XI.</b>	<b>PARENTS – GENERAL GUIDELINES</b>	<b>52</b>
	<i>Classroom Interruptions</i>	
	<i>Parent/Teacher and Parent/Administrator Communication</i>	
	<i>Concern/Issue Resolution</i>	
	<i>Parent-Teacher Conference Guidelines</i>	
	<i>Parent/Guardian Conduct</i>	
	<i>Field Trips/Chaperone Guidelines</i>	
	<i>Messages to Students</i>	
	<i>Lunches</i>	
	<i>Parking</i>	
	<i>Parties</i>	
	<i>eRed (Weekly Newsletter)</i>	
	<i>Office Hours</i>	
	<i>Releasing Students during the School Day</i>	
	<i>School Colors and Mascot</i>	

	<i>Supervision During Family Events</i>	
	<i>Verification of Compliance</i>	
	<i>Religious Formation</i>	
	<i>Visitors</i>	
<b>XII.</b>	<b>SAFETY</b>	<b>56</b>
	<i>Drop Off and Pick Up Procedures</i>	
	<i>Bicycles</i>	
	<i>Skateboards</i>	
	<i>Playground</i>	
	<i>Playground Equipment</i>	
	<i>Games Not Allowed</i>	
	<i>After School Activities</i>	
	<i>Release of Child from School</i>	
	<i>Reporting Child Abuse</i>	
	<i>Safe Locations</i>	
	<i>School Security</i>	
	<i>Smoke Free Environment</i>	
	<i>Firearm Free Environment</i>	
	<i>Student Accident Insurance</i>	
<b>XIII.</b>	<b>STUDENT INFORMATION DISCLOSURE</b>	<b>61</b>
<b>XIV.</b>	<b>EMERGENCIES</b>	<b>61</b>
	<i>Disclosure of Emergency Information</i>	
	<i>Emergency Information Form</i>	
<b>XV.</b>	<b>CRISIS PROCEDURES</b>	<b>61</b>
	<i>Fire</i>	
	<i>Tornado</i>	
	<i>Earthquake</i>	
	<i>Lockdown</i>	
	<i>Threats</i>	
	<i>Inclement Weather or Other School Closure</i>	
	<i>Cancellation of School already in Session and Early Dismissal</i>	
	<i>Reunification in Case of Emergency</i>	
<b>XVI.</b>	<b>VOLUNTEERS</b>	<b>62</b>
	<i>Volunteer Background and Reference Checks</i>	
	<i>Safe Environment Training (Virtus)</i>	
<b>XVII.</b>	<b>JURISDICTION</b>	<b>64</b>
<b>XVIII.</b>	<b>AMENDMENTS</b>	<b>64</b>

<b>XIX. SIGNATURE PAGES</b>	<b>65-66</b>
<i>Parent/Student Handbook Signature Page</i>	
<i>Publicity Release</i>	
<b>XX. WHO TO CONTACT</b>	<b>67</b>

## **I. GENERAL INFORMATION**

### **SCHOOL MISSION**

The mission of St. Athanasius School is to provide each student with an unsurpassed Catholic educational opportunity, to encourage strong academic achievement, to help develop each student's unique talents and gifts, and to inspire our students to become leaders in imitation of Christ.

### **SCHOOL PHILOSOPHY AND VALUES**

St. Athanasius School's philosophy and values are the product of the Roman Catholic community in which the school exists. The school is a ministry of St. Athanasius Parish.

At St. Athanasius School, we offer a rigorous learning environment for our students and we are committed to the highest standards of academic excellence. It is our priority to provide our students with an outstanding educational experience, to prepare them for academic challenges that lie ahead, and to help instill a life-long love of learning. St. Athanasius students are expected to work diligently to achieve their potential. We help our students become self-directed, accountable, and responsible. We recognize and appreciate individual learning styles and abilities, and encourage students to think critically and creatively. We nurture a climate of caring and mutual respect. St. Athanasius School offers a wide range of extracurricular activities to provide additional opportunities to support and nurture development of the whole child.

We believe that each child's sense of self worth is enhanced through a personal relationship with God. We provide a Christ-centered environment through which we pass on Catholic scripture, tradition, prayer, liturgy, sacraments, and commitment to service. We challenge students to live their faith by participating in parish life and committing to the ideals of peace, justice, and respect for all of God's creation. We encourage each student to "love, learn, and lead."

Our dedicated faculty and staff employ time-honored methods of learning, innovative teaching techniques, and advanced technology to foster each student's success. We communicate proactively and comprehensively with parents about their child's development. Our teachers are involved in all aspects of school life and serve as exceptional role models for our students.

St. Athanasius parents, as the primary educators, are actively involved in their child's education. We encourage a strong parent-teacher partnership, based on trust and mutual respect, for the benefit of all of our students.

Revised: February 2014

## **ACCREDITATION**

St. Athanasius School is recognized by the Illinois State Board of Education and accredited by the North Central Association Commission on Accreditation and School Improvement (AdvancEd) as part of the Archdiocese of Chicago school district. The school participates in the school improvement model, in which each year the school collects and analyzes data; sets goals; and plans, implements and evaluates our school improvement efforts.

## **THE VISION FOR A ST. ATHANASIUS GRADUATE**

A St. Athanasius Graduate is:

- A faith-filled Christian leader who is centered in Gospel values, prayerfully committed to the Church, and who witnesses to the faith by performing service and working for peace and social justice.
- A well-rounded person who is self-confident, self-disciplined, ethical, living a healthy lifestyle, curious and open to growth;
- A loving, generous and compassionate person who is a friend, a communicator, a collaborator, appreciative of diversity and a community builder; and
- A life-long learner who is academically and theologically knowledgeable, a critical thinker, a problem solver, a decision maker, articulate, technologically literate and responsible, appreciative of the arts and globally aware.

## **ORGANIZATIONAL STRUCTURE**

### **Pastor**

The pastor, by direction of the Cardinal and canon law, is directly responsible for all parish endeavors. One such endeavor is the parish school. As a religious leader, community builder and administrator, the pastor works together with the principal, faculty, parents and other parishioners to advance the education of the children. The pastor is responsible for hiring the principal and the renewal of the principal's employment agreement.

### **Principal**

This position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that nurtures academic excellence and the development of each student. The principal fosters community and high academic standards among faculty, students and parents. Understanding the Catholic school as part of larger communities, both religious and secular, the principal collaborates with parish, area and Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds..

## **Assistant Principal**

The assistant principal shares the roles of faith leader and educational leader with the principal by assisting the principal with the administration of St. Athanasius School. The assistant principal acts as administrator in charge in the absence of the principal, making decisions in harmony with the principal's perspective as necessary.

## **Faculty**

Faculty members support the faith and learning community at St. Athanasius School, working collaboratively with administrators, other staff, and parents in the best interest of students. Through strong teaching and personal example they develop an atmosphere that challenges and nurtures each child's physical, intellectual, emotional and spiritual growth. Faculty members lead or serve on school committees, and regularly participate in professional development opportunities to enhance their skills. Faculty members include classroom teachers and teachers of special classes such as art, music, PE, foreign language and technology.

## **Resource Teachers**

Learning specialists coordinate the efforts of administrators, faculty, parents, students, public schools and/or private agencies when identifying a student's learning differences. They work with individuals and groups, encourage the application of strategies, and support and monitor student progress.

## **Teacher Aides**

Teacher aides primarily assist classroom teachers with the education of students. They assist the principal with the safe and efficient operation of the school. They are responsible for the performance of duties according to their job descriptions.

## **Communication Coordinator**

The Communication Coordinator is the welcoming presence in the school, is responsible for the efficient operation of the school office, and for the performance of all clerical and other assigned duties related to the principal's office. The communication coordinator assists with marketing, recruitment and development efforts, and works closely with the principal to ensure an excellent educational environment and positive communication relative to school endeavors.

## **Other Staff**

Maintenance staff, a business manager, a librarian, a nurse consultant, and a choir director provide services to the school according to their job descriptions. The librarian, nurse consultant and choir director report to the principal. The maintenance staff, religious education director and business manager report to the Pastor.

## **School Board**

The school board is comprised of elected members who advise the pastor and principal. School board members participate in decision-making by formulating and recommending, but not approving or enacting policy. The School Board's responsibility can be categorized into six distinct functions:

- To participate in and encourage strategic planning;
- To develop and defend policy;
- To offer financial advice;
- To serve as a good public relations source;
- To evaluate itself periodically; and
- To participate in the selection process of the principal, who is the school board's executive officer.

School board meetings are held during most months of the school year. The meetings are open to observers except when meeting in executive session. Observers may comment during a specified period of the meeting, but no discussion will occur. Parents wishing to suggest agenda items should contact the school board chair or the principal.

## **Parent School Organization**

The Parent School Organization (PSO) is accountable to the principal and promotes parental support of school programs, increases mutual understanding between school and parents, fosters effective communication and promotes a sense of community. Parent School Organization meetings are held during most months of the school year. All school parents are members of the PSO, welcome to attend meetings, and encouraged to volunteer for activities that support the school.

## **Development Committee**

The Development Committee oversees all fundraising and development activities and coordinates events that are sponsored to benefit St. Athanasius Parish and School. Members, including representatives of the School Board, PSO, Booster Club, and parents at large, work collaboratively with the pastor and principal to coordinate the Annual Fund, fundraising events and other development activities.

## **Booster Club**

Booster Club is comprised of parents and alumni who promote St. Athanasius School's athletic program. The club fosters school spirit and raises funds for athletic-related projects in keeping with school priorities.

## **II. ATTENDANCE**

Regular daily and punctual attendance is expected of all students to support the academic climate of the school and each student's personal growth.

### **DAILY SCHEDULE**

#### **Grades 1-8**

Monday, Tuesday, Thursday, Friday:

8:25 a.m.	Doors open; supervision is provided in classrooms.	
8:35 a.m.	School day begins for all students; those arriving after 8:30 a.m. are tardy.	
12:25-12:48 p.m.	Lunch 2, 4, 7, 8	Recess 1, 3, 5, 6
12:48-1:08 p.m.	Lunch 1, 3, 5, 6	Recess 2, 4, 7, 8
3:25 p.m.	Dismissal for all grades	

Wednesday:

8:10 a.m.	Doors open; supervision is provided in classrooms	
8:17 a.m.	School day begins for all students; those arriving after 8:15 a.m. are tardy.	
12:20-12:40pm	Lunch 3, 4, 7, 8	Recess 1, 2, 5, 6
12:40-1:00pm	Lunch 1, 2, 5, 6	Recess 3, 4, 7, 8
2:25 p.m.	Dismissal for all grades	

#### **Kindergarten Lunch and Recess Schedule**

**Monday through Friday:**

Lunch and Recess: 11:15 a.m. – 12:15 p.m.

#### **Junior Kindergarten:**

Junior Kindergarten is a self-contained classroom.

Arrival and departure times coincide with the K-8 program. Students participating in the half-day program depart at 11:45am, after Junior Kindergarten recess. An enrichment program is available from 11:45pm-1:30pm.

#### **Arrival and Departure Times**

Parents make arrangements for their children to arrive at school between 8:15 and 8:30 a.m. and to be picked up at 3:25 p.m. Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, drop-off is between 8:00-8:15a.m. and pick-up is at 2:25 p.m.. Children who arrive before 8:15 a.m. (8:00am on Wednesdays) attend Before School Care. Children who remain on campus more than 15 minutes after dismissal attend After School Care.

**Mondays, Tuesdays, Thursdays, Fridays**

Arrival Time	Grade Level	Where to Go
7:30-8:25am	JrK-8	Before School Care in FR110
8:15-8:30am	JrK and Kindergarten	Enter through Lindley Park door; go to kindergarten classroom (108) or Jr Kindergarten classroom (109)
8:15-8:25am	1-2	Enter through Redhawk Door; go to cafeteria
8:15-8:25am	3-8	Enter through Redhawk Door; drop lunch into homeroom bin; go to cafeteria
8:25-8:30am	1-2	Enter through Lindley Park Door; go to homeroom
8:25-8:30am	3-8	Enter through Redhawk Door; drop lunch into homeroom bin; go to homeroom
After 8:30am	Jr K-8	Enter through Ashland Avenue Door; get a tardy slip in office; go to homeroom

**Wednesdays**

Arrival Time	Grade Level	Where to Go
7:30-8:00 am	JrK-8	Before School Care in FR110
8:00-8:15 am	JrK and Kindergarten	Enter through Lindley Park door; go to kindergarten classroom (108) or Jr Kindergarten classroom (109)
8:00-8:10 am	1-2	Enter through Redhawk Door; go to cafeteria
8:00-8:10 am	3-8	Enter through Redhawk Door; drop lunch into homeroom bin; go to cafeteria
8:10-8:15 am	1-2	Enter through Lindley Park Door; go to homeroom
8:10-8:15 am	3-8	Enter through Redhawk Door; drop lunch into homeroom bin; go to homeroom
After 8:15 am	Jr K-8	Enter through Ashland Avenue Door; get a tardy slip in office; go to homeroom.

Supervision in homerooms begins at 8:25 a.m (8:10 a.m. on Wednesdays). At that time, students in the cafeteria walk to their homeroom, and remain there unless they seek permission from their homeroom teacher to go elsewhere in the building for a specific purpose. Students should arrive at school in plenty of time to be in their classroom ready to begin the school day at 8:35 a.m. (8:17 a.m. on Wednesdays).

For safety, doors at the back of the school are locked at 8:30 a.m. (8:15 a.m. on Wednesdays). Student who arrive at school after these times enter through the Ashland Avenue door. Students who arrive at their classrooms after 8:35 a.m. (8:17 a.m. on Wednesdays) are considered tardy.

**Children should not be on the school grounds before 8:15 a.m. or after 3:40 p.m. (before 8:00 a.m. or after 2:35 p.m. on Wednesdays) unless they are engaged in school-sponsored, supervised activities. Parents must accept full responsibility for the welfare and actions of any child outside of supervised time.**

**Students who arrive before 8:15 a.m. or who must remain on school grounds after 3:40 p.m. (before 8:00 a.m. or after 2:35 pm. on Wednesdays) are expected to attend the Extended Day Program, which includes before and after school care (see Section IV Student Services).**

## **TARDINESS**

1. Homeroom teachers take attendance at the beginning of each day. Teachers of Unit D students also take attendance at the beginning of each class.
2. Students who arrive at school after 8:30am (8:15a.m. on Wednesdays) report to the Communication Coordinator in the school office to get a Tardy Slip, which must be given to the homeroom teacher. A student is considered tardy if he/she enters the classroom after 8:35 a.m. (8:17 a.m. on Wednesdays).
3. Students are also considered tardy if they are not in the classroom ready to work at the beginning of each class period.
4. **It is the parents' responsibility to make sure the student arrives at school on time each morning.** It is the student's responsibility to arrive on time for each class throughout the day.
5. Because more than three (3) tardies within a trimester is considered excessive, the principal emails a letter to parents when a student has accumulated more than three tardies. Parents and students are expected to resolve the situation to maintain their child in good standing at school.

