

St. Gerald School

“A Great Place to Be”

Parent/Student

Handbook Revised 2014

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HISTORY OF ST. GERALD SCHOOL

St. Gerald School was originally built in 1929 and staffed by the Sisters of St. Francis, Clinton, Iowa.

Due to the large increasing enrollment, the first addition was built in 1949, with another addition in 1957. A tornado, with the exception of four classrooms and the basement rooms, demolished the original structure. During the construction of the building that was replacing the one destroyed by the tornado, the students attended school at other sites: Burbank Manor Presbyterian Church and St. Nicholas Greek Church in Oak Lawn.

The present structure consists of an office complex, a faculty lounge, a parish meeting room, a music and band room, a library complex, a science lab, a computer lab, a resource room, a P.E. room and cafeteria, and multiple classrooms.

At present, the wing that connects the main building to the church, is our newly remodeled Arnold Hall.

ST GERALD PARISH MISSION STATEMENT

WE ARE THE FAMILY OF ST. GERALD – People of God, brought together in the Eucharist as the Body of Christ. We gather as sisters and brothers with the Lord, welcoming and inviting others to journey with us to become more like Christ. We strive for spiritual fulfillment by building a community of love and service.

ST. GERALD CATHOLIC SCHOOL MISSION STATEMENT

We at St. Gerald School believe that each individual is unique in her/his potential. We are committed to provide quality Catholic education for each student. We encourage achievement with dignity and strive to establish a deep sense of commitment to the religious truths and values of the Catholic faith. We desire to equip each child to be a true Christian witness relating and living the gospel message.

LOGO SYMBOLIZATION

The thick, solid line under St. Gerald School represents the strength of the school's staff and teaching agenda.

The sign of the cross and the school structure were purposely not closed up to represent St. Gerald's -open" type attitude to the needs of the community, students and their families.

The whole logo represents all educational efforts provided by the school staff, the school organizations, the church, the parent volunteers...and all available under one roof.

ST. GERALD CATHOLIC SCHOOL PHILOSOPHY

We, the faculty of St. Gerald School, in response to the Good News, will aid our students spiritually, intellectually, psychologically, and socially. We will strive to preach the Good News in a community based on Gospel values.

Spiritual Goals

We will provide religious experiences that pursue the continual study of Catholic Theology and help our students live out the message of Jesus Christ. Regular participation in Eucharist, various forms of prayer, and reception of the sacraments will be emphasized. Each student shall be taught how to apply values based on Catholic doctrine proclaimed in the Gospel

Intellectual Goals

We will encourage our students to develop their individual gifts and talents. Our curriculum will emphasize the basic learning tools. We will enhance basic communication skills through listening, speaking, reading, and writing. We will encourage our students to investigate, analyze and apply theories in daily living, and develop critical and creative thinking.

Psychological Goals

We believe in guiding our students in a nurturing atmosphere where love and trust are evident. We will help them in the development of their feelings of self-worth, self-awareness and self- confidence.

Social Goals

We are entrusted with the responsibility of developing our students as social beings with social skills and virtues to live in harmony in a diverse society of all races, cultures, and nations. We strive to instill a sense of responsibility in our students that will affect changes to help bring about a more just world. We must foster respect for self and others while working towards building the family of God on Earth

ADMISSION POLICY

St. Gerald School is operated under the auspices of the Catholic Bishops of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Gerald School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities in this school. St. Gerald School does not discriminate on the basis of sex, race, color, or national and ethnic origins in administration of educational policies and school administered programs.

ADMISSION AND RETENTION POLICY

Age requirement: To enter three year old preschool, a child must be three years of age on or before September 1st and must be toilet trained. To enter four year old preschool, a child must be four years of age on or before September 1st and the child must be toilet trained. To enter kindergarten, a child must be five years of age on or before September 1st. To enter first grade, a child must be six years of age on or before September 1st.

Admission Priority: All school families must submit an application for a sibling who will be new to St. Gerald School. School applicants who register during registration week in January are considered registered for the following year. It cannot be assumed that siblings at home are automatically registered; you must register new siblings during registration, even if there are already children in the school. The priority for admission is listed below.

1. Parishioner with children already enrolled in St. Gerald School or with graduated siblings
2. Parishioners without children already enrolled in St. Gerald School
3. Non-Parishioners (Catholic) with children already enrolled in St. Gerald School
4. Non-Parishioners (Catholic) with students transferring from other Catholic Schools
5. Non-Parishioners (Catholic) without children already at St. Gerald School
6. Non-Catholic with siblings already enrolled or having graduated from St. Gerald School
7. Non-Catholic students will be accepted based on availability

At the time of registration the student's original birth and baptismal certificates must be presented.

Requirements, Physical, Dental, Vision examinations, and Immunizations:

Illinois State Law requires all children entering preschool, kindergarten, sixth grade or new student entering the school to have a completed physical and dental examination. Any student not in compliance must be excluded from school. This applies to children who are currently enrolled as well as those enrolling in the school for the first time. All students are required to have two (2) doses of live measles vaccine and proof must be shown that students have been vaccinated against Hepatitis.

Also, included in the immunization schedule required by the State, is a tuberculin skin test administered using the intradermal Mantoux method, not a multiple puncture test. This is required if a child resides in an area designated by the Department of Public Health as having a high incidence of tuberculosis.

Cook County is one of six counties that a tuberculin skin test is a requirement. Illinois State Law requires all children

entering kindergarten or new to entering a school receive a Vision Examination by a licensed optometrist.

