
MONTINI CATHOLIC SCHOOL

FAMILY HANDBOOK



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Montini Catholic School
Policy and Information Booklet for the 2019-20
School Year

Dear Parents/Guardians:

Welcome to this new School year at Montini Catholic School. An interesting and challenging experience awaits you as a parent, just as a spiritual and academic journey awaits your child as they begin or continue their walk through our beloved halls.

We are sure you will have questions concerning our School. Therefore, we have prepared this Parent-Student Handbook to help answer most of your questions. Please read it thoroughly and retain it for future reference. This information will serve as a reminder of the requirements that are necessary for a successful school experience for your child/children. It is important to note that the policies stated in this handbook are subject to change at the sole discretion of the School. Should you have any questions about the School's policies, please ask one of the Principals for assistance.

What is written in stone is our Mission Statement:

To integrate our Catholic faith and traditions within our lessons, imitate the lives of the saints, grow in *knowledge, understanding*, and promote *service* within our families and community.

Inspired by Saint Pope Paul VI

We are happy that you have chosen Montini Catholic School. May our students be filled with intellectual and spiritual fulfillment, and may our parents be filled with satisfaction, support, and pride in our School.

God Bless You!

Fr. Godwin Asuquo
Pastor

Fr. David Austin
Pastor

Fr. Paul White
Pastor

Julie Stark
Principal

James Semcken
Assistant Principal

PHILOSOPHY OF MONTINI CATHOLIC SCHOOL

*Go, therefore, and make disciples of all nations...
Teaching them to carry out everything I have commanded you.*

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Ever obedient to this divine challenge, the Catholic Church provides education filled with the spirit of Christ and dedicated to promoting the full development of the human person. Therefore, the two-fold goal of our School is to provide an environment which we will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

At Montini Catholic School, we embrace the principle that education begins with faith and faith begins with education. Our desire is for the students to come to know what it means to be a Catholic Christian as they grow in response to God's love through involvement in the academic, cultural, social, and civic concerns of daily life.

We at Montini believe:

- Children are created in God's image and therefore have great dignity.
- Parents are the primary educators of their children and they glorify God by bringing their children closer to Him.
- Education enhances a child's potential to become closer to God.
- The School is to teach a strong academic curriculum, the Catholic Faith, good habits of the mind, and strong traits of character that are essential for success not only in this world but also the next.
- Teachers are to be living models of faith, animated by love and generosity, and capable of forming young minds and hearts.
- The parish supports this Catholic education of children by providing prayer, the presence of priests and financial subsidies.
- We bring children to the Lord by:

Praying for the children entrusted to our care;
Demonstrating Christ's love for each child;
Fostering a spirit of Christian love, joy, and service;
Forming the conscience and encouraging repentance;

By following the example of our Saints, we strive to instill in our students the virtues of patience, perseverance, forgiveness, acceptance, and a strong desire for peace.

GOALS & OBJECTIVES

Goal #1: To develop a continuing awareness and commitment to a faith life with Christ by teaching and modeling the Catholic precepts and moral values.

Objectives:

- To be a place where students, teachers, staff, and School families work together toward the goal of knowing, loving, and serving God.
- To be a place where School parents actively participate in the education of their children, especially in their religious education.
- A place where Catholic School families provide a model of home living by praying and attending Sunday Mass together, and by participating in the sacramental life of the Church.
- To model the examples and teachings of Christ in all interactions with students, parents, faculty, and staff.

Goal #2: To foster a Christian atmosphere of respect that creates a welcoming environment for all students, faculty, staff, parents, and volunteers.

Objectives:

- To accept the opinions and thoughts of others.
- To appreciate the gifts and talents of everyone.
- To be aware and appreciate the cultural differences within our community and society.
- To be patient with one another.
- To model respect in all circumstances.
- To realize that there are always choices and that we are all responsible for our own actions.

Goal #3: To emulate Jesus by giving service to the School, parish, community, and the world.

Objectives:

- To provide assistance with the day-to-day functions of the School.
- To provide a place where students are prepared for a life of service in society.

Goal #4: To encourage academic excellence utilizing a curriculum that addresses different learning styles.

Objectives:

- To be a place where students grow in their love of learning.