## **Reporting Absences or Tardiness; Leaving School Early**

If a student will be absent from school or will arrive or leave school other than at the normal school times, parents and students comply with the following:

- In consideration of each child's safety, parents must contact the communication coordinator and homeroom teacher by 8:40 a.m. each day (or before 12:45 p.m. if the absence occurs in the afternoon) to report a student's absence and to give the reason and expected duration of the absence.
- Any student who arrives late to school (after 8:30 a.m. on Monday, Tuesday, Thursday, Friday or after 8:15 a.m. on Wednesday) must report to the office.
- Parents who find it necessary to take a student out of school prior to dismissal should send a note to the homeroom teacher and notify the Communication Coordinator via phone or email in the morning, and then report to the office to sign out the student at the specified time.

## **Unit C and D Tardy Procedure**

To engender a strong academic environment it is vitally important that students arrive at classes on time. **It takes a maximum of two minutes to travel between classes.**

Students line up outside the classroom. The teacher invites students into the classroom or gym. Students begin work according to the teacher's instruction. Students who enter the room after instruction has begun are tardy unless they have a "Transition Pass" from the teacher of the previous class. The classroom teacher informs the Unit D Representative of all tardies at the end of each school day.

Students who are tardy to class three (3) times within a two-month period receive a yellow card. The Communications Coordinator informs parents of the yellow card, encouraging them to speak with their child about the importance of timely attendance. The yellow cards accumulated for tardies are counted within the Discipline Guidelines for other behavioral infractions. The Assistant Principal will intervene when a student accumulates a second set of three tardies within a two-month period.

To transition to this Unit D system, there is a grace period for seventh graders from the 1<sup>st</sup> day of school through Labor Day. After Labor Day, Unit D teachers enforce the system in full for both seventh and eighth graders.

## **OTHER ABSENCES**

**Frequent absences, tardiness, and early dismissals are strongly discouraged as they are not to the student's advantage.**

### **Doctor or Dental Appointments**

Parents are requested to schedule doctor/dental appointments outside of regular school hours.

### **Absences and Co-curricular Activities**

Students may not participate in co-curricular activities on days they are absent from school.

Taking students from class for travel sports team activities is strongly discouraged.

## **Extended Absences for Family Travel**

The St. A's calendar is published with scheduled vacations. Parents are encouraged to schedule family vacations within these time periods. Families are strongly discouraged from taking students from class for extended periods during the school year. Students miss valuable instruction which can be difficult to make up and they can experience emotional difficulty upon re-entry to the class. For planning purposes, if a family must take the student out of school for an extended period (three days or more), parents should notify and meet with the student's teachers and office staff as far in advance as possible.

**St. Athanasius School does not provide homework for families to take on vacations. It is the student's responsibility to meet with his/her teachers and make up all missing work.**

## **III. ACADEMIC INFORMATION**

### **ACADEMIC HONESTY**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (including, but not limited to, copying or sharing the work of another or copying and pasting internet content and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Students who violate academic honesty will receive a failing grade on that test or assignment, a discipline referral and the principal and/or teacher may request a conference with the parent. Further violations of the policy will lead to suspension or possible expulsion.

### **CURRICULUM**

Curriculum development is the responsibility of the principal and faculty following approved Archdiocesan guidelines. The principal, in collaboration with the assistant principal and teachers, sets the daily schedule, keeping in mind the time requirements for specific curriculum areas.

There is a cycle of curriculum review, which provides for continuous improvement. Curriculum outlines are distributed at parent information night in September. At St. Athanasius School, students older than kindergarten are grouped into four Units: Unit A (grades 1-2), Unit B (grades 3-4), Unit C (grades 5-6), and Unit D (grades 7-8). This unique educational system strengthens academics and the sense of community among teachers and students.

### **LIBRARY**

- Come to the library in small groups of not more than five, unless the teacher brings the class and supervises.
- Maintain the study atmosphere.
- Return books to the same place you found them on the shelves when making selections.

- Check out all books and magazines before leaving the library.
- Return books and magazines on time.
- Use encyclopedia only in the library.
- Use the emergency door only in case of emergency.
- Pay to replace books you damage or lose.
- A birthday book program is available. Parents may donate to the library to purchase a book in their child's name.

## FIELD TRIPS

- Field trips are part of the school curriculum and are supervised by classroom teachers. Parents assist as needed. Every student in the class will participate in the field trip, unless excused by the teacher and/or parent.
- Participating in a field trip is a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements.
- Parents have the right to refuse to allow their student to participate in a field trip.
- The Archdiocese of Chicago requires a permission slip for each trip. The form must be completed in its entirety for each event. Students without written permission from a parent or guardian will not be permitted to participate in the trip.
- Students are expected to behave in a responsible and courteous manner on field trips.
- Due to liability issues, only children who are registered students at St. Athanasius School may go on class/school field trips.

### Field Trip Chaperone Guidelines

Teachers plan field trips that are valuable educational experiences for students and need chaperones to help ensure a safe and productive trip. Therefore, all chaperones must

- Be in full compliance with Archdiocesan Protecting God's Children Requirements;
- Travel with the field trip group unless specifically requested to do otherwise;
- Perform the supervisory tasks as assigned by the teacher;
- Be "on duty" throughout the trip;
- Refrain from texting, emailing and/or posting photos or information about the trip before it has concluded;
- Maintain full attention to the field trip (pre-schoolers or siblings who are not enrolled at St. Athanasius School may not attend).

## PARENT TEACHER CONFERENCES

Parent-teacher conferences will be held in accordance with the following:

- Parent-teacher conferences (grades 1-8) are held for 15-minute periods at the conclusion of the first trimester of the school year (November). **All parents are expected to schedule and attend.** Parents desiring longer conferences than those scheduled by the school are encouraged to contact the teacher to arrange an appointment.
- Kindergarten holds conferences in November; throughout the year as needed; and at the end of the year.
- Junior Kindergarten holds conferences in November (no written report sent home) and throughout the year as needed.

- Teachers, the principal or parents are encouraged to initiate appointments for individual conferences (grade 1-8) throughout the year, whenever it seems to be in the best interest of the student.
- Students in Unit D attend conferences with a parent or guardian. Students should prepare for their own conference by sharing with their parents or guardians their academic and social progress in advance of the parent-teacher conference.

## **ELECTRONIC INFORMATION/COMMUNICATIONS**

### St. Athanasius School Acceptable Use Policy and Agreement

**Introduction:** St. Athanasius School recognizes that technology and electronic informational literacy skills are integral components of contemporary education. In order to prepare students to meet the state and national educational standards required to live and work successfully in the 21<sup>st</sup> century, St. Athanasius School provides access to available technology, to the school network, to the Internet, and to electronic communications for activities that comply with the stated educational mission, goals, and objectives of the School. The computer network, software, hardware, applications and Internet applications are provided to support the instructional, administrative, and informational needs of students, staff, parents/guardians, faculty, and administration. All use of technology is limited to furthering the educational and personal goals of users consistent with the mission of St. Athanasius School and its policies. Prior to gaining access to the available technology, every user and his/her parent or guardian must read, sign this agreement, and return it to the school office. It remains in effect until the end of the school year and is completed annually.

**Proper and Ethical Use:** All students, staff, faculty, and administration must attend training regarding procedures, ethics, and security involving the use of technology before they will be allowed access.

#### **Conditions and Rules for Use:**

- Acceptable Use
  - The purpose of access to technology, including the Internet, is to facilitate communications in support of education and research by providing access to unique resources and the opportunity for collaborative work. All use must be in compliance with state and national telecommunication regulations. To remain an eligible user, activities must support the educational purposes of St. Athanasius School, and must not be in violation of this Acceptable Use Policy.
- Unacceptable Uses
  - Users may not use St. Athanasius School technology to violate any local, state, or federal law, rule or regulation, or to engage in any illegal activity.
  - Prohibited activities include using the St. Athanasius School network to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - profane, obscene, offensive, fraudulent, deceptive, misleading, harmful or objectionable language or graphics
    - materials that advocate violence or discrimination toward other people or that may constitute harassment or discrimination

- defamatory information about a person or organization
    - viruses or other harmful or destructive files
  - Use of school technology for political lobbying is not acceptable.
  - Use of school technology resources for commercial activities, including product advertisement is prohibited.
  - Users may not engage in vandalism of the network, system, components, or data.
  - Users will not use the St. A's technology system to violate copyright laws or usage licensing agreements, including downloading or exchanging of pirated software, music or movies or copying software- and will not plagiarize works they find on the internet.
  - Users will not attempt to log in as another user, impersonate another user, or attempt to access another user's account.
  - Users may not violate another's privacy rights or collect another person's personal information.
- Privilege
    - The use of school technology, including the Internet, is a privilege, not a right. Inappropriate or unacceptable use of the school technology system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under local, state, or federal laws.
    - Administration in consultation with the school technology coordinator will be the final determiner as to what is inappropriate/unacceptable use and the consequences for misuse, based on this policy and the standards and policies of St. Athanasius School. Decisions will be made on a case by case basis.
    - St. Athanasius School can cancel or suspend use and access privileges for any reason in its sole discretion.
- Authorization & Monitoring
    - Persons using St. Athanasius School's technology systems must be properly authorized. The necessary authorization forms and agreements must be on file at the school prior to use of the system. Students under the age of 18 must have the signature of a parent or guardian for Internet or network use.
    - All computers, hardware, and software and any and all work product or communication by any person using any of the St. Athanasius system is the Property of St. Athanasius School. St. Athanasius School reserves the right to read, review, evaluate, confiscate or otherwise determine the use and content of all hardware, software and any work product or communication on any part of the school network. This includes, but is not limited to email, unauthorized or authorized software, files, pictures, and other content the user created.
    - For their own safety and to maintain the integrity of the system, students will only be allowed access to the technology system, including the Internet, when a school-sponsored monitor is in the room.

- Security
  - Use of another individual's account (password) is a security violation. Attempts to log on as another user will result in cancellation of privilege and notification of the responsible administrators. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or part of the network.
  - Any breach in security where confidential records may have been accessed or secure information altered is a very serious problem and must be reported to the school technology coordinator immediately.
  - Each user is responsible for safeguarding one's user name and password. Users may not share that information with any other person or allow any person to use one's user name and password to access the system.
  - Failure to report any security incident that one becomes aware of may result in the cancellation or suspension of one's use and access privileges.

- Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite.
- Use appropriate language. Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages.
- Do not reveal personal information including one's own address or phone number or that of other students, parents/guardians, staff, administration or faculty. Faculty, staff and parent/guardian will respect the privacy of students and each other.
- Do not engage in any *cyber bullying* behaviors such as harassing, insulting, attacking, or arguing with others on the Internet. Harrassing is persistently acting in a manner that distresses or annoys another person. If you are told by someone else to stop sending them messages, you must stop.
- Be aware that no communications are private.
- Assume that all communication and information accessible via the network is public property.
- Do not make any changes to school computer/mobile device programs or setups without the specific approval of the technology coordinator.

- No Warranties

St. Athanasius School makes no warranties of any kind for the service it is providing. St. Athanasius School will make every effort to provide error-free, dependable access to the computing resources, including Internet, which will aid in its educational goals. However, St. Athanasius School cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Use of any information obtained through the Internet is at the user's own risk. St. Athanasius School specifically denies any responsibility for the accuracy or quality of information

obtained through the Internet. All users need to consider the source of any information they obtain and consider how valid that information may be.

- **Encounter of Controversial Materials**

Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. Using commercially available software, through education and this Acceptable Use Agreement St.

Athanasius School will make every effort to protect users from misuses and abuse as a result of their experiences with an information service. However, on a global network it is impossible to control effectively the content of the data and an industrious user may discover controversial material.

It is the user's responsibility not to initiate access to such material. St. Athanasius School, its administration, faculty, and staff will not be held accountable for any harm or problems resulting from the misuse of technology, including the Internet. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately notify the classroom teacher, technology coordinator, or principal.

- **Applicability**

- These policies apply to all users: guests, students, staff, parents/guardians, teachers, and administrators who access the technology supplied by St. Athanasius School.
- Every user will receive this policy, sign the policy agreement, and return signed agreement to the school office before access to the school's technology system is allowed.
- Absence of a signed agreement on file will result in denied access to the St. Athanasius School technology system.

Questions regarding the St. Athanasius School Acceptable Use Policy should be directed to the school technology coordinator at [tech@saintas.net](mailto:tech@saintas.net).

## **Electronic Devices**

Electronic devices (including, but not limited to iPads, Kindles, iTouch, iPods, iWatches) from home are not allowed on school grounds, except at the direction of the teacher. Technology is to be used only for academic purposes. Special permission will be granted in individual cases. When any of these rules are violated, the device is confiscated and given to the principal. It is kept in the principal's office until a parent comes to the office to reclaim it.

## **Cell Phones**

All parent contact with students during the school day should be through the school office. If a parent wishes a student to have a cell phone, the phone must be turned off and kept in the student's backpack during school hours on school grounds. Any use of a cell phone during school hours, including but not limited to phone calls, text messages, or photography is not allowed. If a student uses a cell phone while at school, the phone is confiscated and kept in the principal's office until a parent comes to the office to reclaim it. A yellow card will be issued to the student.

## **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, staff, and /or other students, 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.

## **GRADING AND ACADEMIC TOPICS**

Junior Kindergarten: A parent teacher conference is held in November at the end of Trimester 1 (no written report). A written progress report is sent home at the end of Trimesters 2 and 3.

Kindergarten: a standards-based report card with narrative is issued at the end of each trimester.

Grades 1-2: A non-graded, standards-based developmental report card with anecdotal comments is issued at the end of each trimester.

Grades 3-8: Report cards based on the following scale are issued at the end of each trimester. Students and parents in grades 5-8 may access grades on PowerSchool anytime throughout the year.

<b>Grade</b>	<b>Cut off %</b>	<b>Grade</b>	<b>Cut off %</b>
A+	99%	C+	83%
A	95%	C	79%
A-	93%	C-	77%
B+	91%	D+	75%
B	87%	D	71%
B-	85%	D-	69%
		F	50%
		NG	No Grade 0% (missing work)
		EX	Exempt assignment

### **Academic Eligibility**

St. Athanasius School staff members encourage students to take responsibility for their own learning, to strive for strong academic achievement, and to participate in the school's co-curricular program. Participation in co-curricular activities enhances student accomplishments and is beneficial to the growth and development of the whole child.

Participating in co-curricular activities at St. Athanasius School is a privilege, not a right. For a student to participate in these activities, he/she must be productive in the classroom. If a student does not meet the standards set forth by the school, he/she becomes ineligible to participate in the co-curricular program.