Retention: Teachers must inform the principal and parents if they are considering retention in a timely fashion. Students who fail two out of four quarters in a core subject area will be required to attend a recognized summer school program. Proof of satisfactory completion of this recognized summer school program must be presented to the principal before a child will be promoted to the next grade level.

ALCOHOL AT CELEBRATIONS

Alcoholic beverages are **not** to be served at school and school sponsored events that celebrate children—dinner, sports, graduation, etc.

AMENDMENT TO HANDBOOK

St. Gerald School Principal reserves the right to amend the handbook for just cause with or without notice. The school will attempt to keep parents informed of all changes. Some changes might be made immediately due to unforeseen circumstances.

APPOINTMENTS FOR STUDENTS DURING SCHOOL HOURS

Every effort should be made to arrange appointments for **after school hours**. A written note needs to be presented to the office, through the teacher, for the release from school. Children must be signed out by an authorized adult in the school office.

APPOINTMENTS WITH TEACHERS

If a parent wishes to meet with a teacher, an appointment is necessary. The teacher will meet with the parents as soon as possible. Your child's progress and development is of the utmost importance to the teacher. Do not confer with teachers in the parking lot. Teachers are outside at dismissal for the safety of the children.

ATTENDANCE

It is important to be punctual and in regular attendance in order to receive the maximum benefits St. Gerald School offers.

Please take note of the following:

1. In case of an absence, please call the school and leave a message on the attendance mailbox at 708-422-0121 X 5555 by 8:30AM. Requests for homework must be made at this time. Homework can be picked up at the office at 2:00PM or a request may be made for the homework to be sent with another child.
2. Students must have a dated, written excuse from a parent/guardian upon return to school.
3. A doctor's release is required for absence due to communicable disease or any medical

related

absence of 5 consecutive days.

4. A tardy slip will be given to students who are late for school.
5. When a student has excessive tardiness or absences, a meeting with the principal is required with the student and parent/guardian.
6. No child is excused before regular dismissal unless a note is presented to the school office. An adult must report to the office to sign the child out.
7. **Perfect attendance means no absences or tardies throughout the year.**

BAND

St. Gerald School offers a band program to students in Grades 4-8. Students receive a weekly lesson during the school day. Students are responsible for any schoolwork missed during lessons.

BICYCLES

Those students riding to school are required to park in the bike racks provided on the west side of the school. The school cannot assume liability for stolen or damaged bicycles. Students must walk their bikes any time they are on school, church, or rectory property. Failure to comply will result in disciplinary consequences with the possibility of losing this privilege.

BULLY PREVENTION

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 school 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
 - o place the student or students in an unreasonable fear of harm to the student or student's person or property
 - o cause a substantially detrimental effect on the student or student's physical or mental health;
 - o interfere substantially with the student or student's academic performance;
 - o 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, beating, 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 buses or school vehicles, at school bus stops waiting for the school bus, 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.

BULLYING PREVENTION **Administrative Responsibilities**

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others. *United States Catholic Catechism for Adults, page389*

Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- all allegations and incidents of bullying are taken seriously,
- parent / guardian and/or student reports of bullying must be addressed immediately,
- written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form.

Appropriate disciplinary consequences are applied to the offending student(s). The following procedures are followed.

- When disciplinary action is taken against student(s) as a result of a bullying complaint o documentation should indicate what happened **and**
 - o what action was taken.
- Written documentation of the complaint must be placed in the student(s) file, as would documentation of other disciplinary action involving student(s).
- Whenever a bullying complaint is made by or on behalf of student(s), the school must place the record of what action was taken in the student(s) file.

The principal or administrator must notify the school's Assistant Superintendent of bullying complaints and the action taken.

Clear, consistent behavioral standards should be publicized, posted and fairly enforced in each school. Educational programs that address bullying should be developed and implemented at all grade levels. Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

Archdiocese of Chicago
Office of Catholic Schools
Report Form – Bullying Complaint

School_ _____

City_ _____

Date of Report _____

Complaint made by _____

student(s)

parent/guardian

___school personnel

Date and details of the complaint

Student(s) involved

Witnesses

Action taken by school

If disciplinary action is taken against any student as a result of the investigation of this bullying complaint, the disciplinary documentation should be placed in each student's school file. In addition a record of the action should be placed in the principal's local administrative file.

Was the Office of Catholic Schools notified? _____

___Yes

___No

Name of assistant superintendent notified _____

Date of Notification _____

Principal / Administrator _____ Signature

School Personnel _____ Signature

CAPACITY

In accordance with the Archdiocesan policy, the capacity of each classroom shall be set at 35.

CHANGE OF ADDRESS OR PHONE

Notification of any change of address or telephone number is necessary. This includes your home, work, cell, and emergency numbers. When choosing emergency persons, please be sure that they are available during the day and have access to a vehicle. You must provide three emergency persons.

CHAPERONES

Field trips, dances, and social events require an adequate number of adults trained as chaperones and approved by the principal.

Chaperones must be at least 21 years of age and must comply with the following **Safe Environment Requirements**:

- **Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703)**
- **Criminal Background Screening** - All volunteers who work with children must complete an online background check. **No one may volunteer unless the criminal background check has been completed and approved.** Volunteers are required to complete the **eAppsDB** form online.
- **Safe Environment Training** - All volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning service.
- **Code of Conduct**- All volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement Form.**
- **Child Abuse and Neglect Tracking System (CANTS)** All employees who work with children must complete the Illinois Child Abuse and Neglect Tracking System (**CANTS**) paper form.