- To be a place where students experience a challenging curriculum and are given the tools needed for academic success.
- To recognize and teach to each child's individual ability and learning style.
- To develop critical thinking skills, increase comprehension, and expand problem-solving skills.
- To help children utilize their God-given gifts and talents to the best of their ability.

Montini Catholic School

www.montinischool.com

815-385-1022 – Middle School

815-385-5380 – Primary Center

Principal	Mrs. Julie Stark
Assistant Principal	Mr. James Semcken
Business Manager	Mrs. Jan Radloff
Middle Office Manager	Mrs. Carmen Miderski
Middle Office Manager	Mrs. Penny Sossong
Primary Office Manager	Mrs. Amy Mercurio
Preschool	Mrs. Maureen Montessoro
Preschool	Mrs. Sarah Aalto
Kindergarten	Ms. Michelle Wollney
Grade 1	Mrs. Sue Hansen
Grade 2	Mrs. Cindy Mecklenburg
Grade 3	Mrs. Susan Kolasinski
Grade 4	Mrs. Sherry Huff
Grade 4	Mrs. Katie Leggett
Grade 5	Mrs. Teresa Malmgren
Grade 6	Mrs. Allison Egert
Grade 7	Mrs. Sarah Springer
Grade 8	Mr. James Semcken
Campus Minister	Mrs. Casandra Porch
Resource	Mrs. Lori Gonzalez
Speech	Mrs. Kathy Mather
PE – Middle	Mrs. Katie Leggett
PE – Primary	Mrs. Pam Garrelts
Tech	Mrs. Kimberly Goy
Music	Mrs. Cecilia Adams
Art	Mrs. Casandra Porch
Spanish Middle	Mrs. Veronica Contreras
Spanish Primary	Mrs. Allissa DeLozier
Enrichment	Mrs. Jennifer Eschenbacher
Counselor	Mrs. Noreen Garmisch
Library – Primary	Ms. Penny Sossong
Library – Middle	TBA
Custodian	Mr. Dave Helmeid
Before/After School	Mrs. Sarah Aalto
Pastor–St. Mary Church	Rev. David Austin
Pastor–St. Patrick Church	Rev. Godwin Asuquo
Pastor–Holy Apostles	Rev. Paul White

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. All Catholic schools in the Diocese of Rockford exist to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but also to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

It is important for parents to understand that a positive parent-teacher relationship contributes greatly to their children's educational success. Communication between parents, students, and staff is encouraged and welcomed. While we recognize that issues may arise during the course of the School year that will be of concern to parents, the manner in which these concerns are addressed must be consistent with the Catholic values that we teach at Montini.

Parents are responsible for:

- Recognizing a teacher's professional integrity when discussing matters relating to a child's academic progress or disciplinary actions.
- Communicating in an honest, open, and respectful manner, just as they would wish the teacher or staff member would communicate with them.
- Encouraging their child(ren) to follow the same example and show respect for teachers, School staff, coaches, and volunteers.
- Supporting the School in matters of discipline.
- Addressing issues, not personalities.
- Appreciating that communication with the School is a two way process.

Whether on or off School grounds, in person, via e-mail or telephone, parents are responsible for maintaining a respectful attitude toward teachers and School staff. Any insulting or abusive behavior directed toward teachers, students, School staff, coaches or volunteers, either verbally or via correspondence is unacceptable.

The following conduct will not be tolerated:

- Any aggressive behavior including: yelling, swearing or rude gestures.
- Any physical contact.
- Any disrespectful or threatening written correspondence.
- Any disrespectful or threatening telephone or e-mail communication.
- Any disruptive behavior on School grounds or at any School sponsored event.
- Any unsolicited communication with a teacher, outside of the School setting, with regard to a particular child's academic progress or disciplinary issue.
- Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that is unacceptable. The School reserves the right, at its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by School personnel, is unacceptable and will result in the following corrective action:

1. First Offense: Written warning as to the specific unacceptable conduct, including the date and place of said conduct.
2. Second Offense: One-month exclusion from School activities for the offending parent(s) including assemblies, sporting events, concerts, etc.
3. Third Offense: A meeting with the Principal and a Pastor to discuss the behavioral pattern and determine if continued relationship between the family and Montini is in the best interest of said parties.