**The academic eligibility policy applies to all students in grades 6 through 8.**

Eligibility will be assessed at a point in the middle of each trimester and again at the end of each trimester. At this time, a student is issued a probationary form when his/her overall grade in any subject falls below 77%. The cut-off for turning in any work to teachers will be 3:30pm on the date of the Mid-Trimester/End of Trimester. Teachers will notify parents via email by 3:30pm on Friday and give students the probationary form before leaving school on that Friday. The student needs to submit any missing assignments, have the probation form signed by a parent, and completed by the issuing teacher indicating the student's grade as of the following Friday (date due) morning. The probation form must be submitted to the Assistant Principal by 3:30pm that Friday.

Any student whose grade is still below 77% or fails to return the probation form by 3:30pm Friday, will be ineligible. If the above requirements are met, the student is eligible to participate in co-curricular activities.

By the next day, the assistant principal will notify the principal, student's parents, the athletic director, and activity advisor(s) regarding a student's eligibility.

If a student becomes ineligible he/she will not be allowed to participate in one game or co-curricular activity contest. Ineligible students may be excluded from practices or meetings at the request of the coach, advisor, parent and/or principal. After missing the game the student again becomes eligible to participate in games.

The principal may determine a student's eligibility at other than the times described above.

## **Honor Roll**

Students in Units C and D (grades 6-8) receive an Honor Roll Certificate based on their report card at the end of a trimester. Students achieve honors if they achieve at least six As, and no grade lower than B. Students achieve High Honors if they earn all As. Specials classes that are seen one or two times/week are weighted accordingly. Honor roll certificates are sent home with report cards.

## **Procedures for Academic Work**

Unit teachers distribute procedures for academic work in the fall of each year. The procedures are then posted to Edmodo for parent and student reference.

## **Homework**

Homework is a positive learning opportunity designed to reinforce material already taught and to foster habits of independent study. Each child is expected to do homework and to submit it to the teacher on the due date. While it is the child's responsibility to do the homework, a parents' awareness of their child's homework and strong encouragement to do the work and turn it in helps ensure the child's success. Parents should not request that a child be excused from homework because of extra curricular activities. The following guidelines are followed regarding homework assignments:

- Assignments are geared to the individual student's age and abilities;
- Assignments are corrected in a timely manner and returned to the student.

- Parents (K-8) are encouraged to help students master math facts (grade-appropriate addition, subtraction, multiplication, division), work on special projects and provide wide opportunities for reading.
- The amount of time that different students in the same grade spend doing homework will vary; however, the following guidelines indicate the time the typical student spends daily on homework:

#### Daily Homework Time

Kindergarten.....	10 - 20 minutes
Unit A.....	20-40 minutes
Unit B.....	40-60 minutes
Unit C.....	60-90 minutes
Unit D.....	90-120 minutes

- Homework left at home is not considered an emergency. Students will not be allowed to call home for it.
- Extra credit work is not provided to make up for missing assignments, late homework or low tests scores.

#### **Late Work**

**Any assignment turned in after the due date is considered late.**

**Assessments that are missed due to absence are taken after school. It is the student's responsibility to make arrangements for the test with the specific teacher.**

#### **Unit C Late Work**

**Any assignment turned in after the due date receives a 10% penalty.**

**If the assignment is not completed by mid-trimester, it receives a zero grade.**

**Any assignment that is still not completed by the end of the trimester remains as a zero.**

#### **Unit D Late Work**

**Any assignment turned in after the due date has a 10% penalty every day for the first five (5) days, with a cap at 50% (E.G., If turned in after one (1) week, the assignment will be graded and 50% will be deducted.)**

**If the assignment has not been completed by mid-trimester, it receives a zero grade.**

**Any assignment that is still not completed by the end of the trimester remains as a zero.**

#### **Make-Up Homework**

- **Illness**
  - If the assignment was given more than a day before a student was absent and was due on the day the student was absent, it should be turned in on the first day the student returns to that class.
  - It is the student's responsibility to request all missed assignments from the teacher and to make up all missed assignments. The day the student returns to class, he/she should ask the teacher for explanation of assignments missed and arrange for a due date, generally one day's time for each day's absence.
  - In the event of a brief illness, parents must telephone the communications coordinator before 8:40 a.m. to arrange for homework. Parents of Kindergarten

and Unit A and B students will be put in touch with the teacher to make arrangements for homework the following day. In Units C and D the student's "sick buddy" may gather the work, or the student may see the teacher when he/she returns to class. Homework may also be picked up at the school office at the end of the school day or sent home with a sibling, if requested by the parent in the morning.

- In the event of prolonged illness, additional time may be needed to gather necessary materials. Homework may be picked up at the school office at the end of the school day or be sent home with a sibling
  
- **Vacations or other extended absences.**
  - **Parents are strongly discouraged from taking students from class for extended periods (3 days or more) during the school year.** Students miss valuable instruction and discussion which can be difficult to make up and they can experience emotional difficulty upon re-entry to the class. If a family must take the student out of school for an extended period parents should notify and/or meet with the student's teachers and office staff as far in advance as possible.
    - **St. Athanasius School does not provide homework for families to take on vacations. It is the student's responsibility to meet with his/her individual teachers and make up the missing work upon his/her return.**
    - Aspire Standardized Tests are administered to students in grades 3-8 during April each year. Parents should especially avoid taking students out of school during this time.

### **Progress Reports/Report Cards**

Progress Reports are mailed home for every student in Units C and D midway through the first trimester. In subsequent trimesters, parents receive their student's mid-trimester Progress Report via email if their child averages below 77% in any subject.

Report cards are sent home with the student at the end of each trimester (see the school calendar for dates).

### **Legal Rights of Parents**

St. Athanasius School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the parents' right of access to their child's school records. Access to the academic records and other official school-related information regarding the student will be provided to the custodial and the non-custodial parent, unless there is a court order specifically removing a parent's right of access to their child's school records. It is the parent's responsibility to provide the principal with an official copy of any court orders specifically removing the other parent's right of access to their child's school records. If parents wish to view their child's official record, an appointment with the principal should be made at least twenty-four hours in advance.

## Supplies

The Parent School Organization provides school supplies (School Pak) at the beginning of the school year. Parents are strongly encouraged to order and pay for a School Pak in early May prior to the upcoming school year.

If a School Pak is not ordered, parents should make every effort to purchase the brands specified on the school supply list. Students are responsible for maintaining their own basic school supplies. Some supplies might need to be replenished throughout the year. Please purchase only the supplies indicated on the list.

## Textbooks

All students are responsible for the care and maintenance of their textbooks. **All hard cover textbooks should be covered with fabric or paper book covers at all times.** Please do not use contact paper. Lost books or damaged books will be replaced at the parents' expense. There will be no refund if the book is later found. Individual damages will be assessed at the end of the year and appropriate charges made. Parents may purchase extra textbooks for tutor or home use. Contact the student's teacher for information.

## Graduation

- **Graduation Ceremony.** Graduation from elementary school is marked by a simple and dignified celebration that recognizes the unique value of the Catholic education just completed.
- **Graduation Attire.** Caps and gowns are worn over dressy attire for the graduation Mass and ceremony (e.g. shirt and tie, dress pants; dress, skirt and blouse or pant suit; appropriate dress shoes; simple hairstyle).
- **Fee.** The 8<sup>th</sup> Grade Social Committee collects a fee from 8<sup>th</sup> graders early in the school year to cover the cost of cap and gown rental and the various activities that take place throughout the year in anticipation of graduation.

## Promotion and Retention

- **Promotion.** Students who satisfactorily complete each grade's work will be promoted to the next grade. According to state law, all eighth grade students must pass the test on the Constitution of the State of Illinois to graduate.
- **Retention.** Archdiocesan guidelines regarding promotion and retention are followed. Recommendation for retention of students is made by the unit teachers in consultation with the principal, the resource teacher and the parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.
- Summer school/summer tutoring may be required for students who are not making adequate progress. Summer school/summer tutoring is a parental expense.

## **Learning Resources**

In junior kindergarten through grade 4, a learning specialist monitors student learning, intervenes when learning concerns are present, supports the classroom teacher, and/or provides enrichment. In grades 5-8, a learning specialist provides services to students with diagnosed learning needs and/or provides enrichment. Service is provided during the regular school day and may occur in the classroom or on an out-of-class basis. St. Athanasius School staff members take pleasure in working with a wide-range of student needs. St. Athanasius School provides support for students within the academic program, but does not have the resources to fully serve children with severe learning disabilities, severe behavior disorders, or severe physical limitations. Parents who are concerned about their child's learning should contact the homeroom teacher or content area teacher, who will consult with resource teachers as needed.

## **After School Study Halls**

**Unit C's H.A.W.K.S. Homework Center** is an opportunity for Unit C students to begin, continue or complete assignments in a quiet classroom atmosphere. This opportunity also encourages students to take more responsibility for their own learning and receive additional assistance if needed. On Tuesdays and Thursdays, students are under the supervision of Unit C teachers from 3:25-4:00pm.

**Unit D Study Hall** is held for students to work individually or as a group in a small, quiet, supervised study environment. On Mondays from 3:30-4:15pm and on Thursdays and Fridays from 7:45-8:25am, students are under the supervision of the Resource Teacher and Unit D teachers.

### **Please Note:**

There is no additional charge for these opportunities and walk-ins are welcome. Neither Unit C H.A.W.K.S. nor Unit D Study Hall are intended to take the place of Extended Day. They serve as a supplement for completing assigned work.

At the end of these study halls, students are escorted to the Ashland Avenue door for parent pick up. Unit C Students not picked up at 4:00pm and Unit D students not picked up at 4:15pm are escorted to the Extended Day Program, where parents will be charged the usual fee.

## **Additional Testing**

St. Athanasius School's learning specialists coordinate an intervention process that includes teachers, parents and school administrators when any of these parties is concerned about a student's academic or behavioral development. If the need is warranted, parents will be asked to have their child tested at their expense. If testing is performed, complete test results must be shared with the principal, learning specialists, and the child's teachers. Testing services are available through District 65, through the Archdiocese of Chicago's Office of Inclusive Education or through a professional in private practice. Using the test results, an Individual Catholic Education Plan (ICEP) is developed for the child with diagnosed learning differences.

## **Standardized Testing**

Students in grades 3-8 participate in the Archdiocesan standardized testing program (Aspire tests) in April. Each student's scores are sent home when the school receives them.

The results of these standardized tests are used to assess student progress and to improve St. Athanasius School's curriculum and instruction. Students with ICEPS may be eligible for accommodations when taking these standardized tests.

### **Tutoring**

St. Athanasius School permits on-site tutoring for its students on school days in accordance with procedures established by the administration. To provide an environment that is safe for the students and conducive to effective learning, tutors are required to comply with all procedures, and parents are responsible for the conduct of their students and tutors before, during and after tutoring sessions. A copy of the current tutoring policy and procedures is available in the school office.

Parents give the child's homeroom teacher the tutor's contact information and sign a Release of Information granting appropriate school personnel permission to communicate with the tutor about the child.

### **Other Services**

Speech/language screening and vision/ hearing screening are conducted annually (free) for Junior Kindergarten-Grade 2 and other students who need it.

## **IV. STUDENT SERVICES**

### **Extended Day Program**

Before and After School supervision, provided by St. Athanasius staff, is available for students of all grades beginning on the first full day of school. Individual schedules can be arranged. Students may attend Before School and/or After School programs every session, a few days a week, several days a month or for emergencies.

Students who arrive at school before 8:15 am or who must remain on school grounds after regular supervision has concluded at the end of the school day are expected to attend the Extended Day Program, and parents will be billed accordingly. Care costs \$10/student/session for Before School Care and \$15/student/session for After School Care regardless of how long the child is in the Before School or After School program each session.

Students who have not been picked up by 4:10pm on the days that Unit C H.A.W.K.S. or Unit D Study Hall is held will be escorted to the Extended Day Program. Parents will be charged the usual fee.

Any children in the program after 6:00pm Monday-Thursday or after 5:00pm on Friday will be charged a late fee of \$25 per 15-minute interval per child. Intervals begin immediately after the end of the program and at the beginning of every 15 minutes period thereafter.

The following schedule is maintained except half days, holidays and break periods:

**Before School Care:**

7:30-8:15 am Mondays through Fridays \$10/student/morning session

Before school care consists of activities, games, and quiet play. Homework must be done and breakfast should be eaten before arriving at school. Drop-ins are welcome.

**After School Care:**

3:25-6:00 pm Monday, Tuesday, Thursday \$15/student/afternoon session

2:25-3:25 pm Wednesdays Free

3:25-6:00 pm Wednesdays \$15/student/afternoon session

3:30-5:00pm Fridays \$15/student/afternoon session

After school care consists of snack, outside playtime (weather permitting), activities, games and homework time. Call the office or send a note or email on the day your child needs care.

The Extended Day Coordinator may be contacted through the school office.

**Lunch Service**

Parent School Organization (PSO) provides lunch on school days Mondays through Fridays from September through May of each school year. Orders are placed in advance according to the procedures of the PSO. Junior Kindergarten through grade 8 students may participate in the lunch program.

**Milk Program**

Milk may be purchased for the year. Free milk is available for those who qualify under the Federal Free Milk program. Contact the Parish Business Manager to determine your eligibility.

**Office Telephone**

Students may use the school telephone only in case of emergency and upon requesting permission from the classroom teacher and the communications coordinator. All after school arrangements should be made before students come to school. **Forgotten homework, lunches and PE clothes are not emergencies.**

**V. CO-CURRICULAR ACTIVITIES**

**Altar Servers**

Students in Units B, C and D (grades 3-8) who are trained to serve Mass are encouraged to volunteer to serve at weekend liturgies, school liturgies, and other parish liturgies. Training takes place in the fall of each year.

## Assemblies

Assemblies may be held for the student body at various times during the year.

## Athletics

- The purpose of the interschool athletic program is to develop character, leadership, sportsmanship and athletic skills.
- The school belongs to the Council II-3-A League for boys football, boys and girls volleyball, and boys and girls basketball. St. Athanasius School participates in the Evanston Parks Department league for grades 4 and 5 boys and girls flag football and basketball, and for grades 4 through 8 cross country and track and field. St. Athanasius School, Pope John XXIII School, and St Joan of Arc School collaborate to field the Evanston Catholic Knights tackle football team for boys in grades 6-8. St. Athanasius School also sponsors a cheerleading squad for eighth grade girls.
- To participate, a child must have written parental permission, proof of insurance, a physical examination and pay the per sport annual athletic fee. **All forms/fees must be submitted to the Athletic Director before a student is allowed to practice or play each season.**
- All participants must meet the Academic Eligibility criteria and maintain a positive behavioral record.
- An Athletic Handbook, including athletic policies and procedures, may be obtained in the school office.
- To participate, at least one of the student's parents must attend the Athletic Director's parent meeting held at the beginning of each season.
- Booster Club sponsors 'Lil Redhawk Tournament, Fourth Grade Frenzy, and the Roundball Tournament every March.
- Coaches are recruited from the St. A parent and teacher community and the local community. Parents may not coach their own child's team at the grade 6-8 level.