CHILD ABUSE

Policy GP 602.2 The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

Allegations/Suspicion of Child Abuse or Neglect by School Personnel

Archdiocese of Chicago documents related to Child Abuse Allegations by School Personnel are under revision. In the meantime, the principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer. The principal will be directed regarding the steps that must be taken to report the allegation or suspicion of child abuse to the appropriate Archdiocesan agency and to civil authorities.

The **Illinois Child Abuse and Neglect Reporting Act** mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse of neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Mandated Reporters

All school personnel including administration and both certified and non-certified staff must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. This call must be made immediately and no one in the workplace is permitted to restrain the call. It is not sufficient to make the report only to the principal or school nurse. The mandated reporter must be certain that the call has been made.

- All Mandated Reporters are required to complete the **CANTS 22** form acknowledging an understanding of the reporting requirements.
- All Mandated Reporters are required to complete the **CANTS 5** form **Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters** when reporting an allegation or suspicion of child abuse or neglect.

Child Abuse and Neglect Tracking System (CANTS) forms are available on the Department of Children and Family Services Web site under –Forms.}}

CHILD CUSTODY

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.

Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. **If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the assistant superintendent immediately.**

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

Release of a Child to Non-Custodial Parent

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Generally, in situations where there are concerns regarding the release of a child to a non-custodial parent, it is best to contact the assistant superintendent and/or the Archdiocesan Office of Legal Services.

Parent-Teacher Conferences/Communication

In the absence of a court order, a school should provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child should be provided to the non-custodial parent in a timely fashion.

COMMUNICATION

Family envelopes, that contain important school information, will be sent home weekly with the youngest student. The envelope should be signed and returned the following day. RENWEB will be our main connection to what is happening at school. Check our web page, www.stgerald.com for access to teacher e-mail, and 422-0121 for voice mail accounts. You should also check RENWEB for updated information.

CURRICULUM

Religious Education/Family Life
Sacramental Preparation Program for grades 2 and 7
Reading/Intensive Phonics/Accelerated Reading
Mathematics/Pre-Algebra and Algebra 1 grades 7 and 8
Science Laboratories
Social Science/Geography
Language Arts
Art/Fine Arts/Music/Band
Physical Education Computer
Education World Language
DARE- Drug Education Grade 5
EDGE- Gang Education Grade 7
Library/Media Library
All School and Class Liturgies
Challenge and Resource Program
Educational Field Trips
National Junior Honor Society – Grade 7 and 8
Honor Roll Grades 6, 7, and 8
Peer Tutoring

DAILY SCHEDULE

First Bell (Grades K-8) (children enter the building)	7:50AM
School Day begins (grades K-8 tardy bell and prayers)	8:00AM
Preschool Begins	8:00AM
Preschool Dismissal	11:00PM/2:20PM
Dismissal (Kindergarten)	11:00/2:25PM
Dismissal (Grades 1-8)	2:30PM

DISCIPLINE

In guiding the child's growth in Christian attitudes, we believe it is better to emphasize the positive rather than the negative. The essence of Christian discipline is SELF-DISCIPLINE. The child should be guided in choosing one form of behavior over another and in accepting the consequences of his/her behavior.

It is important for all students to show respect for adults, other students, and school property at all times. Each incident is examined on an individual basis. It is important that both the home and the school work together in disciplining students, as both have the best interest of the students in mind.

There will, of course, be incidents of thoughtlessness and even rudeness during the course of a school year. Normally the classroom teacher will deal with these situations appropriately; examples: verbal warnings, prompts, etc.

Appropriate behavior by each student is essential to ensure the best learning environment in school.

Inappropriate behavior will result in disciplinary action such as a behavior notice, detention, suspension, or expulsion.

Behavior notice – A behavior notice is written by a teacher/staff member to inform parents/guardians that their child may be experiencing some difficulties. By sharing this information, it is our hope that all students become thoughtful and productive members of our St. Gerald School Community. The student must return the behavior notice with a parent signature on the next school day. After a student has received three behavior notices in a quarter, he/she will receive a detention notice for the fourth behavior notice and each subsequent notice. Any student who receives 9 or more behavior notices in a quarter, will serve an in school suspension.

Tardy notice – A student is expected to be on time for school. If a student enters the classroom after the 8:00 A.M. tardy bell, he/she is tardy and will be given a tardy notice. A student must return the tardy notice with a parent signature on the next school day. After a student has received three tardy notices in a quarter, he/she will receive a detention notice for the fourth tardy notice and each subsequent tardy.

Detention - If a student receives more than three behavior or tardy notices per quarter, the student will serve an after school detention. Parents will be notified in writing and the student must return the detention notice with a parent signature on the next school day. All detentions will be served after school on Thursdays from 2:45 P.M.-3:30 P.M. The parent/guardian is responsible for the child's transportation home after detention. If a student is not picked up at 3:30 P.M. through the south doors, the child will be sent to extended day and the parent will be assessed accordingly. With the exception of a medical excuse/illness, a student who fails to serve their detention will be disciplined at the principal's discretion. Behavior notices are not always issued prior to an after school detention depending on the infraction. A child's behavior may be determined so serious that a detention or more serious consequence will be issued immediately.

Any student in grades 6-8 who receives a detention or more serious consequence will not be eligible for honor roll status that quarter.

Suspension – Suspension is a period of time given to the student to improve or correct serious or repetitive inappropriate behavior. It is an exclusion of a student from the classroom and/or school for a designated time. During this time, the student may not attend any school related activities. This will generally not exceed one week.

Expulsion - Expulsion is the termination of the student's privilege to attend St. Gerald School and will require the student to transfer to another school. It is invoked in extreme cases when all available means of discipline have been exhausted and have failed. Archdiocesan policies regarding expulsion will be followed.