Note: Any physical assault, threat of bodily harm to others or damage to personal property will be immediately referred to the local law enforcement agency. **The Principal of Montini has complete discretion to enforce consequences, as he/she deems appropriate. The type of consequence issued will depend on the severity of the inappropriate behavior.**

The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

Montini's Guide for Peace

10 to 15 years ago there was no need for schools to possess a policy for the conduct and behavior of its parents in regards to their interaction with School personnel. Today, we all know that things have changed. This Parental Code of Conduct should try and help improve the School and parent relationship. The sole purpose is to make it easier for the School and parents to work together for the betterment of our children.

This policy does not, however, elevate the concern of how parents should interact with other parents or even how parents should interact with other School children outside the School environment. Questions have been asked. What should be done and how should it be handled if there is a conflict or disagreement? The School would like to be of assistance, however, we must take into consideration the amount of time a situation can take away from our main objective of working with all the children in our School. We have come up with a plan that we believe can help resolve conflicts and disputes between parents. You will notice that the plan is based on Matthew 17 and from a book on spiritual leadership. We encourage anyone with issues to give these procedures a try.

As role models for our children and leaders of our families, the book *The Spiritual Dimension of Leadership* by Paul Houston shares some specific ideas when we are confronted with a problem with another individual. Houston states, “one of the difficulties many people have is that we start stepping forward to meet it when **often more progress can be made by stepping back**. If you train yourself to pause and step back as a challenge confronts you, you’ll have a chance to look at the bigger picture. We know we are most effective when we stop and look at the whole situation first.” Houston adds, “Besides trying to use your skills to solve the problem, you can ask yourself whether **something is happening, a message, presenting you with an opportunity to grow**. Unfortunately, people often externalize things, looking for solutions instead of asking, is there something internal, within me, that needs to change?” Let’s be role models for our children and show them that we can embrace what Houston calls, “a life lesson”. If we embrace a problem, they have a tendency to shrink, shrivel up, and even disappear, even though they seem so huge. **Embracing a lesson allows us to get it and move on, whereas if you resist it, you can’t get past it**. “Be patient with me, God’s not finished with me yet”, suggests that as human beings we are continually growing and changing. **We all have the ability to learn life lessons through difficulties with others**. We can discover the opportunities for growth and become positive role models for our children, but ultimately, the choices about what we do are our own. As members of this community, we, and all those we touch, will reap the consequences of those choices.

Procedures for Peace

When facing someone who angers or hurt us, we all must understand that currently we do not register very high on the loving-thy-enemy scale. We also need to remember that Jesus believed the real ascent on the spiritual way does not begin until we start to love our enemies. Therefore, our goal as parents and role models is always to decide to try and do better.

First Step

Realize that we will have conflicts and disagreements with others.

Second Step

Cease to do anything unkind to the person you are having difficulty with. This is obvious and it is sad that it must be suggested. As long as we express our anger or hostility in punitive action, or in any form of attack, there is no hope for a resolution. Acts of retribution will always feed the fire of hatred. It should be noted that most of our public cruelty is not outwardly violent, but rather legal, subtle, and very refined.

Third Step

This problem is so common and so often considered harmless that it requires special attention. Whenever we gossip negatively about others, we are treating them as an enemy. One of the Ten Commandments tells us that we should not bear false witness

against our neighbor. This could be translated as: We shall not gossip. The tongue at times seems to have a life all of its own. And yet, how we dislike it when we find that others have been discussing us in a critical or gossipy way.

Our goal at Montini should be to follow Matthew 17. First, we need to go to the person directly and see if we can come to an understanding with them. If this does not work, then come to the School and we will try and help mediate the situation (the School will not take sides). If this fails, we will utilize the Pastors (Church) in order to clear up what is causing the problem.

Fourth & Final Step

Pray for the people whom we dislike and the ones who dislike us. One of the best methods of praying for other people is to pray the Lord's Prayer for them. We also need prayer and action together. We must look long and hard to find something positive in that person, something we can genuinely admire.

As our love begins to grow and increase toward those who we have issues with, we begin to realize more and more fully the importance and power of God's love and our need for it. By following these steps, we as the role models and leaders of Montini's children will positively change the culture and environment of our School and resolve conflicts in a more peaceful and spiritual way.