## Band

Students in grades 3-8 may participate in the school band, which performs at concerts, pep assemblies and other activities. Band is provided through an outside contractor, Band on Parade. Payment for lessons and band participation are made directly to Band on Parade. [www.bandonparade.com](http://www.bandonparade.com).

## Buddies

To foster a sense of community among all students, older students are matched with younger students for reading, prayer and other activities throughout the year (Junior Kindergarten with grade 5; Kindergarten with grade 7; Grade 1 and 2 with grade 8 as prayer partners and Grade 1 with grade 6 as reading partners).

## Chess Club

The Chess Club is open to students of all grade levels and meets once or twice per week to develop skills and to socialize. Members may participate in weekend chess tournaments. A fee is charged.

## **Choir**

Students in grades 3-8 may participate in the school choir, which sings at concerts, liturgies, and special events. Participants practice two times per week during lunch /recess. No fee is charged.

## **Debate Club**

Students in grades 7-8 learn how to research and prepare oral arguments and rebuttals on contemporary issues. Club members may participate in optional competitions throughout the year. No fee is charged.

## **Ecology Club**

Students in grades 3-8 may participate in the Ecology Club, which is led by Student Council Environmentalists. Club members coordinate school composting and recycling programs (paper, milk cartons, brown bags, plastic bottles, cans). No fee is charged.

## **Eighth Grade Play**

Under the direction of a parent committee, students in grade 8 perform in the graduating class's annual production at the end of the school year. The fee is included in the Eighth Grade Social Committee fee paid at the beginning of the school year.

## **iPad Camp**

Students in grades 2-5 may participate in iPad Camp when offered, which provides students and their families with ways to interact in a positive, educational way with iPads. Students explore educational apps as well as interact with each other to fully immerse in the learning process through technology. Recommended apps and websites are emailed to parents to ensure consistency for this learning at home. A fee is charged.

## **Humanities**

Students in grades 6 through 8 may participate in a before school and lunchtime Humanities elective that meets three times per week during Trimester 2.

Participants research primary sources and use technology to integrate the themes of social justice and a contemporary topic and create projects about their learning. A fee is charged.

## **Recess Retreat**

During the winter months, students in grades 1-8 may participate in lunch/recess enrichment classes on a variety of topics or skills. A fee is charged.

## **Scouts**

Scouts provide skill-building opportunities and nurture an attitude of service. St. Athanasius School sponsors Girl Scout and Boy Scout troops when parents volunteer to lead them. Scouts may wear their vests or shirts on meeting days.

## **Service Projects**

School-wide service projects to put faith into action by supporting local, national and international causes are sponsored during Advent and Lent.

### **Spanish Club**

Grade 5-8 students who study Spanish may participate in the Spanish Club, which provides enrichment opportunities about Spanish culture. A fee is charged.

### **Student Council**

Student Council is comprised of eighth grade officers and homeroom representatives from Units C and D (grades 5-8). Elections take place in the spring of each year. Student Council organizes service projects and student activities. Members must meet the Academic Eligibility criteria and maintain a positive behavioral record. No fee is charged.

## **VI. UNIFORM CODE**

### **ST. ATHANASIUS SCHOOL**

#### **POLICY:**

Students enrolled at St. Athanasius School in grades 1-8 follow a uniform code. Junior Kindergarteners and Kindergarteners wear appropriate school clothing.

#### **PHILOSOPHY:**

Wearing a St. Athanasius uniform is a source of pride and school spirit. Respect for the individual, for others and for the school is demonstrated by an attitude of “dressing up” for school. Following a uniform code develops personal responsibility and self-discipline. A student’s personal appearance has an impact on his/her attitude, behavior and the learning environment.

It is the parent’s responsibility to ensure their student wears the complete uniform to school each day. It is the student’s responsibility to wear the complete uniform and to keep his/her shirt tucked in throughout the day.

Junior Kindergarten and Kindergarten students follow the guidelines for non-uniform dress. Students in grades 1-8 wear the St. Athanasius School uniform.

#### **GENERAL RULES:**

- Maintain a neat, clean and presentable appearance each day.
- Wear your uniform with pride.
- Stained or torn clothing may not be worn to school.
- Belts (blue, black or brown) must be worn with pants that have belt loops.
- No hats or caps may be worn in the building.
- Only plain white undershirts may be worn under the uniform.
- Only Macbeth plaid or solid color, simple black, white or red headbands may be worn.
- Make-up and excessive jewelry are not allowed. School administration reserves the right to define “excessive.”

- Extreme hairstyles for boys or girls are distracting and not considered uniform. Administration reserves the right to define “extreme.”
- No visible tattoos or body writing, permanent or temporary, are allowed.
- Pajama bottoms or sweatpants may be worn to and from school and during outdoor recess but must be removed while in the school building.
- Spirit wear is not part of the uniform, but may be worn to and from school or during recess.
- A student not in uniform must have a note from a parent explaining why the uniform is not being worn.
- Clearly mark the student’s name on all uniform items.
- Between April 15 and October 15 boys and girls may wear uniform shorts. Shorts may also be worn on other days when the weather is forecast to be 70 degrees or higher.
- Between October 15 and April 15 girls wear solid color black or navy tights or full-length leggings with their uniform skirts/jumpers. Outside of these dates or on any day when the weather is forecast to be 70 degrees or higher, girls may wear uniform socks other than tights with their uniform skirts/jumpers.
- Students are granted a non-uniform day on their birthday or half-birthday.

**Consequences:**

- A uniform violation is issued to students who are out of compliance with the uniform code. Three uniform violations = one yellow card in St. A’s discipline system. Three yellow cards within a two-month period result in a discipline referral. See VII, Student Discipline, for further detail.

**ALL SCHOOL UNIFORM ITEMS, EXCEPT WHERE NOTED, MUST BE PURCHASED AT DENNIS UNIFORM.**

**Grades 1-4:**

- Macbeth plaid jumper (Jumper must be knee length)
- Navy twill tailored slacks
- Navy twill walking shorts (4/15 until 10/15)
- Belts (blue, black or brown) must be worn with pants that have belt loops.
- Shirt Options:
  - White polo with St. A logo (long or short sleeve)
  - White overshirt with banded bottom and St. A logo (short sleeve) by special order only: allow 2-3 weeks for delivery
- Second Layer Options:
  - Sweatshirt: ¼ zip navy with St. A logo
  - Fleece: ¼ zip navy with St. A logo
  - V-Neck Sweater Vest: navy or red
  - V-Neck Cardigan Sweater: navy or red

**Grades 5-6:**

- Macbeth plaid uniform skirt (Skirt must be knee length)
- Navy twill tailored slacks
- Navy twill walking shorts (4/15 until 10/15)
- Belts (blue, black or brown) must be worn with pants that have belt loops.
- Shirt Options:
  - White polo with St. A logo (long or short sleeve)

- White overshirt with banded bottom and St. A logo (short sleeve) by special order only: allow 2-3 weeks for delivery
- Second Layer Options:
  - Sweatshirt: ¼ zip navy with St. A's logo
  - Fleece: ¼ zip navy with St. A logo
  - V-Neck Sweater Vest: navy or red
  - V-Neck Cardigan Sweater: navy or red

**Grades 7-8:**

- Macbeth plaid uniform skirt (Skirt must be knee length)
- Khaki twill tailored slacks
- Khaki twill walking shorts (4/15 until 10/15)
- Belts (blue, black or brown) must be worn with pants that have belt loops.
- Shirt Options:
  - Navy polo with St. A logo (long or short sleeve)
  - Navy over-shirt with banded bottom and St. A logo (short sleeve)—by special order only; allow 2-3 weeks for delivery
- Second Layer Options:
  - Navy crew neck sweatshirt with St. A logo
  - No other “second layer” (e.g., sweatshirt or sweater) may be worn in school.

**SHOES**

Solid, basic-colored leather, running/cross trainers, or tennis shoes may be worn. Please maintain a professional, uniform look.

For safety, any kind of boots, high heels, flip flops, jellies, clogs, crocs, ballet shoes, or platform shoes may **NOT** be worn.

Running/cross trainers are worn to PE classes.

**SOCKS**

Solid color black or white socks must be worn at all times (no Elite socks).

Socks may display a simple manufacturer's logo.

Boys and girls socks and tights are available at Dennis Uniform or may be purchased at a store of the parents' choice.

If a student wears tights with holes or runs, office staff will issue a new pair. The students' parent will be billed \$20.

**Grades 1-4 Options:**

White dress anklets, black or white athletic or low-cut socks; white, navy or black knee socks; or opaque navy or black tights/leggings (no patterns).

**Grades 5-8 Options:**

**Before October 15 or after April 15:** Students wearing the skirt (or shorts) may wear solid color white dress anklets, black or white athletic or low-cut socks; white, navy or black knee socks; or opaque navy or black tights/leggings (no patterns).

**From October 15 through April 15:** Students must wear solid color opaque navy or black tights when wearing the skirt. Students may wear solid color white dress anklets, athletic or low-cut socks; white, navy or black knee socks; or opaque navy or black tights/leggings when

wearing the skirt. The requirement to wear tights during this period is waived if the weather is forecast to be 70 degrees or above on a particular day.

**ALL SCHOOL UNIFORM ITEMS ARE AVAILABLE AT:**

Dennis Uniform (Note St. Athanasius School Code G8SGV)  
1400 E Business Center Drive  
Mt. Prospect, IL 60056  
Phone: (847) 299-1442 or (800) 998-7110 Fax: (847) 729-7142  
e-mail: [www.dennisuniform.com](http://www.dennisuniform.com)

**WHITE OR NAVY INTERLOCKEN 100% COTTON POLO SHIRTS WITH ST. A LOGO AND NAVY AND KHAKI PANTS OR SHORTS (Do not purchase pants or shorts with cargo pockets) ARE AVAILABLE AT:**

Land's End Uniform Catalog\*  
1-800-469-2222  
Preferred School #9000-3190-7  
\*Mentioning our preferred school number on any uniform purchases results in a 3% rebate to St. A's.

**ADDITIONAL NOTES:**

- The St. A logo is required on all white or navy polo shirts. White or navy polo shirts may be purchased at Dennis Uniform or through the Land's End catalogue. The short-sleeved over-shirt with banded bottom is only available through Dennis Uniform (allow 2-3 weeks for delivery). Students in grades 1-8 may wear the banded bottom shirt in the grade-appropriate color.

**PE UNIFORMS**

**Grades 1-3:**

- On both uniform and non-uniform school days students must wear socks and gym shoes for PE class.
- Students may remove their jumpers for PE class if they are wearing shorts under their uniforms.

**Grades 4-8:**

- White St. Athanasius T-Shirt (**clearly mark student's name** under the logo or on the inside tag)
- Red St. Athanasius PE shorts (**clearly mark student's name** in the box on the shorts)
- White or black socks and basic running or cross trainer shoes.
- Sweat pants and sweatshirts are permitted for outside activities.
- Complete PE uniform must be worn to PE class on non-uniform days.
- All Grade 4-8 students provide a combination lock to be used on gym lockers.

**PE SHORTS AND T-SHIRTS MAY BE PURCHASED** at Wilmette Bicycle Shop:  
605 Green Bay Road.

### **NON-UNIFORM DAYS:**

Jeans, sweats and shorts are permitted; however, no pajama bottoms or short-shorts (less than 5" inseam) are allowed. Leggings may be worn with hip length tops or dresses. Clothing should not be ripped or torn. Spaghetti straps, off the shoulder, or halter tops are unacceptable attire for school. Midriff should be covered at all times. For health and safety reasons, **NO** high heels, flip-flops, jellies, clogs, crocs, ballet shoes, or platform shoes may be worn on non-uniform days. Shoes must have an enclosed heel or strap around the heel. Students should be dressed neatly and modestly. **Students inappropriately dressed will be required to find a change of clothes in the uniform exchange. If appropriate sizes are not available, parents will be called to bring a change of clothing.**

### **UNIFORM EXCHANGE**

The Parent School Organization (PSO) coordinates a uniform exchange located outside the school library. Parents are encouraged to donate outgrown uniform clothing in good condition to the uniform exchange. Parents are encouraged to take items of clothing (free) for their child's use. It is not necessary to donate an item(s) to be eligible to take an item(s). See the school communications coordinator for details.

## **VII. STUDENT DISCIPLINE**

### **STUDENT CODE OF CONDUCT**

St. Athanasius School staff provides a positive learning environment for all students. Students have a responsibility to contribute to that environment so that all may learn and grow in a healthy way. Students at all times are expected to comply with the student code of conduct, thus always conducting themselves with the highest standards. **By signing the signature page at the end of this handbook, the student pledges and the parent supports as follows:**

As a student of St. Athanasius School I pledge to behave with respect, integrity and responsibility and to follow the Golden Rule (treat others as you wish to be treated).

I will respect God by:

- Practicing my faith and giving good example both in and out of school;
- Attending Mass on Sundays and participating in school liturgies;
- Studying my religion diligently and enthusiastically and developing my relationship with God;
- Respecting and learning about other religions;
- Behaving reverently in church and sacred places;
- Being attentive and participating at liturgies; and
- Using language that shows respect to God and sacred things.

I will respect those in authority by:

- Cooperating with them and obeying their instructions;
- Speaking and acting in a courteous manner;

- Following the established rules and procedures.

I will respect my peers by:

- Being inclusive and welcoming others;
- Appreciating differences;
- Acting in a way that is free from violence or threats, either physical or verbal.

I will respect myself by:

- Developing my skills and virtues;
- Practicing good grooming and adhering to the uniform code;
- Developing good health habits and remaining free from substance abuse.

I will act with integrity by:

- Doing what is right even when classmates choose otherwise;
- Taking credit only for work that is mine and giving others credit for theirs;
- Speaking only what is known to be true;
- Behaving appropriately at school, at school sponsored events, while traveling to and from school, and while communicating with others.

I will act with responsibility by:

- Being accountable for my actions and accepting the consequences of my actions;
- Adhering to the expectations of the school;
- Being on time to school and class;
- Being prepared with required work and materials;
- Defending others against bullying;
- Encouraging others to act responsibly and follow school rules.

I strive to know, love and serve God, to develop to my fullest potential and to respond to the call to be of service to others.

## **STUDENT DISCIPLINE GUIDELINES**

A well-disciplined environment is an atmosphere conducive to learning. Discipline is also an aspect of moral guidance. St. A's administration, faculty and staff nurture strong moral character and self-discipline within students. These Discipline Guidelines are developed to support students as they learn to contribute to the positive learning climate.