Although this discipline policy outlines many of the behaviors that are counterproductive to the educational process, it cannot cover all of the possible situations that may occur. It is within the authority of the teachers and administration to take action and make decisions for the safety and well being of the students and staff of St. Gerald School and is not limited to this discipline.

ELECTRONICS

The use of cell phones, iPods, headphones, etc, is not allowed during school hours. These devices will be confiscated and a parent/guardian will be asked to pick up any devices at the office. Devices brought to school must be turned off and kept in book bags. The school assumes no responsibility for any electronic device brought to school.

EMERGENCY CLOSINGS

Parents will be notified through our Power Teacher system, school website, text messages and flash emails if necessary when there are any changes in the school calendar due to unforeseen circumstances. There is also an AP for your phones called School Reach Parents that can be used as a contact point. You may also check emergency school closing at, www.emergencyclosings.com . Enter the school's phone number, 708.422.0121, to check the status of St. Gerald School. You can also hear Emergency Closing Information by tuning into these stations: AM RADIO WMAQ 670, WGN 720, WBBM News radio 780, WLS 890; You may check the local news channels and watch the crawl lines.

If the building would need to be evacuated, children would be walked to Oak Lawn High School. No one would be permitted to leave the group until all SGS students have been accounted for. At that time, an Emergency Crisis Operations Center would be set up and standard procedures followed during the emergency.

CRISIS MANAGEMENT PLAN: The school has a plan for dealing with all categories of crisis. At all times, the safety and security of the students and staff is the primary concern.

EXPECTATIONS OF PARENTS AND STUDENTS

It is expected that school families are registered parishioners who become actively involved in St. Gerald School/Parish in order to reinforce the values and attitudes of Christian living. Parents are encouraged to serve on the school board and/or attend board meetings. Other school/parish organizations to which parents may wish to belong include: St. Gerald's Mother's Club, St. Gerald Athletic Club, Holy Name Society, Women's Club, and St. Vincent DePaul Society. Parents may also wish to serve as school volunteers and Liturgical Ministers (Choir, Eucharistic Ministers, Ushers, Ministry of Care).

It is expected that at least one parent/guardian will be present at the opening school orientation meetings and parent-teacher conferences in November, as well as for other important meetings, programs and activities during the school

year. Participation in school and parish fundraisers is essential to the life and vitality of St. Gerald School and parish. We expect full cooperation and assistance in all fundraisers and tuition and fees payment schedules.

EXTENDED DAY

The Extended Day Program operates under the auspices of St. Gerald School. All St. Gerald School policies apply to the Extended Day Program. Extended Day opens on the first full day of school.

FIELD TRIPS

Field Trips are an extension of St. Gerald's educational program and students are expected to attend. Students who choose not to attend should report to school. Each child must present an official permission slip, signed by a parent or guardian, to the school prior to attending the field trip. Students will not be released early to parents after a field trip, unless there is an emergency. No child will be denied participation because of cost. Please notify the administration regarding this matter. It will be dealt with confidentially.

FIRE DRILLS

Fire drills are held at monthly intervals. Everyone, including visitors, volunteers, etc. must evacuate the building immediately at the sound of the alarm. The entire school and cafeteria is inspected regularly by the Fire Department.

GANG ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement. **GRADUATION**

Diplomas will be awarded to those students who have:

- completed the school's academic requirements
- achieved a passing grade on the Constitution of the United States and the State of Illinois examination
- adhered to the school's code of conduct
- returned all school materials

Diplomas will not be awarded until all financial obligations are paid in full.

HARRASSMENT/THREATS/INFORMATION

The Pastor, administration, and staff of St. Gerald School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

. Guidelines to aid school administrators in recognizing and responding to harassment include 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

Failure to recognize and stop harassment of any type promotes a negative environment which is unacceptable in Catholic schools.

HEALTH REQUIREMENTS

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.**

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health Examinations and Proof of Immunization

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

- immediately prior to or upon entrance into any *public, private or parochial pre-school or transferring from outside of the State of Illinois,*
- prior to entering **kindergarten or the first grade,**
- upon entering **sixth and ninth grades.**

Dental Examinations

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15th of each school year. Parents/Guardians seeking an exemption to this requirement must submit the **Dental Examination Waiver Form,** provided by the State of Illinois Department of Public Health, to the school administrator.

Vision Examinations

A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school shall have an eye exam. Parents/Guardians are to be notified of this requirement.

Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Medical Objections

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

Religious Objection to Immunization and Vision Examination

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.

The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

HOMEWORK

Homework is the responsibility of the child. If a child spends an unreasonable length of time on homework, the teacher must be consulted. **Written work, study, oral assignments are considered homework**. Each grade level will communicate to parents regarding its assignment policy.

Guidelines for homework sessions:	Grades 1, 2, and 3	½-1 hour
	Grades 4, 5, and 6	1-1 ½ hours
	Grades 7 and 8	1 ½ -2 hours

In the event of absence due to sickness, students have 3 days to complete all assignments upon returning to school. Extenuating circumstances i.e., extended illness, hospitalization, etc., warrants parent/teacher discussions and arrangements.

LUNCHROOM/LUNCH TICKETS

St. Gerald is part of the National School Lunch Program Non-Discrimination statement.

This facility is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

Children must use lunch tickets to purchase a hot lunch in the school cafeteria each day. The menu is published and distributed monthly. Any child choosing not to eat hot lunch should bring a cold lunch in a paper sack or a lunch box, marked clearly with the child's name.