EDUCATION COMMISSION

The Education Commission at Montini recognizes the ministry of education in the parishes and is dedicated to the academic and spiritual welfare of each student as defined in the School's philosophy. The function of the Education Commission is shared decision-making. The Pastor, the Principal, and the Education Commission members together determine the policies and procedures of the School. These policies and procedures are formulated in response to the needs of our School. It is important to note that the policies/procedures of the Education Commission must be consistent with and supportive of the policies of the Bishop, the Diocese, and the McHenry Deanery.

If any parent/guardian has an issue with a School policy, they may voice their concern in writing to the Montini's Education Commission. The commission will meet and respond to the letter in a timely manner.

ADMISSIONS

Montini admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this School. Montini does not discriminate on the basis of race, color, gender, nationality or ethnic origin in the administration of their educational policies, admission policies, athletic policies, and other School-administered programs.

- A) At the time of final registration, a notarized copy of the child’s birth certificate issued by the county in which they were born and a baptismal certificate are required. In the event a child is accepted for enrollment and then does not attend for reasons other than sickness or a move from the area, all fees would be forfeited.
- B) The Illinois School Code, Section 27-8, requires a physical examination for all pupils entering School for the first time (Preschool, Kindergarten, or first grade), those entering sixth grade, and any pupil transferring into the School without a current physical examination or from out of state. This should include evidence of immunity to those diseases specified in the recommendations of the Illinois Department of Health.
- C) All children in Kindergarten, second and sixth grade are required to submit proof of dental examination by a dentist prior to May 15th of the School year. Additional examinations of pupils may be required when deemed necessary. State law also requires students at the sixth grade level to have received the Hepatitis B immunization series. All health requirements must be met before admission to School on the first day of classes.
- D) Public Act 95-671, effective January 1, 2008, required that all children enrolling in Kindergarten in a public, private or parochial School and any student enrolling for the first time in a public, private or parochial School shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed optometrist within the previous year before October 15th of the School year. If the child fails to present proof by October 15th, the School may hold the child’s report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that an eye examination will take place within 60 days after October 15th.
- E) To enter Preschool at Montini, children must be 3 years old on or before September 1st and they must be toilet-trained.
- F) To enter Kindergarten at Montini, children must be five years of age by September 1st. To enter 1st grade, children must be six years of age by September 1st.
- G) Children are admitted to Montini on a “first come, first serve” basis within the following guidelines:
 - 1. Children currently enrolled at Montini.
 - 2. Children of registered parishioners with sibling(s) already attending Montini.
 - 3. Children of registered parishioners who have attended Religious Education classes.
 - 4. Children of registered parishioners now reaching School age.
 - 5. Children of registered parishioners transferring from another Catholic school.
 - 6. Children of registered parishioners who are transferring from a public school.
 - 7. Children of Catholic non-parishioners.
 - 8. Children of other faiths.

In some situations students **may be** refused admission:

- 1. When students have academic, social or behavior problems, which the School does not have the resources to handle.
- 2. When parents attempt to enroll to avoid attending integrated schools.

3. When families attempt to enroll students who have attended other schools and the students do not have satisfactory scores in conduct or effort.
4. When parents who have in the past removed a child from Montini following Kindergarten for reasons other than relocation of residence or due to specific recommendations by the Montini School Principal.

In these cases, enrollment is at the Principal's discretion.

"If an individual believes that he or she is a victim of unlawful discrimination by the School, the individual should report this to the Principal or Superintendent of the School. If the complaint of discrimination is against the Principal or Superintendent, the individuals may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses, and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation."

"Catholic Schools in the Diocese of Rockford shall be in compliance with all relevant case law interpreting the Illinois School Code, including Plyler v. Doe."

ALLERGY AWARENESS

In recognition of the increasing prevalence of potentially life threatening allergies among students, Montini has adopted the following guidelines. The primary concern of the School is to reduce the risk of a child experiencing a life-threatening allergic reaction. Effective allergy awareness needs the cooperation of parents, medical personnel, teachers, administrators, and any staff that might be present where children can be exposed to sources that could trigger their extreme reaction.