The procedure for disciplinary action pertains to all St. Athanasius students. In unusual circumstances, the principal and teacher may decide on alternative actions as needed.

Corporal punishment is not used as a means of student discipline. There are times, however, when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not the event is held on school property. Physical restraint may also be used to prevent a student from harming him/herself, other students, staff and/or school or staff property.

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.

### **Disciplinary Action – Minor Offense: Yellow Card**

Yellow cards are given at the teacher's discretion for occasional or relatively minor misbehavior. Yellow cards are a means of alerting a student to inappropriate behavior and encouraging a student to adjust behavior accordingly. Minor infractions include, but are not limited to, inappropriate language, disruptive behavior, unsafe behavior, disobedience, disrespect, failure to follow school rules, and gum chewing.

The teacher will give the student a Yellow Card if he/she deems it appropriate. The teacher gives the homeroom teacher a copy, and gives the principal and the student each one copy. It is the student's responsibility to take the card home, have it signed by a parent and return it to school on the next school day. The communications coordinator notifies parents via e-mail that their child has received a yellow card.

**Grades Jr K-8:** Yellow cards will remain in the student's discipline file.

If three Yellow Cards are acquired during a two-month period, the assistant principal holds a conference with the student. The Assistant Principal calls the parents and a Discipline Referral will be sent home to be signed by parents and student and returned to school after parents have spoken with the child.

If a second set of three Yellow Cards or any other Discipline Referral is acquired during the two-month period following the initial Discipline Referral, the principal and assistant principal hold a conference with the parents and student. The principal determines the consequences of the student's behavior, which could range from work duty to suspension.

If a third set of three Yellow Cards or any other Discipline Referral is acquired during the two months following the second Discipline Referral, the student may be suspended for a period of time to be determined by the principal.

3 yellow cards = 1 Discipline Referral

3 uniform violations = 1 Yellow Card

Unit D only: 3 times tardy within two months = 1 yellow card

### **Disciplinary Action – Serious Offense**

Serious offenses include, but are not limited to, physical or verbal altercations, bullying, graffiti, cheating and insubordination.

If, at the teacher's discretion, a student's misbehavior is serious, the teacher may issue a Discipline Referral or a Behavior Action Plan depending on the severity or nature of the problem. The Discipline Referral involves a disciplinary consequence. A Behavior Action Plan may carry a lesser consequence or no consequence.

If a Behavior Action plan is issued, the teacher and the student hold a meeting during which the teacher and the student (and sometimes the principal) will complete a Behavior Action

Plan indicating the nature of the problem and determine the steps that will alleviate the problem. The student and the relevant teacher (and the principal in some cases) sign the Behavior Action Plan. A copy will be given to the principal. The student must take the original Behavior Action Plan home to be discussed between the student and parent. After the discussion, the parent must sign the Behavior Action Plan and return it to the school.

### **Disciplinary Action – Major Offense; Illegal Acts**

If a student commits an act that endangers the emotional, academic, physical or spiritual well being of other students, himself/herself or staff, that student is immediately referred to the principal and a Discipline Referral will be issued.

Major offenses include, but are not limited to:

- Actions or talk that is detrimental to the moral or spiritual welfare of other students or staff or the school community.
- Assault, battery, or any threat of force or violence directed toward any school personnel or student. School officials are required to report incidents of battery committed against school personnel at school. School officials will notify local law enforcement and Illinois State Police through the Incident Reporting System (SIRS).
- Individuals who engage in hazing behavior or who fail to report instances of hazing will be investigated thoroughly by law enforcement. Faculty and staff report incidents to the principal, who will contact law enforcement and the Department of Children and Family Services about the situation. Hazing is a crime in Illinois.
- Sexual harassment.
- Other actions that are inappropriate and/or detrimental to the physical well being of other students or staff.
- Habitual profanity or vulgarity.
- Violation of the Acceptable Use Policy regarding technology.
- Activating a false fire alarm.
- Cheating or plagiarism.
- Prolonged and open disregard for school authority, including, but not limited to, open, persistent defiance of the authority of a teacher, substitute teacher, administrator or staff member or continued willful disobedience.

Illegal acts for students include, but are not limited to:

- Possession, use, or sale of narcotics. School officials are required to report incidents related to drugs. School officials will notify local law enforcement and Illinois State Police through the Incident Reporting System (SIRS);
- Possession, use, or sale of any alcoholic beverage on or off school premises;
- Burglary: Stealing of personal or public property after forcible entry into a building, office or locker;
- Larceny: Theft or taking of personal or public property;
- Robbery: Stealing from an individual by force or threat of force;

- Extortion: (Blackmail, Coercion): Obtaining money or property (even lunches) by violence or threat of violence or forcing or threatening to force someone to do something against his/her will;
- Habitual truancy;
- Arson: The intentional setting of fire to property or facilities;
- Vandalism: Willful cutting, defacing, or otherwise damaging property in any way;
- Explosives: Use or possession of any kind of explosive on school property or at school-sponsored events;
- Assault: Physical violence to persons;
- Loitering: Being in or near a school building or on school grounds without a specific legitimate reason for being there;
- Trespassing: Being present in an unauthorized place or refusing to leave when ordered to do so;
- Unlawful Interference with School Authorities: Interfering with teachers or administrators by intimidation with threat of force or violence.

Other prohibited student acts include, but are not limited to:

- Possession or use of tobacco;
- Possession or use of vaporizers;
- Possession or use of inhalants unless prescribed by a physician;
- Possession or use of fire starters such as matches, lighters, accelerants, etc on school property;
- Conduct, whether inside or outside school, that is detrimental to the reputation of the school.
- Weapons: To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment, students shall not carry, possess, or use weapons in school, or on school premises. Weapons include but are not limited to the following: knives, guns, brass knuckles, billy clubs, bats, pipes, sticks and any other object that causes bodily harm. School authorities have the right to inspect and search lockers, desks, parking lots and school property. Parent/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report incidents related to firearms. School officials will notify local law enforcement and Illinois State Police through the Incident Reporting System (SIRS); The weapon is turned over to the local police jurisdiction.

Depending on the circumstances of the major offense, the principal will take one of the following actions:

- **Warning:** The student is alerted to the transgression. The principal or assistant principal calls the parent(s) and issues a Discipline Referral to the child. A copy is sent to the parent.
- **Probation:** The student and parents are informed of the serious or repeated offense. The principal and assistant principal conference with the student, parent(s) and teacher. The action taken is noted on the Discipline Referral. A copy of the Discipline Referral is given to the parents.

- **Class Exclusion:** If a student continually disrupts the class, he/she may be removed from the classroom and be expected to work on classroom assignments while under the supervision of other teachers or staff members. The teacher(s) consult with the principal who determines the duration of the period of exclusion (usually less than one day).
- **Suspension.** The student and parent(s) are informed of the serious or repeated offense. The principal meets with the student and parent(s), including assistant principal and teacher(s), as needed. The student is prohibited from attending school for a period of time (1 to 5 days) to be determined by the principal. The student may not attend class or be at school, but is expected to make up the class work and homework missed during the suspension. The student receives credit for the work when it is completed. Suspended students may not participate in extra-curricular school activities during their period of suspension.
- **Expulsion.** The student and parent(s) are informed of the serious or repeated offense. The principal meets with the student and parent(s), including assistant principal and teacher(s) as needed. The student is prohibited from returning to St. Athanasius School and must transfer to another school.

### **Leaving School Grounds during the School Day**

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian. Consequences for leaving the school grounds will be determined by the principal.

### **Public Displays of Affection**

Handholding, kissing and/or inappropriate touching are not allowed at school or at any school function. Students who violate this policy will be issued a Behavior Action Plan.

### **Valuables**

Valuables or large sums of money should not be brought to school. Neither the teacher nor the school is responsible for a student's personal possessions.

### **Vandalism/Property Damage**

Students and their parent/guardian are liable for all damage beyond normal wear and tear to equipment or school property, including textbooks and electronic equipment.

### **Bullying**

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic community.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,

- directed toward another student or students, that has or can be reasonably predicted to:
  - place the student or students in an unreasonable fear of harm to the student or student's person or property;
  - cause a substantially detrimental effect on the student or student's physical or mental health;
  - interfere substantially with the student's academic performance;
  - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for 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.

Bullying acts or conduct described above can include the following:

- Physical—which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, hitting, biting, spitting, stealing, pinching and excessive tickling;
- Verbal—which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- 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, ostracizing and peer pressure.
- Sexual--which includes but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school busses or school vehicles, or at school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

## **Harassment**

The Pastor, administration, and staff of St. Athanasius 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 is not tolerated, and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Harassment includes, but is not limited to the following examples:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

## **Wow! Cards**

Faculty and staff members give Wow! Cards to students (Jr Kindergarten-8) at their discretion when students do something outstanding and positive that exemplifies a Christian value, e.g., holding the door for another; helping someone without being asked; performing an act of kindness; speaking positively about someone, etc. The Wow! Card is given to the student, who then displays it on the Wall of Wow! near the school office or deposits it into their grade-level container in the school office.

At the beginning of each month, the Principal coordinates a drawing of Wow! cards during Morning Prayer. Winners select a prize in the Principal's office.

At the end of each trimester, the student with the most Wow! Cards is invited to take a teacher and a friend to lunch at Mustard's Restaurant on Central Street near campus; the homeroom with the most Wow! Cards is authorized to have a pizza party during a lunch period. Dates for these events are coordinated by the homeroom teacher with the Principal.

## **VIII. ADMISSIONS AND WITHDRAWAL**

### **NON-DISCRIMINATION POLICY**

St. Athanasius School, operated under the auspices of the Catholic Bishop of Chicago in the Archdiocese of Chicago, admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic, or other school-administered programs.

## **ADMISSIONS POLICY**

Students shall be admitted to St. Athanasius School in accordance with the following:

- St. Athanasius School endeavors to educate all students within the limits of the school's educational program.
- It is assumed that junior kindergarten, kindergarten and Unit A students (grades 1-2) will be accepted to the school without prior testing. All junior kindergarten students must be four years of age and kindergarten students must be five years of age by September 1<sup>st</sup> of the year they enter junior kindergarten or kindergarten. All students must be toilet trained before admission to school.
- A review of students' previous academic program will help determine their appropriate placement at St. Athanasius School. Reading and math levels for students entering Units B, C and D (grades 3-8) will be reviewed before an admissions decision is made. Placement testing may be administered as needed. Contact will be made with the previously attended school when appropriate. Transfer students are admitted based on a 9-week probationary period.
- Students seeking admission to grades 2-8 will be invited to spend a day in the regular program at St. Athanasius.
- During first round consideration, St. Athanasius School gives preference in admission in the following order:
  - Siblings of current students
  - Catholic students that are St. Athanasius (St. A's) parishioners
  - Catholic students from other parishes
  - Non-catholic students.
- Admission or registration for those who submit forms and/or the registration fee after the first round deadline will be on a first-come, first-served basis.
- The classification of a school family as St. A's parishioners assumes a meaningful commitment to the school and parish. The following criteria are used to determine parishioner status:
  - The family is registered in the parish.
  - The family regularly and consistently participates in Sunday liturgy.
  - The family actively participates in various areas of parish life.  
It is strongly recommended that each family contribute annually a minimum of \$750 via the parish envelope system or Give Central to the financial support of the parish and its ministries.  
Contributions made during the calendar year preceding the beginning of the school year are counted toward this criteria.

## **Tours**

Prospective parents and students are encouraged to attend one of St. Athanasius School's Open Houses, which are offered during the winter months. During these events the principal, teachers, parents and students are available to give presentations, tours, and answer questions.

Prospective parents are also welcome to make appointments with the communications coordinator to inquire about enrollment at St. Athanasius School. They are provided a tour of the school and a meeting with the principal. During these tours every effort is made to minimize disruption of class time.

### **Withdrawal**

Parents who wish to withdraw their student(s) from St. Athanasius School meet with the principal to discuss the reasons for withdrawal, to make financial arrangements, and to complete a withdrawal form. Tuition adjustments are made based on the number of instructional days that occurred prior to the student's official withdrawal from school. Records will be sent to another school only when parents sign a transfer of records form at St. Athanasius School and all current tuition has been paid.

## **IX. FINANCIAL**

Parents of children who attend St. Athanasius School are primarily responsible for paying the cost of the educational program. Tuition and fees are the largest source of school revenue. Other fundraising and development activities, in which all parents participate, make up the gap between revenue generated by tuition and fees and the actual cost of educating each child.

### **TUITION AND FEES**

The principal and pastor, in consultation with the St. Athanasius school board and the parish finance committee, develop the school budget, tuition rates and fees. The classification of a school family as parishioners of St. Athanasius parish assumes a meaningful commitment to the school and to the parish. (See Admissions Policy for specific criteria for parishioner status.) "Parishioner" and "Non-Parishioner" tuition rates are established.

In cases of mergers, consolidations and students coming from parishes that have no schools, reasonable financial arrangements to offset per pupil costs shall be agreed upon between pastors of sending and receiving parishes per Archdiocesan policy.

**Students may not begin to attend class until all fees are paid and either tuition has been paid in full or a tuition payment plan has been established on the FACTS tuition management system.**

**Tuition and fees from one year must be paid in full before the child may attend school the following year.**

## **Tuition Assistance**

Tuition Assistance is available to students in need. Applications for Tuition Assistance are available in the school office. Parents complete this form and the Needs Assessment on the FACTS system. Only the pastor and principal review these applications, and all information is kept confidential.

## **Fee Payment**

**Admissions Fee:** there is no fee for families applying for the first time to St. Athanasius School.

**Registration Fee:** a non-refundable, per family fee paid by cash or check made out to St. Athanasius School at the time of Registration (current students).

**Materials Fee:** a per student fee paid by cash or check made out to St. Athanasius School by May 31 preceding the beginning of the academic year. The Materials Fee is paid at the time of admission if a student enters St. Athanasius after the school year has begun.

**FACTS Fee:** a per family fee, paid to FACTS annually by parents who sign up for a tuition payment plan.

## **Tuition Payment**

Tuition is paid using one of the following options:

- Tuition payment in full by August 15 (There is no FACTS Fee when using this option).
- FACTS Tuition Program.
  - Tuition payments may be extended over ten months (July through April), four months (July, October, January and April), or a family may make two payments (July and January).
  - All payments are automatically deducted from the family's bank account.
  - All payments must be completed by the end of April.
  - See the Finance Assistant for complete details.

## **EXCLUSION POLICY**

A Catholic school's financial success is dependent on the income reflected in the annual school budget. Therefore, it is imperative that the school collect all of its budgeted revenue monthly in order to meet operational expenses such as salaries, benefits, utilities, maintenance, and instructional program costs.

The St. Athanasius School Board has agreed upon the following policy to keep parents current on all financial obligations to the school:

The school board, pastor, and principal annually determine the cost of tuition. The specified registration fee is due in full at the time of registration. A child may only begin school when tuition and materials fees have been paid in full or a FACTS payment plan is in place by August 15 prior to the beginning of the school year.