Lunch tickets, in packets of 10, must be purchased from the lunch program in the provided envelope. Milk tickets can also be purchased in packets of ten. Due to guidelines of the National School Lunch Program, all tickets must be accountable through the lunch program and may not be distributed through the school office. To order tickets, send payment in lunch envelope to child's homeroom. Orders received will be filled the same day or the following day.

Milk may be purchased in the cafeteria or the child may bring juice in a box or plastic container. **(NO pop or carbonated beverages are allowed.)** No food/drink is to be taken out of the lunchroom. McDonalds, Burger King, etc., is NOT to be brought in.

If a child forgets his/her lunch, parents may drop off the lunch outside the school office. The office is not responsible for unclaimed lunches.

Good behavior, cleaning up after oneself, and good manners are expected from students during lunch and recess.

MANNA

St. Gerald School participates in the Manna Program. The school purchases certificates from the local and national stores at a discount and passes half of the profit as a tuition credit. These certificates are the same as cash and may be used to make purchases and, in some stores, to pay on credit card accounts. This program funds our Computer Lab.

MARKET DAY

Order Forms are distributed to the school once a month with pick up in Room 117 usually two weeks after. You may also place your order online at www.marketday.com. Market Day pick up dates are listed in the school calendar. Detailed information about the Market Day Program can be obtained in the school office.

MASS ATTENDANCE

Students in grades 1-8 will attend Mass weekly. The entire student body attends Mass once a month on designated days and on Holy Days of Obligation. **This in no way takes the place of the weekend obligations.**

MEDICATION

Teachers or school personnel do not dispense medication to the students. If a physician requires a child to take medication during school hours, the following procedures must be followed:

Form: All medications must be accompanied by the -Administration of Medication Form || available at the school office. Only one form is needed for medication that will be given for any length of time or for ongoing medications.

Liquids: Liquid medications must be sent in a bottle with only the dosage needed for that day. The student will take the premeasured medication in the office and then return home with the empty bottle that afternoon. School personnel will not be responsible for measuring medication.

*All medications must be brought into and kept in the school office to prevent misuse. If a parent/guardian determines it necessary for the child to carry an inhaler on his/her person, such a request must be submitted in writing to the principal. Teachers cannot hold inhalers for students. If it is the parent's/guardian's wish for the child to carry his/her inhaler, the child must carry the inhaler in a closed pouch.

PARENT GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of 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 can be required to remove the offensive material or withdraw their child or children from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
- conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
- dismiss the child or children of the parent/guardian temporarily or permanently from the local Catholic school.

PARENT REQUESTS

Teacher requests will no longer be honored. Please trust the teachers to make informed and professional decisions about the placement of your child from year to year. We are aware of their learning and social needs.

PARENT TEACHER COMMUNICATION

If a parent has a question or concern about their child, they should **always** contact the classroom teacher first. The teacher is most familiar with the child and the circumstances surrounding the child's progress. Miscommunications and misunderstandings can usually be avoided on both sides with a phone call. A conference with your child's teacher can be requested by calling the teachers voicemail or sending a note through your child. If a parent/guardian does not receive a return call from the teacher within 48 hours, please call the principal. If parents and teachers are unable to come to a mutual agreement as how to best serve the student's progress, the principal may be contacted.

PARENT TEACHER CONFERENCES

Teachers must meet with parents at least once a year for the purpose of discussing the academic progress of the child, along with the other matters of mutual concern. Conferences are scheduled at the end of the first quarter of the year. In the spring, optional parent teacher conferences will also be offered. **Individual conferences are encouraged as needed throughout the year.** Please do not hesitate to contact any teacher for a conference.

POLICY OF NONDISCRIMINATION

In accordance with the Chicago Archdiocesan Policy on discrimination in schools, St. Gerald School admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school.

St. Gerald School does not discriminate on the basis of gender, race, color, national and ethnic origin in its administration of educational policies, admission policies, loan programs, athletic or other school-administered programs.

REPORT CARDS

Report cards are sent home at the end of the three marking periods. Midterm progress reports for grades 1-8 are sent in the middle of each trimester. The progress report is not material for the student's permanent record. It is simply to inform parents of progress well in advance of report card time. Report cards will be held if tuition is not paid up. All subjects count toward Honor Roll status, including Religion and specials

RETENTION

Teachers must inform the principal and parents if they are considering retention in a timely manner. Students who fail two out of four quarters in a core subject will be required to attend a recognized summer school program. Proof of satisfactory completion of this recognized summer school program must be presented to the principal before a child will be promoted to the next grade level.

SACRAMENTAL PROGRAMS

Second Grade – First Reconciliation
First Eucharist

Seventh Grade- Confirmation

Parents are notified of dates for parent meetings and are expected to be present. ALL of the above sacramental programs are PARISH programs. However, instruction is given during the course of the year to students attending St. Gerald School.

SAFE REQUIREMENTS FOR VOLUNTEERS

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview.

When employees *or* volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people. **Volunteers are not fingerprinted nor are they mandated reporters.**

☐ **Complete an online criminal background check.**

Online at www.archchicago.org Scroll to the *Protecting Children* button
Select **Background Screening**.
Follow eAppsDB Instructions for Employees.

☐ **Present themselves for digital fingerprinting within three business days of hire. (School Employees only)**

Online at www.archchicago.org Scroll to the *Protecting Children* button and select **Fingerprinting**.

- Go to Accurate Biometrics fingerprinting location.
- Take completed Fingerprint Application Form and a government issued ID.
- Ask the principal for the school's ID number that is required on the form.

Return receipt received from fingerprint technician to the Principal.

☐ **Attend Virtus/Protecting God's Children for Adults™.**

Online at www.archchicago.org
Scroll to the *Protecting Children* button and select **Virtus**.