Montini does not claim to be, nor can it guarantee to be, free of food items and non-food items that may lead to severe allergic or anaphylactic reaction. Montini will make reasonable efforts to reduce the risk to children with severe allergies or anaphylaxis in accordance with these guidelines.

Anaphylaxis, a generic term for life-threatening allergic reaction, can occur as the result of exposure to certain foods, certain materials, and insect bites or stings. In an attempt to minimize occurrences of anaphylaxis, Montini will maintain Allergy Guidelines for any child whose parent/guardian has informed the Principal in writing that the child has a life-threatening allergy.

The bulk of these guidelines address food allergy reactions; however, when appropriate, the following text shall apply to serious non-food situations as well.

The goals of allergy awareness are to:

1. Maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate educational opportunities.
2. Ensure that interventions and individual health care plans (allergy action plans) are based on medically accurate information and evidence-based practices.
3. Define a formal process for identifying, managing, and ensuring care for students with life-threatening allergies across all transitions.

Parent/guardian responsibilities:

1. Notify the School of the child's allergies upon registration or immediately upon learning of such allergy.
2. Notify any other pertinent School affiliated programs (before care, after care, bus company, sports department, etc.)
3. Meet with the School to develop, review, and/or modify the child's allergy action plan.
4. Provide an up-to-date photo of the child to be included in the allergy plan.
5. Provide signed documentation from the child's physician detailing the nature of the child's condition including signed medication administration orders and emergency care protocols.
6. Communicate any changes in condition or status of the child's allergies and/or treatments with the School.
7. Provide and maintain up-to-date medication as prescribed by the child's physician.
8. Educate the child on his/her own allergy and the precautions the child needs to take in his/her daily schedule.
9. Provide emergency contact information (review annually).
10. If there is a food allergy, provide a supply of snacks for the child to be kept in the classroom so there is always something the child can choose from.
11. Review/preview menus. Information regarding the ingredients and possible manufacturer cross contamination of the School lunch food will be provided upon request. **It is important to note, hot lunch is a home choice. School personnel cannot be responsible for determining allergens or reviewing ingredients in a product that the student may consume.**

Student Responsibilities

1. Notify an adult immediately if they eat, touch, inhale or are stung by something they believe may contain an allergen.
2. Be proactive in the care and management of their allergies and reactions based on their development level.
3. Do not trade food with others.
4. Avoid any food with unknown ingredients or ingredients known to contain an allergen.

School Administration Responsibilities

1. Maintain information supplied by the parent or guardian and disseminate said information to classroom teachers and other adults that are known to supervise the child.
2. Maintain and plan for storing of medications.
3. Provide training for staff on guidelines for managing child allergies.
4. Require parent/guardians to review/preview menus.

Classroom Teachers and Other Staff Responsibilities

1. Become familiar with the allergy action plan for students under their supervision and respond to emergencies as per the emergency protocol documented on the allergy action plan.
2. Be aware of contents of food that might be present in the classroom, as that food may contain allergens. Note: it is important to note that School personnel cannot be responsible for determining allergens and/or ingredients in products that the student may consume.

Food Allergy Self-Management Program

Avoidance is a mainstay in the care of children with food allergies. Developing sound life skills for avoiding exposure to allergens occurs across a student's educational experience. Well-developed skills for avoidance of allergens are especially important for students with allergies to peanuts, tree nuts, fish, and shellfish as these tend to be lifelong allergies. Age appropriate allergy education at home and School throughout the years paired with increasing responsibility as a child matures will help your child build confidence and a sense of self-control.

At Montini, we want to incorporate the development of life skills appropriate to a child's developmental level. We work towards transitioning children from an adult providing for the youngest students to students progressively including more self-care activities. At the high School level, students are expected to be completely independent in their food management. High School students are also expected to self-carry their epi-pens and inhalers. Through the mid-grades and junior high, students will be working towards this goal as we try to promote confidence and sensible caution.

Below is an outline of the food allergy progressive self-management program. All Grades - students with food allergies:

- Do not share or exchange food with other students at School.
- No eating on the bus.
- Parents will provide home approved, shelf-stable snacks in a small plastic bin to be kept in the classroom for students to select from in the event of classroom celebrations.