After the school year has begun, if tuition/materials fee payments owed to the school have not been paid within 30 days of the due date, the school will contact the parents in writing and by

telephone. If 30 days after such notification, payment remains outstanding and no adjusted agreement has been put into place on FACTS, it is the policy of the school to have the child (ren) remain at home until tuition is paid according to the agreement.

Official records will not be released from the school for students transferring, nor will students be allowed to register for the following school year if a family's complete financial account is not current. 8<sup>th</sup> grade students may be denied participation in graduation activities if all tuition and fees are not current or paid in full by the date of the activity.

## **FUNDRAISING AND DEVELOPMENT**

Revenue from tuition and fees only covers part of the actual cost to educate each child. Other sources of support include fundraising and development efforts, and miscellaneous donations.

All parents must provide financial support and/or volunteer hours to help make up the gap between the cost of tuition and the actual cost of educating each child at St. A's. The following sources of revenue fill the gap:

### **Fundraising and Development Activities sponsored by the Development Committee:**

- Contribute to St. Athanasius School Annual Fund (direct mail campaign)
- Contribute to and/or attend Angel Night
- Attend St. Patrick's Party
- Participate in Redhawk Run 'n Walk

The following fundraising activities are for specific purposes, but are supplemental to making up the gap between the revenue generated from tuition/fees and the actual cost of educating each child:

### **Parent School Organization Activities:**

- Participate in the Rummage Sale;
- Purchase School Lunches and/or School Pak;
- Attend Flapjacks, Fine Arts and Football Breakfast;
- Contribute to Teacher Appreciation Week

### **Booster Club Fundraiser for Athletic Projects:**

- Attend Poker Night

Any request to school families for monetary support or relating to new programs or activities to take place at or under the name of the school requires the approval of the principal, and any such funds raised for these activities shall be paid to St. Athanasius School. The principal will advise the Development Committee of such requests. The Development Committee coordinates all fundraising and development activities.

## **X. HEALTH POLICIES AND PROCEDURES**

### **Communicable Diseases**

In the school environment, many communicable diseases are easily transmitted from one individual to another. The more common communicable diseases among school-aged children include but are not limited to, strep throat, conjunctivitis (pink eye), impetigo, chicken pox, measles, mumps, and pertussis (whooping cough). **Parents must report all cases of communicable diseases to the school office.** Students who have a communicable disease must be excluded from school during the period of communicability. Parents must follow the recommendations from their health care provider regarding the period of communicability and when their child may return to school.

### **Head Lice**

Head lice are not a disease but a nuisance. The earliest and most common symptom of head lice infestation is itching, particularly in the area behind the ears and at the nape of the neck. Additional signs of infestation include the presence of lice on the scalp and/or nits (eggs) attached to the hair shaft. Infestation caused by head lice can occur in all students regardless of socioeconomic standing, race, sex, age, or cleanliness. Head lice are directly transmitted through close contact with a person who is infested, or indirectly transmitted through contact with an object that has been contaminated with lice (hairbrush, comb, clothing, or towels).

### **Exclusion from School**

Students who have been infested with head lice are to be excluded from school until the day after treatment. Both prescription and over the counter treatments are effective in treating head lice. Parents are advised to seek the appropriate treatment as recommended by their health care provider or a pharmacist. The student may return to school when the parent presents a box label from administered treatment or a note from their health care provider. The student will be re-checked for head lice before re-admission to the classroom.

### **Advice to Parents**

Parents are advised to check all family members and to treat all who are infested with head lice at the same time. Please check with your health care provider regarding treatment recommendations for pregnant women and infants. Since treatments that kill lice may not kill nits (eggs) completely, those infested with head lice should be treated again in 7-10 days, as directed by your health care provider or pharmacist. For two to three weeks after treatment, continue to check treated children for lice and nits daily. During these daily checks, removal of visible nits and lice is recommended to decrease the chance of self-reinfestation.

All objects with the potential to harbor head lice and serve as means of transmission should be treated. Clothing or bedding should be machine washed on the hot cycle (above 125 degrees) followed by at least 20 minutes of machine drying on high heat. Non-washable clothing, bedding, or stuffed animals can be placed in the dryer on high heat for at least 20 minutes; dry cleaned, or sealed in a plastic bag for a minimum of 10 days. Combs and brushes can either be soaked for an hour in a phenol solution (Lysol) or placed in a pan of water heated to 150 degrees for 10 minutes. Thoroughly vacuum all upholstered furniture and all rugs and carpets.

Car seats and car upholstery should also be vacuumed. Fumigating rooms or using insecticidal sprays on furniture and carpets is not recommended. To prevent the spread

of head lice, please remind children not to share combs, brushes, hats, coats, towels, or other articles of clothing that come in contact with the head, neck, and shoulders.

For more information on Head Lice please go to: [www.cdc.gov/parasites/lice/head](http://www.cdc.gov/parasites/lice/head) [www.idph.state.il.us/home.htm](http://www.idph.state.il.us/home.htm) and click on “H” to find info on Head Lice.

### **Health Requirements and Immunizations**

All children in Illinois shall present proof of having received immunizations against preventable communicable diseases as required by the Illinois Department of Public Health. Children at various grade levels are required to have a health examination and/or dental and vision examinations. All of these **records must be presented to school before the first day of school**. If a child is not in compliance with health and immunization requirements, the principal **will exclude** the child from school until the child presents proof of having had the health, dental and/or vision examination and having received the required immunizations. Please inform the school of any serious health condition, i.e. severe food allergies, asthma, diabetes, or any other condition.

#### **Health examinations are required as follows:**

- **All new students entering St. Athanasius School for the first time**
- **All students entering kindergarten and 6<sup>th</sup> grade**
- **All athletes (grades 4-8) must have a health examination every year prior to the start of practice or the athlete will not be allowed to participate.**
- **Most insurance policies pay for one physical examination per year. Please establish a cycle for children in which physical examinations are completed during the summer well before the beginning of fall sports, August 15.**

#### **Dental Examinations are required as follows:**

- **All students entering kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades.**

#### **Vision Examinations are required as follows:**

- **All new students and all kindergartners**

All forms (health, dental, and vision) are available in the school’s office or on the school’s website @ [www.saintas.net](http://www.saintas.net)

### **School Medication Procedures**

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

### **Procedures**

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

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. Medication Authorization Forms and Physician's Orders are available in the school office and on the school's website [www.saintas.net](http://www.saintas.net).

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

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

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

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

## **FOOD ALLERGY PROCEDURES**

St. Athanasius School recognizes that food allergies are a growing concern in American society. Faculty, staff and administration also realize that any food could cause a potentially fatal anaphylactic reaction, and that not all children experiencing anaphylaxis have been previously diagnosed with a life-threatening food allergy. The health, safety and inclusion of all children is important.

As parents of children with food allergy know, it is not possible to guarantee an allergen-free environment. St. A's focuses efforts on Education, Preparedness and creating an Environment of Inclusion.

Avoiding food-allergic reactions requires the committed efforts of parents, students, teachers and administration. St. Athanasius School's policy provides a framework for partnering with all families to build a safe, loving and supportive environment for children suffering from life-threatening food allergies and for their classmates.

### **Education & Preparedness**

- Each child with a diagnosed food allergy must have an up to date food allergy action plan on file with the office and up to date medications in the office.
- In addition to CPR and First Aid, teachers and staff undergo training on Food Allergy symptoms and treatment at the beginning of each school year.
- Staff members work with families to provide access to emergency medications (in the office, classroom and other environment) as appropriate to the age of the child and doctor's recommendations.
- St. Athanasius School maintains epinephrine not designated for a specific student, to be used in accordance with IL Public Act 97-0361.
- In all units, science teachers incorporate age-appropriate materials for classroom food allergy education.
- Prior to the beginning of each school year, the school nurse meets with parents to discuss the St Athanasius food allergy policy. An opportunity to discuss individual situations with a student's teachers is also provided.
- Students with food allergies are encouraged to wear medical identification bracelets or shoe tags.

### **Environment of Inclusion**

- St. Athanasius School prohibits all students from sharing food with one another in class or at lunch to minimize the opportunity for allergic reactions.
- In all classes, procedures encourage attention to cleanliness, including wiping down desks before and after food is consumed and having all children wash their hands or use wipes before and after eating.
- As teachers cannot be responsible for reading every label every time a food is consumed in the classroom, St. Athanasius School strongly encourages children with severe food allergies to bring approved lunches and snacks from home and to maintain a student-specific box of approved treats in their homeroom.
- For the health of all children, food-based birthday treats have been eliminated from classroom celebrations in all units.
- For students wishing a dedicated allergen-aware table in the lunchroom, designated lunchroom space is available.
- Given that a student's ability to prevent allergic reaction has age-related considerations, all junior kindergarten, kindergarten and Unit A classrooms are designated as "nut-free". Families in these classes should refrain from packing or

sending nut or peanut products to school with their children. This aspect of St. Athanasius' policy should not create a false sense of security nor does it address concerns for students with other allergies. The policy is intended to help teachers more efficiently address nut-allergy considerations for the youngest students.

Circumstances can vary for any student with a diagnosed food allergy. Faculty and staff work with students, teachers, families and their physicians to address accommodations that consider the health and well being of all St. Athanasius students.

The following publications from FARE (Food Allergy Research and Education) helped inform development of this policy:

FARE Managing Food Allergies at School

<http://www.foodallergy.org/managing-foo-allergies/at-school>

School Guidelines for Managing Food Allergies

<Http://www.foodallergy.org/document.doc?id=135>

Managing Food Allergies in School—A Guide for Parents

<http://www.foodallergy.org/document.doc?id=123>

## **ST. ATHANASIUS SCHOOL WELLNESS POLICY**

St. Athanasius School is committed to providing a learning environment that supports, promotes, and models good nutrition and an active lifestyle. We recognize the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Therefore, we have implemented the following health-promoting policies in compliance with the goals for student wellness established by the Archdiocese of Chicago.

### **Foods and Beverages Offered at School**

- Foods and beverages provided by the school promote nutritious choices consistent with the Dietary Guidelines for Americans (e.g., a variety of fruits and vegetables; low-fat dairy products; whole grain products).
- Food and beverages are consumed in a clean and safe environment.
- Faculty and staff members are discouraged from using food or candy as rewards.
- Foods and beverages are not withheld as a punishment.
- Upon consultation with and approval by the principal, occasional sweet treats and foods that do not meet all dietary guidelines may be served or sold at school events and activities.

### **School Lunch**

- Foods consistent with the Dietary Guidelines for Americans are encouraged (e.g., a variety of fruits and vegetables; low-fat dairy products; whole grain products).
- Parents are expected to provide healthy lunches for their children. To remain consistent with our commitment to promoting healthy behaviors, soda and candy are discouraged.
- Outside vendors provide lunch service as an alternative to bringing lunch. Parents order and pay for lunches in advance. Nutritional information for these meals is available from the vendor upon request.
- All food service personnel have adequate pre-service training.
- Low-fat milk is provided to those students participating in the milk program. Registration and prepayment is accepted at the beginning of the school year.

## **Snacks**

- Students have a mid-morning snack coordinated by teachers. Snacks must be from the approved Snack List provided by the homeroom.

## **Physical Activity**

- All students participate in weekly physical education class and daily supervised recess.
- School staff members try to limit extended periods of inactivity for students by providing periodic breaks for moderate physical activity throughout the school day.
- Reasonable accommodations are made for students with physical limitations.
- Standard Practice: Participation in recess or physical education class is not withheld as punishment. In occasional circumstances when needed, teachers or administrators may require students to sit out for a period of time from recess, PE class, or other classes.
- Students are encouraged to walk or bike to school.
- Students are encouraged to participate in school-sponsored extracurricular activities and sports.

## **Nutrition Education**

- Students receive sequential and interdisciplinary nutrition and fitness education that promotes healthy eating and an active lifestyle. Special emphasis is given to primary grades, as eating habits and behavioral patterns are established at a young age.
- The school offers periodic activities to foster healthful behaviors such as contests, promotions, taste testing, or field trips.

## **School Parties, Birthdays, and Treats**

- Simple holiday celebrations such as Halloween, Christmas and Valentine's Day are arranged among teachers and room parents.
- Units host occasional educational activities that incorporate food.
- Treats outside of those outlined in this policy or specifically requested by school staff are not permitted.
- In keeping with efforts to provide a healthy environment, small portions and nutritious foods are encouraged.
- Each child's birthday is recognized during school-wide Morning Prayer and with non-food, age-appropriate activities in their Unit.
- In an effort to be sensitive to nutritional and allergy concerns and to minimize costs, parents do not send or bring treats or token gifts on their child's birthday.
- Chewing gum is not allowed at school, and will result in a yellow card.

## **Implementation**

- The principal is responsible for monitoring the overall implementation of St. Athanasius School's Wellness Policy.
- Parent School Organization (PSO) volunteers manage the school lunch program.
- The Communication Coordinator, a trained Food Service Manager, ensures that safe food practices are followed during the school day.
- Qualified teachers provide health and PE instruction.
- All faculty, staff, and parents share responsibility for implementing this policy in classrooms and at student activities and events.
- School staff members and parents are encouraged to model healthy eating and physical activity as a valuable part of daily life.

## **XI. PARENTS: GENERAL GUIDELINES**

### **CLASSROOM INTERRUPTIONS**

All visitors, including parents, must report to the office, sign in, and wear a visitor badge. Spontaneous visits to the teachers and classrooms are not allowed, as teachers have supervisory responsibilities and this is a disruption of student instructional time. At the end of the school day, parents should wait for students in the school lobby or outside the school building, not in the classroom hallways.

### **PARENT/TEACHER AND PARENT/ADMINISTRATOR COMMUNICATION**

If a parent wishes to communicate with a teacher or administrator, he/she should send an email or a note to the teacher/administrator or call the school office. The teacher or administrator will communicate with the parent as soon as it is practical (usually within 24-48 hours) during the school week. Emails received during the weekend will be responded to as soon as it is practical during the school week.

### **CONCERN/ISSUE RESOLUTION**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, then the parent should address it with the principal. Finally, if the concern is still unresolved, the pastor may be contacted.

### **ADVERTISING, FUNDRAISING AND PURCHASING**

The principal's approval is required for the following:

- Use of the school logo
- Fundraising activities
- Service Projects
- Purchasing materials and equipment

### **PARENT-TEACHER CONFERENCE GUIDELINES**

- St. Athanasius faculty, staff and administrators seek to promote each child's success through a professional partnership with parents.
- Parents and staff are encouraged to be on time for the scheduled conference and should assist with ending the conference on time. Others are waiting their turn to speak with the teacher.
- Parents should prepare for the conference by making a list of questions about their child's academic and/or social development.
- Unit D students attend conferences with parents and teachers.