- **NOTE:** All participants must pre-register online to attend.
- Virtus Certificate received at the completion of training to be placed in employee's personnel file at the school.
- **NOTE:** If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago.

Give the principal a copy of your Virtus certificate.

☐ **Read and sign Code of Conduct.**

Online at www.archchicago.org

Scroll to the *Protecting Children* button and select **Code of Conduct**.

- o The signed copy of the Acknowledgement Form is filed at the local school.

☐ **Complete Child Abuse and Neglect Tracking Form (CANTS)**

Online at www.archchicago.org

Scroll to the *Protecting Children* button and select **CANTS**.

- **Return the completed form to the Principal.**
- The original form will be sent to DCFS; a copy is filed at the local school.

☐ **Complete Mandated Reporter Training – All School Employees If**

Online at www.dcfstraining.org/manrep/index.jsp, the employee is to

Print three copies of the Mandated Reporter Training Certificate.

- Retain a copy for personal file.
- Present the copy to school administrator for school personnel file.
- Send a copy to Myra Flores, Office for the Protection of Children and Youth at the Archdiocese of Chicago, 737 N. Michigan Avenue, Suite 900, Chicago, IL 60611.

SAFETY PATROL

Parents are responsible for the safety of the child traveling to and from school. The purpose of the student safety patrol is to assist in the safe conduct of students on school grounds. However, by providing this service, St. Gerald School and the Catholic Bishop of Chicago accept no liability for the safety of the child.

Safety Patrol adults are posted on the busiest intersections near the school by the Oak Lawn Police Department. The sixth grade students assist these adults at some corners and are designated to patrol with a partner at other less busy corners. Students attending St. Gerald School are expected to use the designated routes and patrolled intersections when walking to and from school. Participation in the school safety patrol is required of all sixth grade students.

SCHEDULE CHANGES

Notification of any calendar changes will be made in a timely manner through the school newsletter or website or mass texts or emailing.

SCHOOL BOARD

The St. Gerald school board consists of nine members who are elected by caucus for a three-year term, the Pastor of St. Gerald, the Principal of St. Gerald School and Ex Officio members that are appointed by the Pastor. Constitution and by-laws adopted in May 1996 are available at any time in the school office. (Revised 2007).

ROLE AND DUTIES OF SCHOOL BOARD MEMBERS

Roles and responsibilities flow from the School Board's Mission, which is to provide quality Catholic education.

1. To be a School Board member is:

*To accept this mission;

*To bring to the mission one's talents, skills, wisdom, experience, faith, life and good will

2. To be a School Board member implies:
 - *Eagerness to seek information, training, and spiritual formation;
 - *Willingness to accept it;
 - *Knowing when and where to seek assistance.

WHAT THE BOARD DOES:

- With the pastor and the principal, models faith community in spirit of cooperation and interdependence
- Keeps informed of Archdiocesan policies and progress through monthly reports from the principal
- Sets and publishes policies that are consistent with current Archdiocesan policies, guidelines and the school's mission statement in collaboration with the Principal and Pastor
- Participate in the Principal Performance Review
- Assists the Pastor in the Principal Selection Process when a vacancy occurs
- Reviews and advises on the school budget, tuition rates and other sources of funding and financing
- Assists in formulating and implementing goals for marketing, development and recruitment
- Acts as public relation arm of the school
- Represents its constituency through open meetings which provide for observation and dialog

WHAT THE BOARD DOES NOT DO

- Act as a grievance committee or conciliator
- Hire, evaluate, or terminate faculty members. Administer the school.
- Tell the principal HOW to administer the school. (Gives direction through policy)

SUPPORT GROUPS

1. The Parish
2. The Archdiocesan School Office
3. The Board of Education
4. The larger Faith Community of the Church

SCHOOL SECURITY

All parents, volunteers, and visitors must use the main entrance, sign in at the office and receive a visitor's badge. Upon returning to the office, visitors will be required to sign out. For our children's safety, it is important to know who is in the building at all times. School doors remain locked during school hours. **A security system will admit school visitors through the front door only. Teachers and students are not authorized to admit any visitor to the building.**

SEARCH AND SEIZURE

St. Gerald School reserves the right to inspect all school property and personal property.

SEXUAL HARASSMENT REGULATION

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to sanctions for misconduct set forth above.

SICKNESS OR INJURY

If a child becomes ill or is injured during the school day, a parent or person authorized by the parent will be notified. We have a record in the school office of the emergency numbers and persons that parents have designated. Parent or authorized person must pick the student up in the school office and sign for the child's release.

When your child is ill, please make arrangements for homework to be picked up daily in the school office by family or friends. If your child wakes up sick, please do not send your child to school that day.

SMOKE FREE CAMPUS

St. Gerald School is a Smoke-Free Campus. There is no smoking on the grounds.

STUDENT COUNCIL

St. Gerald Student Council consists of Homeroom representatives from grades four through eight, and faculty advisors. Activities are planned during meetings of Representatives and faculty advisors. Student Council participation gives students firsthand experience in the democratic process.

SUBSTANCE ABUSE

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
 - Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
 - Notify the police as directed by law.
 - If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
 - Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to, continued suspension and/or expulsion.
 - Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violations, treatment and counseling shall have priority over, but not necessarily, exclude disciplinary measures.

TARDINESS

If a child arrives for school after the tardy bell (8:00) has rung, he/she must enter through the front door of the school and stop in the office to receive a tardy slip. A tardy notice will be issued by the classroom teacher and must be signed by a parent and returned to school the next day.

TECHNOLOGY CODE OF CONDUCT/FAIR USE POLICY

Recognizing that using computer equipment at St. Gerald School is a privilege and not a right, students pledge to follow a code of conduct or safe use policy.

General Computer Use;

- o Handle equipment with care
- o Use equipment only with instruction and permission
- o Open, move, and delete folders and files only with specific instruction and permission of the adult in charge
- o Leave the equipment and surrounding area clean and tidy

Internet Use

- o Use the Internet to research assigned class projects
- o Send electronic mail to others only with the supervision of the teacher/adult. Outside accounts will not be accessed in school
- o Use the Internet to explore other computers that are connected to the internet
- o Use polite and proper language
- o Use common sense and observe rules of communication etiquette
- o Send, receive, or retrieve copyrighted materials only with permission
- o Never –surf|| the net freely or use chat rooms
- o Alert an adult immediately if something improper comes on the screen. (2000)

TELEPHONE USE

As a rule, no student or teacher will be called to the office to accept a telephone call during the school day. Messages received by telephone will be conveyed to the teacher or the student involved. **Only in situations of real necessity will students be permitted to make phone calls during the school day.** Teachers should pay particular attention to student's request to call home. Students will not be allowed to call home for homework assignments, band instruments, etc.

TESTING

ALL STUDENTS GRADES 3, 5 & 7 are given a standardized test yearly. The results are given to parents, and are also used by the school to identify strengths and weaknesses in the individual student as well as the entire school.

TEXTBOOKS

It is school policy that any textbook defaced, damaged, or lost during the school year will be the responsibility of the student and parent to replace. Books must be covered at all times. **PLEASE NOTE: Adhesive contact paper destroys the covers of books.**

TORNADO DRILLS/WARNINGS/SIGHTINGS

TORNADO DRILLS are held periodically during the early springtime of the year. In the event of a TORNADO WARNING during the school day, the children will not be sent home. Once school has been dismissed at its regular time, students will be released. If there is an actual TORNADO SIGHTING in the immediate area, the children will be kept in the building until official safety has been declared.

TUITION

Tuition is established yearly by the cooperative effort of the Pastor, Principal, School Board and Parish Finance Board. Tuition is subject to change annually. Generally tuition will not be changed during the school year. Any parent unable to meet payments on time is required to contact the Pastor or Principal for suitable arrangements.

Payments may be made in full before the beginning of the school year or in ten or twelve monthly installments. Use your brown envelope as a receipt for payment.

All financial obligations must be paid before June 1st in order for a student to receive report cards, re-acceptance slips or transfers. Early Childhood grades must have all accounts paid in full before the closing program. Participation in closing activities may be denied to students if accounts are not paid in full. This includes fines and fees of any kind.

UNIFORMS

(Revised 6/14)

Students in Grades K-8 shall observe a uniform dress code with which they must comply at all times unless special permission has been granted by the school administration for a substitute. On the days when Cub Scouts, Girl Scouts, Brownies or St. Gerald Band members have a function or meeting during or immediately after school, they may replace the school uniform with that one.

The school uniform is currently purchased from SCHOOLBELLES, 7763 S. Harlem, Bridgeview, IL 60455, phone 708-598-8008, www.schoolbelles.com.

Gym uniforms may be worn on days that are 90 degrees and warmer. Water bottles may also be brought on these days. Exceptions to this policy will be announced.

BOYS UNIFORMS –KINDERGARTEN THROUGH 8 GRADE

Navy blue dress pants and tan knit short or long sleeve shirt with monogram are to be worn.

Shirts must be tucked in.

Navy blue walking shorts may be worn only during the months of August, September, May, and June unless extended by the administration. Cargo shorts and cargo pants are not allowed.

Only white undershirts may be worn under uniform shirt.

Optional: a navy blue cardigan, St. Gerald royal blue sweatshirt or fleece, or St. Gerald navy blue gym sweatshirt may be worn over the student's polo.

Socks should be solid in color (white, navy blue, or black) and **always worn. Socks must cover ankles.** No patterns or designs on socks except for small logos such as Nike, Adidas, etc.

Boys- No pierced ears or earrings allowed. No jewelry, except for religious items No tattoos, temporary or permanent, are allowed for any student.

HAIR: Hair should be clean, well groomed of conventional style, (no spikes, lines, or tails) and of natural color. Hair coloring or highlighting which enhances the natural color of hair is not permitted. Any student violating this policy will have one week to restore his natural hair color. If the hair is not restored to the natural color, the student will not be permitted to return to school until his hair is back to its natural hair color. Hair should not hang on/over the boy's ears or shirt collars. Bangs should be cut to the middle of the forehead. Hair violations will be determined by the teachers or administration. Hats are not to be worn in the building at any time.

GIRLS UNIFORMS –KINDERGARTEN THROUGH 8 GRADE

Kindergarten through 4: Plaid jumper (two styles available) with short or long sleeve blouse, round collar

Grades 5 through 8: Plaid skirt or skort (length should reach top of the knee) with royal blue monogrammed polo shirt, short or long sleeve (previously purchased white polo is acceptable until further notice)

Navy blue dress pants and royal blue short or long sleeved monogrammed polo (grades 5-8) or uniform blouse (grades K-4 only) may be worn only during the period from November 1st through March 30th. If wearing the uniform blouse, it should be tucked in.

Navy blue walking shorts and royal blue monogrammed polo (grades 5 through 8) or uniform blouse (grades K - 4) may be worn only during the months of August, September, May and June unless extended by the administration. If wearing the uniform blouse, it should be tucked in.

Optional: navy blue cardigan, St. Gerald royal blue sweatshirt or fleece, or St. Gerald navy blue gym sweatshirt may be worn over the student's polo.