### **PARENT/GUARDIAN CONDUCT**

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at St. Athanasius School is a partnership between parents and the school. If, in the opinion of the principal, that partnership is irretrievably

broken, the school reserves the right to require the parent/guardian to withdraw his/her child(ren) from the school, or to refuse to accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media will be required to remove the offensive material or withdraw their child (ren) from the school.

## **FIELD TRIPS**

Teachers plan field trips that are valuable educational experiences for students and need chaperones to help ensure a safe and productive trip. Therefore, all chaperones must

- Be in full compliance with Archdiocesan Protecting God's Children Requirements;
- Travel with the field trip group unless specifically requested to do otherwise;
- Perform the supervisory tasks as assigned by the teacher;
- Be "on duty" throughout the trip;
- Refrain from texting, emailing and/or posting photos or information about the trip before it has concluded;
- Maintain full attention to the field trip (pre-schoolers or siblings who are not enrolled at St. Athanasius School may not attend).

## **LOST AND FOUND**

**Label each item** of clothing, lunch boxes/bags, and backpacks **with the family last name** before the items come to school. Lost and found is located near the school office. Unclaimed items are donated to ESCCA (Evanston School Children's Clothing Association) at the end of each month.

## **LUNCHESES**

Parents are expected to provide healthy lunches for their children. Lunches should be prepared at home and brought with the student to school. Do not order fast food lunches to be delivered to school. Delivering a student's lunch to school is a disruption of the school day, therefore, forgotten lunches or classroom materials are dropped off at the school office. Students who arrive without lunches will not be allowed to call home for them.

The PSO provides lunches Monday-Friday when school is in session. Parents sign up and pay for their child's lunch in advance.

## **MESSAGES TO STUDENTS**

Students should be aware of and plan after school activities before leaving home in the morning. Only in emergencies will a student be given a message during the day.

## **OFFICE HOURS**

Official office hours are 7:45 a.m. to 4:00 p.m. Monday through Friday when school is in session. Office staff is not available at other times.

## **PARKING**

The parking lot is used during the school day by the children for recess and PE classes. There is ample parking on the streets surrounding the school after 9:00 am. Abide by parking signage to avoid tickets. Please do not park in the parking lot during school hours.

## **PARTIES AND TREATS**

**In School:** Simple holiday celebrations for holidays such as Halloween, Christmas and Valentine's Day are arranged with individual teachers by the room parents. Room parents may donate treats or choose to fund parties with donations from families in the class. Each child's birthday is recognized during Morning Prayer and with non-food, age-appropriate activities in their Unit. To be sensitive to nutritional and allergy concerns and to minimize costs, parents should not bring treats or token gifts to school on their child's birthday.

In keeping with our efforts to provide a healthy environment we encourage small portions and nutritious foods.

Chewing gum is not allowed at school, and will result in a yellow card.

**Out of School Party Invitations:** Unless everyone in a class is invited to a party, students should not bring and/or distribute invitations at school.

## **PHOTOS/VIDEOS**

For the safety and privacy of our students, parents are strongly discouraged from posting photos or videos of students or school events on any social media without the express permission of the student's parents.

## **eRED**

On Friday of each week the principal's letter and various communication attachments are posted to the school website ([www.saintas.net](http://www.saintas.net)). An email is sent reminding each parent to read this important information. The eRed and attachments are archived on the website for easy access. Parents should quickly inform the communications coordinator of changes to email, home address or phone number so the school can maintain accurate records for easy communication.

## **RELEASING STUDENTS DURING THE SCHOOL DAY**

Students will be released only to a parent or authorized person as listed on the Emergency Information Card. Students must be signed out at the school office. To minimize disruption, students who must leave during the school day will leave the classroom when classmates are transitioning between classes, not during a class.

## **SCHOOL COLORS AND MASCOT**

St. Athanasius School colors are true red and white. The school mascot is “Reggie the Redhawk”. One or more upper grade student(s) is selected annually to serve as the Redhawk mascot. The name of the Evanston Catholic Football team, comprised of students from St. A’s, St. Joan of Arc, and Pope John XXIII School, is the “Knights”, and their colors are navy and gold.

## **SCHOOL DIRECTORY**

A school directory of family contact information is provided free to all St. Athanasius School families. This information may not be used for commercial or political purposes.

## **SUPERVISION DURING FAMILY EVENTS**

Parents supervise their own children or make arrangements with other parents to supervise them at school family events, for example Ice Cream Social, St. Patrick’s Party, or Pancake Breakfast. All children must be supervised at all times.

## **VERIFICATION OF COMPLIANCE**

A written statement signed by the parents and students must be returned at the beginning of each school year verifying that the parent and student are aware of and will comply with all regulations as written in the Parent/Student Handbook. (See Signature Page at the end of the handbook.)

## **RELIGIOUS FORMATION**

### **Prayer**

Students participate in morning prayer and classroom prayer every day. They learn how to pray and are encouraged to develop a personal relationship with God. Morning prayer also includes the daily recitation of the pledge of allegiance.

### **Sacraments**

Second Grade students prepare for and receive First Reconciliation and First Communion. Eighth Grade students prepare for and receive the sacrament of Confirmation. Non-Catholic students participate in the preparation program. Parents of non-Catholic students should discuss the situation with their child’s religion teacher.

### **Liturgies**

First through 8<sup>th</sup> grade students, and sometimes kindergarteners and/or junior kindergarteners, participate in Mass or prayer services on Wednesdays. Song practices occur in preparation for liturgical seasons. Stations of the Cross are prayed during Lent. The student body celebrates May Crowning. Students plan and participate in a variety of other liturgical experiences throughout the year.

## **Religious Studies**

Religion is taught at each grade level. The curriculum aims to develop within each student an understanding of scripture and doctrine according to age level and maturity and to create an atmosphere which fosters prayer and the development of a personal relationship with God. The St. Athanasius School curriculum fosters a Catholic value system congruent with Catholic social teaching.

St. Athanasius School also nurtures respect for God, self, others and property and a lifestyle of integrity. Parents and students are encouraged to attend Mass regularly and to actively participate in the other sacraments and life of the Church. All students, Catholic and Non-Catholic, participate in all liturgical activities, religion assignments and classroom activities.

## **Service**

St. Athanasius School supports a Catholic value system that nurtures a sense of service toward others. Individual, class and/or all-school service projects for local, national or international organizations are sponsored throughout the year. Parents are encouraged to participate.

## **Non-Catholic Students**

St. Athanasius School respects other religious traditions and welcomes non-Catholic students. Non-Catholic students participate in religion class. They attend all liturgical activities, but do not receive the sacraments. Questions about the Catholic faith are welcome. The student's teacher, the principal or the pastor are good resources.

## **VISITORS**

- All visitors must report to the school office, state the reason for the visit, present identification, sign in and wear a visitor badge while they are in the school.
- Students are not allowed to bring student guests from other schools without prearranged permission from the Unit leader and principal at least one day in advance. Permission will be granted only in exceptional circumstances.
- Children who are not enrolled in St. Athanasius School may not loiter at the school.

## **XII. SAFETY**

St. Athanasius School staff members endeavor to create a physically and emotionally safe environment for students. Children are to conduct themselves in an orderly manner in the school building and in all areas related to the school. Students should maintain a calm atmosphere conducive to learning in halls and in classrooms. Students are taught to be alert to safety concerns.

## **DROP OFF AND PICK UP PROCEDURES**

Drive north on Eastwood Avenue from Lincoln Street and enter the first alley on the east side of the street. Evanston traffic enforcement officials remind us that cars should not double park on Lincoln Street while waiting to turn onto Eastwood at dismissal time, but should drive around the block until traffic eases.

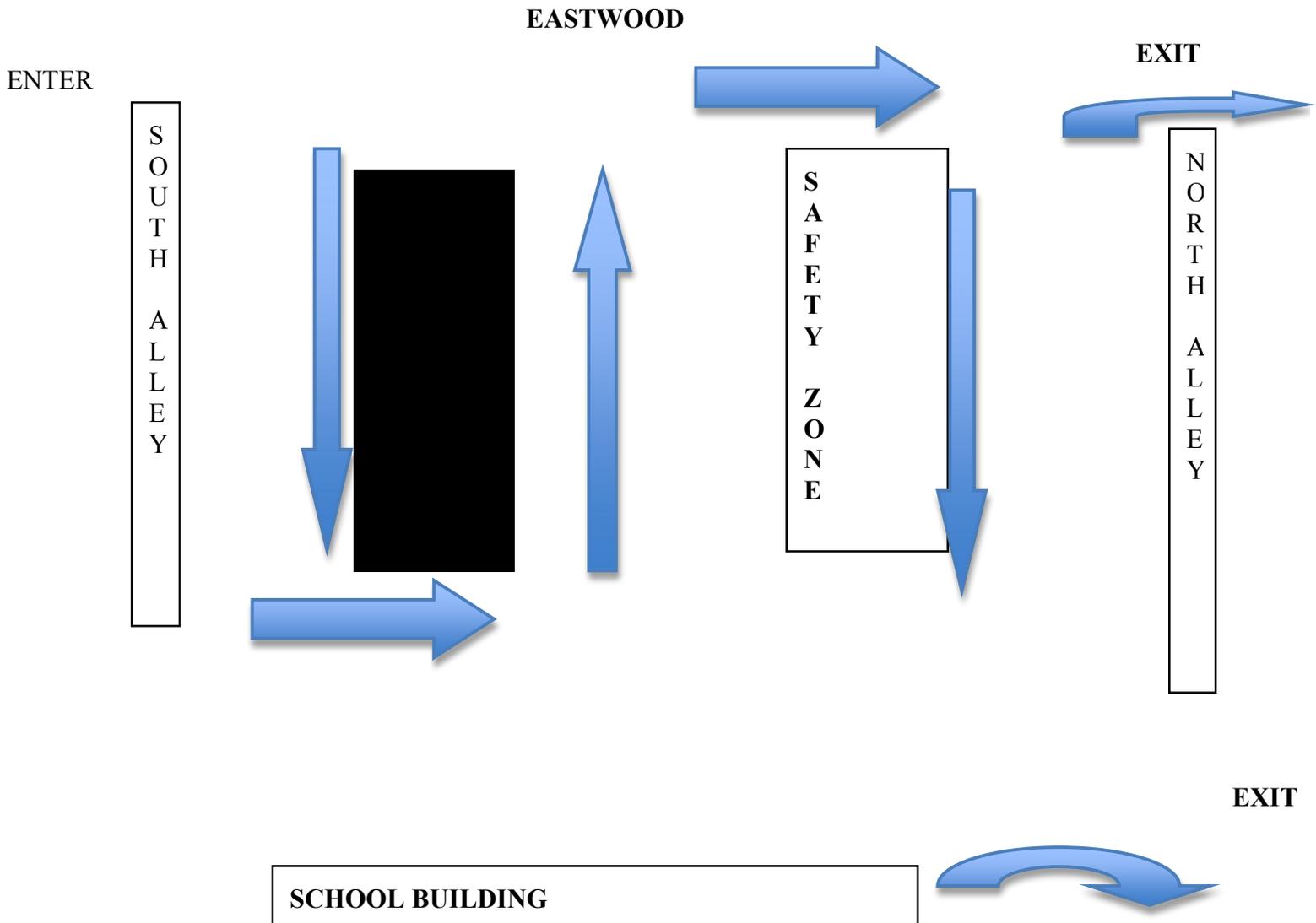
**Please do not block the entrances to the two garages that are on the south alley.**

Proceed past the playground equipment and the back door of school (Lindley Park door) and form a solid line around the entire “U” on the big playground. Follow the safety cones, driving your car as close to the cones as possible. Students should debark on the passenger side of vehicles. Students can thus safely enter the “safety zone” from both sides of the “U”.

Students should walk to the school building between the two rows of cones (safety zone) at drop off time in the morning. Students wait in the safety zone between the cones at dismissal time. Faculty and staff members supervise in the morning and in the afternoon.

At the beginning of the school year, parents have the opportunity to sign up if they want to pick up their children on the back parking lot.

### BACK LOT PICK UP MAP



#### **Pedestrians**

**Arrival:** Those who walk or ride bikes to school may use the sidewalk on the west side of the church to gain entry to the parking lot near the playground equipment. Pedestrians and cyclists

may also use the sidewalk between the school and the fence along the north alley, and then follow the safety zone to the back door of school or to the bike rack in the Redhawk Alley courtyard.

**Pedestrians and cyclists should not use the south alley, which is the entrance for cars.**

Do not use the Parish House driveway. Parish staff members drive and/or park their cars there.

**Dismissal:** Pedestrians may depart from the Ashland Avenue entrance. Cyclists must walk their bikes from the bike racks in the Redhawk Alley courtyard to Lincoln Street, using the sidewalk between the church and parish house or past the back of the school and along the north alley to Ashland Avenue. Bicycles may not be ridden on school grounds. **Never walk or cycle in the south alley where the cars enter.**

## **BICYCLES**

- Bicycle riders must wear helmets.
- Park bicycles in the rack at the back of the school building.
- Lock bicycles at all times. The school assumes no responsibility for the bicycles; however, damages should be reported to the school. School staff will try to identify the culprit.
- Do not ride bicycles on school grounds during school hours.
- Walk bicycles when the rider is entering or leaving the school grounds.
- No child is permitted to borrow a bicycle with or without the owner's permission.
- Only one person may ride a bicycle at a time.

## **SKATEBOARDS AND SCOOTERS**

- Lock skateboards and scooters to the bike rack at the back of the school building.
- Carry skateboards and scooters while on school grounds.
- Do not use skateboards or scooters during the school day.
- Wear a helmet, wrist and elbow pads and knee guards while riding a skateboard or scooter to and from school.

## **PLAYGROUND**

### **Behavior**

- \*Always follow the instructions of the playground supervisors.
- \*Play away from the building. No knocking on windows to distract students in the building; no playing on steps. Play away from parked cars.
- \*Play on the play structure only when a supervisor is present.
- \*Always stay on the playground during recess. If a ball goes off the playground, tell an adult supervisor.
- \*Students may reenter the building only with permission of a teacher or supervising adult.
- \*Honor the bell. Stop playing immediately when the bell rings and proceed to line up in assigned areas.
- \*Honor the whistle. A teacher is trying to get your attention. Stop and pay attention to instructions.
- \*Throwing snow is not allowed anywhere on school grounds.

\*No foods, candy, gum, pop or electronic devices are allowed on the playground during recess times.

\*Always walk a bike on school property.

### **Playground Equipment**

\*Use all equipment appropriately

\*Use jump ropes for jumping only

\*Use only soft sponge or soft inflated rubber balls. Exception: regular basketballs may be used at the basketball hoops.

\*No roller skates, roller blades, skateboards, or wheelie shoes.

\*No wooden bats or lacrosse sticks.