Socks/tights/leggings should be solid in color (white, navy blue, or black) and **always worn. Socks must cover ankles.** No patterns or designs on socks, except for small logos such as Nike, Adidas, etc.

HAIR: Hair should be clean, well groomed of conventional style, and of natural color. Hair coloring or highlighting which enhances the natural color of hair is not permitted. Any student violating this policy will have one week to restore her natural hair color. If the hair is not restored to the natural color, the student will not be permitted to return to school until her hair is back to her natural hair color.

Make-up: No make-up or spray in hair color is allowed.

Nail Polish: Only clear nail polish may be worn.

Jewelry: No jewelry, except for religious items; small earrings, may be worn with the regular school or gym uniform. Girls may have single pierced ear lobes only.

No tattoos, temporary or permanent, are allowed for any student.

SHOES (ALL STUDENTS): Appropriate school dress shoes are the regular school uniform footwear – black (no gray), brown, or navy blue. Laces for dress shoes must be the same as the shoe color. On the student's gym days, gym shoes may be worn - white, navy blue, or black (no gray); accent or logo colors must be **minimal**. No neon colored gym shoes or laces may be worn. Laces for gym shoes may be white, navy blue, or black. The homeroom teacher or principal's judgment is the deciding factor if questions arise. No FAD styles are acceptable e.g., shoes with roller wheels, platforms, high-tops, light ups, very thick soles, slides, moccasins, clogs, or any backless shoes.

PHYSICAL EDUCATION UNIFORM –KINDERGARTEN THROUGH 8

The gym uniform is to be worn on designated gym days (or field trips, as instructed by teacher) and may be purchased through the school. **Gym uniforms are optional for preschool students.**

Blue monogrammed/fleece shorts or navy blue sweatpants/fleece, blue nylon basketball type shorts or pants (no plaid)

Gym shorts may be worn only during the months of August, September, May, and June unless extended by the administration.

St. Gerald navy blue or gray t-shirt or navy blue sweatshirt
No sports team clothing allowed.

Gym shoes must be worn on gym days. These must be white, navy blue, or black (no gray), and accent or logo colors must be **minimal**. High-tops are not allowed. No neon colored gym shoes or laces may be worn. Laces for gym shoes must be white, navy blue, or black. Gym shoes must be fully laced for safety.

White, navy blue, or black socks must be worn and **socks must cover ankles.**

Altar Servers: Students who are serving funerals must bring their regular uniforms with dress shoes to serve and then change for gym.

When a student is in violation of the dress code (regular uniform day or gym day), the teacher will send home a **BEHAVIOR NOTICE** which will explain the violation.

OUT OF UNIFORM DAYS / FIELD TRIPS

Out of uniform days will be solely at the discretion of the school administration, and the school administration will determine appropriate wear for the out of uniform days (i.e., red, white and blue day or pajama day). On out of uniform days a student may opt to wear his/her regular school uniform or on the student's gym days, his/her gym uniform.

For purposes of safety and security, the dress code for field trips will be either a St. Gerald gym shirt or sweatshirt with appropriate pants, jeans or shorts OR full uniform dress, at the discretion of the teacher.

When an out of uniform day is permitted by the school administration, the following dress code shall apply:

- No **sleeveless** shirts, tank tops, or dresses of any kind (cap and short sleeves are permitted);
- No crop tops or low cut tops;
- No tight leggings or tight jeans;
- Shorts and skirts must be finger tip length;
- No hats or caps (unless an outside field trip);
- Clothes must be neat and orderly in appearance;
- Clothing must be worn as it was intended, i.e., no coat worn in class, pants worn at the waist, etc.);
- Shoes should be the same as uniform days/gym days and socks must be worn;
- No clothing should contain any offensive language or pictures, nor should it promote any bands, cigarette or liquor companies.

When a student is in violation of the out of uniform dress code, the teacher will send home a **BEHAVIOR NOTICE** which will explain the violation. Repeated violations of the dress code may eventually result in additional disciplinary actions, i.e., parents will be called to bring the student his/her regular uniform.

VACATIONS

Parents who wish to take their children out of school for several days because of family vacations, are advised to discuss the child's progress with the teacher to determine what effect such an absence will have on the student's work. The final decision is the responsibility of the parent. Children will be given a reasonable amount of time to make up all work missed while on vacation. Work may be requested prior to the vacation, but teachers are not obligated to provide work. Often work load is not determined until the end of the week.

VOLUNTEER SERVICES

Archdiocesan guidelines require criminal background checks and VIRTUS Training compliance for all volunteers. Cooperation by all such volunteers is necessary in order to ensure the safety of our children.

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, handguns, 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.

Parents/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 weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools **Incident Report** must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

WELLNESS POLICY

Recognizing the role schools can play in health promotion, this wellness policy has as its objectives the improvement of the school nutrition environment, promoting student health and reducing childhood obesity, promoting an active life style. Integrated throughout the curriculum and activities will be lessons on lifelong health habits—good nutrition, physical activity promotion, healthy eating patterns and good health habits.

Goals: Nutrition education -integrated into science, Family Life and classroom activities.

Personal fitness emphasizing self-management skills coordinated with health curricular objectives

Parent Partnerships- support parent’s efforts on healthy eating and lifestyles along with information regarding nutrition and physical activity

Physical Activity- instruction on the benefits of physical activity on growth, development and physiology as well as personal hygiene

Food Service- Will follow the dietary guidelines for meals served at lunch. Encourage the consumption of healthy snacks and drinks for celebrations .Limit non healthy options.