\*Snow pants, snow boots, and gloves must be worn to play on snow mounds.

\*Stay away from the cars parked on the lot.

\*Games not allowed

Red Rover

Dodge Ball

Any game using tackling, pushing or shoving, such as:

Pom Pom

Tackle football

King of the Mountain on snow mounds

\*Play Structures

\*The play equipment near the Hartke Room is for Junior Kindergarten, Kindergarten and Unit A students during recess times.

\*The play equipment on Lindley Park is for grades 3-8 during their lunchtime recess. Younger students may play on it at other times.

\*Play on a play structure only when a supervisor is present.

\*Only one student may use each Lindley Park play structure feature at a time. Others wait in the line designated for that play feature.

\*No climbing up the slide or sliding down backwards or head first.

\*No climbing on top of Lindley Park play structure features.

End of Recess:

At the end of recess, students cease playing with the balls; they hold the balls and bring them and other portable play equipment back to their homeroom. Each homeroom is responsible for keeping their equipment in usable condition. Make sure each piece of equipment is labeled with the homeroom number. Students in the homeroom replace lost or damaged equipment.

**NOTE: The south alley and the area between the garage and the back of the building are considered a public alley. This space is also a fire lane and may not be blocked at any time.**

### **AFTER SCHOOL ACTIVITIES**

St. Athanasius School faculty and staff provide supervision until 3:40 p.m. No supervision is available after 3:40 p.m. or beyond fifteen minutes after an earlier dismissal. For all other school activities, students must be picked up within ten minutes after the end of the activity (e.g. Unit C; Unit D Study Group; clubs; sports, etc) or they will be sent to the Extended Day Program. Parents will be charged the daily fee. In particular, please note the following:

- Students may not remain on the school grounds unsupervised.
- Students may not leave the school grounds and then return.
- Students, their friends and siblings who attend St. Athanasius athletic events after school must be under the supervision of the parents or an adult in attendance. Parents must arrange for other adults to watch their children if the parents cannot attend or if they will be late.
- Students who remain on school grounds after school supervision hours will be escorted to the Extended Day Program. Parents will be charged the daily fee.
- Students who must leave early to participate in after school activities must bring a written note from parents on the day of the activity.

## **RELEASE OF CHILD FROM SCHOOL**

Except in unusual circumstances, a student will not be released to anyone other than the parent or guardian without the express written permission of the parent or guardian. The school will release a student to either parent unless the school has been given a copy of a court order giving one parent exclusive custody.

## **REPORTING CHILD ABUSE**

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation or suspicion of child abuse or neglect.

## **SAFE LOCATIONS**

Students must be supervised by an adult at all times. Students are allowed in classrooms, library, computer lab, cafeteria, gym, school office, restrooms, hallways, playground and other common areas during the school day while supervised by faculty or staff members. They are not allowed in the kitchen, the Teachers' Lounge, or faculty/administrator offices unsupervised. At no time are students authorized to be in storage closets or maintenance areas of the school building.

## **SCHOOL SECURITY**

The exterior school doors are locked during the school day. **DOORS SHOULD NEVER BE PROPPED OPEN.** Unauthorized persons should be directed to walk around the school building to enter through the Ashland Avenue doors or should be personally escorted to the school office. All school windows are shut and locked and all computers turned off after school hours every day. Surveillance cameras are stationed at internal and external locations throughout the building to enhance security.

## **SMOKE FREE ENVIRONMENT**

The Smoke-free Illinois Act protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment.

No individual, including students, staff members, or school visitors, is permitted to use any tobacco product at any time including non-school hours:

- in any school building or school vehicle
- on school grounds and/or property of the school which may include athletic fields and parking lots

### **FIREARM FREE ENVIRONMENT**

No firearms are allowed on school property.

### **STUDENT ACCIDENT INSURANCE**

St. Athanasius School does not provide student accident insurance. It is recommended that parents provide accident insurance for their children. Students who participate in school sponsored sports and activities are required to demonstrate proof of accident insurance (Archdiocesan Policy ES 156.1/HS315.1).

### **XIII. STUDENT INFORMATION DISCLOSURE**

St. Athanasius School discloses the following information on occasion: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received and the most recent school attended.

A parent is entitled to refuse to designate any or all of these items concerning the student as directory information. Notice from a parent that he or she does not want any or all of these types of information concerning the student designated as directory information must be made in writing to the principal by August 15 at the beginning of each school year.

On occasion a student's photo might be used on school-related information. At the beginning of each school year, parents must sign and return the Publicity Release form at the end of this Handbook.

### **XIV. EMERGENCIES**

#### **EMERGENCY DISCLOSURE OF INFORMATION**

If knowledge of the information is necessary to protect the health and safety of the student or other individuals, the school is required by law to disclose personally identifiable information from a student's education record to law enforcement. The school gives that information to child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency.

#### **EMERGENCY INFORMATION FORM**

The school maintains a file containing each student's current emergency care information. Each parent is responsible for updating the following information on an annual basis before the beginning of the school year, or immediately if such information changes during the school year. For each child's safety, students will not be allowed to attend school until this information is received:

- The name of the student, his/her home address, telephone and birth date;
- The business addresses and telephone numbers of the parents/guardians and the hours during which they will be at their place of work and the cell phone and/or pager numbers of parents (if applicable);
- The date of the latest tetanus immunization/booster.
- The name of the family physician and dentist, office addresses and telephone numbers; Special health conditions or allergies to which the student is susceptible, emergency measures to be applied; and any current medication;
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary; and
- The signature of responsible parent(s) or legal guardian(s).

## **XV. CRISIS PROCEDURES**

### **FIRE**

Fire drills are held regularly at unannounced and varied times. All persons must evacuate in a quiet, orderly fashion; it might be necessary to issue further directions. Talking is not allowed at any time during a fire drill. Students receive instructions on how to evacuate the building in an emergency.

### **TORNADO**

Tornado drills are held during the year. Students and staff are directed within their Units to the safest areas of the building and are taught to assume the tornado protective position and what to do in a tornado's aftermath.

### **EARTHQUAKE**

An earthquake drill is held during the year. Students and staff are instructed in "Stop, Drop, and Hold On" procedures and what to do in an earthquake's aftermath.

### **LOCKDOWN**

Lockdown drills are held during the year. Appropriate procedures will be used when a dangerous or armed intruder is on campus or in the surrounding neighborhood.

### **THREATS**

The administration of St. Athanasius follows the Office of Catholic Schools' policy when dealing with written or verbal threats. ANY threat to ANYONE in the school community is taken seriously. **If a student or parent suspects or receives a threat of any kind, he/she should notify a staff member immediately.**

### **INCLEMENT WEATHER OR OTHER SCHOOL CLOSURE**

- In the event of school closure due to inclement weather or other unpredictable circumstances, parents and staff will be notified via the School Messenger System. Notice will also be posted on St. Athanasius School website and delivered via local radio or TV stations.
- On school closure days, all school activities and meetings are cancelled.
- Archdiocesan policy requires a minimum of 178 instructional days per year. Make up days will be instituted as needed.

#### **CANCELLATION OF SCHOOL ALREADY IN SESSION AND EARLY DISMISSAL:**

- Parents are notified via the School Messenger Emergency System.
- Children will be supervised until parents arrive. Parents should arrive as promptly as possible.

#### **REUNIFICATION IN CASE OF EMERGENCY:**

- Parents will be notified via the School Messenger Emergency System.
- St. Athanasius School's reunification site is at Northwestern University's Welch-Ryan Arena. Park in the parking lot on 7<sup>th</sup> Street across from the football stadium. Walk to Welch-Ryan Arena located just north of the stadium.
- Children will be supervised until parents arrive. Parents should arrive as promptly as possible.
- Students will only be released to their parents or the parent's designee.
- To minimize confusion and maximize safety, all faculty, staff and parents must follow the reunification protocol.
- The school's Reunification Plan for emergencies can be found on the school's website [www.saintas.net](http://www.saintas.net). The plan is also sent home in hard copy at the beginning of the school year. Copies are available in the school office.

#### **XVI. VOLUNTEERS**

St. Athanasius School encourages and appreciates parent involvement. Volunteers assist the school by providing classroom and fundraising assistance; committee leadership; and by coaching athletics.

Volunteers must be in compliance with the following Archdiocese of Chicago Office of Protection of Children and Youth guidelines before being allowed to work with children in any capacity, including lunchroom, classroom, and field trips:

- Sign the Code of Conduct and return it to school;
- Complete a CANTS (Child Abuse/Neglect Training System) Form and return it to school;
- Complete an on-line background check;
- Complete Virtus training.

Volunteer Application forms are available on the school website ([www.saintas.net](http://www.saintas.net)) or in the school office. Volunteers who work directly with students must undergo a criminal background check and a reference check.

Ordinarily, any person with an adult criminal conviction is not eligible to serve. The school reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities when, in the judgment of the principal, it is in the best interest of the school to do so.

The Archdiocese of Chicago requires that all school staff and volunteers who work with children participate in Virtus training to help ensure our students' safety from abuse. Opportunities for this training are offered at local sites several times during the year ([www.virtus.org](http://www.virtus.org))

## **XVII. JURISDICTION**

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus.

## **XVIII. AMENDMENTS**

Statements in this handbook are subject to amendment with or without notice. The school principal notifies school families of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

**SIGNATURE PAGE**

**Please return to the School Office by September 4 each year**

**Parent Agreement**

I/We (Parent or Guardian) \_\_\_\_\_ have read the  
Please Print Name

St. Athanasius Parent-Student Handbook and agree to follow and uphold the school policies and procedures while my son/daughter is enrolled as a student.

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

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

**Student Agreement**

I/We (Student Name(s)) \_\_\_\_\_  
Please Print Name

Have read the St. Athanasius Parent-Student Handbook and agree to follow and uphold the school policies and procedures while enrolled at St. Athanasius School.

Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

## PHOTO/ACADEMIC WORK PERMISSION FORM

On occasion, St. Athanasius School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: website, school yearbook, student academic work, advertising, annual report, posters, newsletters, parish bulletins, and other public relations materials.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Please check and sign below:

\_\_\_\_\_ My child(ren)'s photo or academic work may be published in any format including group or individual photos.

\_\_\_\_\_ My child(ren)'s photo or academic work may **not** be published in any format including group or individual photos.

Printed name of student: \_\_\_\_\_ Grade: \_\_\_\_\_

Printed name of Parent or Guardian: \_\_\_\_\_

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

\_\_\_\_\_  
Date

**If you do not return this form by September 4, it will be assumed that you give permission for your child(ren)'s photo or academic work to be included in any form of communication.**

**WHO TO CONTACT 2016-2017**  
**St. Athanasius School**

<b>Who to Contact</b>	<b>Title</b>	<b>Contact Info</b>	<b>Topic</b>
Mrs. Carol McClay	Principal	Ext 115 cmcclay@saintas.net	School Mission, Policy, Procedure, Budget, Strategic Planning, Personnel, Student Services; Professional development; Catechist training; Public relations and marketing; Facilities; Safety; Tuition assistance; School Board; Parent School Organization; Development and fundraising; Endowment.
Mary Quish	Asst Principal; Technology Coordinator	Ext 123 mquish@saintas.net	Curriculum; Textbooks; School schedule; Discipline; Substitute teachers; Aspire testing; High School entrance; Technology hardware, software and connectivity; PowerSchool; Technology Committee; Website Committee; Volunteer safety compliance
Judy Berg	Communications Coordinator	Ext 101 jberg@saintas.net	Attendance; student records; office machines; student issues that relate to the front office (e.g., forgotten lunches, playground accidents); health clerk duties; recruitment, admissions, registration; eRed newsletter; databases; School Messenger phone system; alumni relations; website information; room reservations and key checkout
Kelly Fierro	Parish Business Manager	Ext 105	Payroll and benefits; Accounts payable/receivable; financial reporting
Faye Marrible	Finance Assistant	Ext 125	Tuition and Registration, Materials, Extended day, Band, and Milk fees; business manager for school fundraising and development activities; matching gifts, service projects

Dawn Betz	Athletic Director	Leave message with Communications Coordinator	Liaison to Council II3A Athletics; Athletic Council; Knights Football Council; Sports scheduling; Use of gym for athletics; Communication with coaches, parents and students; Athletic fees and forms, uniforms, and equipment
Volleyball; Football; Cheerleading; Basketball; Cross Country; Track	Coaches	Leave message with Communications Coordinator	Individual sports
TBD Dena Canmann	Learning Resource Teachers	Ext 119 dcanmann@saintas.net	Special learning needs; Tutoring, counseling and testing referrals; Response to Intervention (RtI); Speech & Language services
Emma McLean	Choir Director; Liturgical Music; Music Teacher	Leave Message with Communications Coordinator etumminello@saintas.net	School choir; Liturgical music; Song practice; Christmas program director; Private piano lessons
Beth Maldonado	Private Music Lesson Coordinator; Spanish Club Advisor	Leave message with Communications Coordinator edelorit@saintas.net	Spanish Club Advisor; Private flute lessons and other individual music lessons
Bobby Lee Stephanie Johnson	Student Council Advisors	Leave message with Communications Coordinator; rlee@saintas.net sjohnson@saintas.net	Student Council
Amy Hogrefe	School Nurse Consultant	Leave Message with Communications Coordinator diglar@saintas.net	Vision & Hearing Screening; Illinois health reporting; Medication Plans
	Ecology Club Advisor	Leave Message with Communications Coordinator;	Ecology Club; Recycling
Judy Berg	Extended Day Coordinator	Leave Message with Communications Coordinator jberg@saintas.net	Before and After School Care registration, schedule, and staffing
Colleen O'Mara Sarah Bollam	Recess Retreat	Leave Message with Communications Coordinator; recessretreat1@gmail.com	Recess Retreat classes, schedule, fees, payment

	Service Committee	Leave message with Communications Coordinator	School-wide service projects
Margaret Waldron	School Liturgies	Leave message with Communications Coordinator; cnelson@saintas.net	School liturgies
Margaret Waldron	Director of Religious Education	<a href="mailto:saintasfamilyprogram@gmail.com">saintasfamilyprogram@gmail.com</a> <a href="http://il.com">il.com</a>	Sacramental preparation; Parish Family Program
Marianne Moseley	Parish Secretary	847-328-1430 ext 100 <a href="mailto:parishoffice@saintasparish.org">parishoffice@saintasparish.org</a>	Parish information; Available Mon-Thurs 9am-4:30pm
	Pastoral Minister	847-328-1430 ext 116 <a href="mailto:parishoffice@saintasparish.org">parishoffice@saintasparish.org</a>	Administrative Assistant to Fr. Hernan Cuevas, pastor
Jean Lauri	Parish Communications Coordinator	847-328-1430 ext 102 communications@saintasparish.org	The Chimes; parish website; other parish communications Available M-Th 11:30am-4:30pm