- All students with food allergies are strongly encouraged to develop the habit of proper hand preparation before eating. Suitable commercial wipes include Wet Ones® and Tidy Tykes® flushable wipes.
- Students are strongly encouraged to develop the habit of using a barrier before they lay out their lunch or snack. This can include a napkin or paper towel.

Grades Kindergarten-5 – students with ingestion and contact allergies :

- A designated table will be wiped down prior to the student’s lunch period.
- The student must sit at the designated table (in a place of their choice) and use a barrier (from home) before setting their cold lunch items on the table.

Grades 6-8 – students with ingestion and contact allergies:

- Students will prepare their hands and use a surface barrier when eating.

ATHLETIC COMMISSION

The Athletic Commission was formed at Montini to support the athletic program. Funds are raised to provide for uniforms, equipment, and officials for our sports program. More information is available in the Montini Athletic Handbook.

Co-Athletic Directors

Mr. James Semcken

Mr. Dennis Whiteside

ATHLETICS

Extracurricular activities are offered to the student to enrich and complement their academic education. The aim of Montini is to integrate its religious, secular, and extra-curricular programs under the spiritual guidance of the Gospel, and afford its students the opportunity for full personal development, including the habits of heart and mind required for effective service to others.

Montini Catholic School is an academic institution and our primary purpose is to give our students the best education in a Christian atmosphere. Athletics are an important part of this education. They enhance the learning process and develop a spirit of camaraderie within the School. Teaching, however, is our first priority.

A one-time \$150.00 athletic fee is required per family prior to participation. This fee will cover the cost for any sport a family wishes to participate in for an entire school year.

All players must have a current physical on file with the Athletic Director before ANY participation is allowed.

A player must have a parent's permission slip on file with the Athletic Director before any participation is allowed.

Available Activities

(Assuming adequate participation warrants team/squad formation and a qualified volunteer coach is available.)

Interscholastic:

- Basketball (boys and girls) Grades 5-8
- Track (co-ed) Grades 5-8
- Volleyball (boys and girls) Grades 5-8

Grade Requirements

In order to actively participate in athletics, students must meet the grade requirements in all major subject areas. An athlete will be ineligible for the following:

1. 2 or more "D"s in any combination of subject areas in a week.
2. An "F" in any subject area in a week.

Ineligibility lasts two full weeks, Monday through Sunday. Absences and other extenuating circumstances will be taken into account by the Athletic Director and Principal.

When an athlete becomes ineligible, he/she will not be allowed to play for two full weeks, Monday through Sunday. When notification is made on Friday, the athlete becomes ineligible the following Monday. He/she may play any scheduled games that first weekend. If an ineligible athlete chooses to attend a game, he/she is not allowed to wear their athletic uniform and may not sit on the team bench (only allowed to be in the stands).

An athlete that is ineligible for three weeks, anytime during the season, will be removed from the team roster. Final removal must have the approval of the Principal. The purpose of our entire eligibility program is to instill in our students the importance of doing their best academically.

Montini participates in the Northwest Suburban Catholic Conference (NSCC) for all fall, winter, and spring sports and we follow all conference rules and regulations.

Please see the Athletic Handbook on our website for more information.

ATTENDANCE POLICY

One of the keys to successful academic achievement is regular attendance at School. At Montini Catholic School daily attendance is expected. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Parents are urged to carefully evaluate any absence from School that is not necessitated by unavoidable circumstances.

Largely for safety reasons, monitoring and keeping attendance records for students is a sizable and important task. Parents are required to report absences by calling the School's attendance line between 8:15 and 9:00 a.m. Middle School parents may call 815-385-9798 or 815-385-1022 to report an absence. Primary Center parents should call 815-385-5380 to report an absence.

Parents are required to sign the child in/out in the School office whenever leaving or arriving anytime during the School day. Any child who leaves the School grounds without permission automatically suspends himself/herself from School.

Excused Absences

- A) Personal illness of the student. In case of illness, it is the responsibility of the parents to notify the School each day the child will be out. Parents should make arrangements for the child's work to be sent home.
- B) Family hardships or emergencies. This refers to cases of family illnesses, hardships or unexpected circumstances.

Family Trips

If a student is preparing to be absent due to a family trip or vacation, parents are to notify their child's teacher and the administration in writing at least one week prior to the absence. Whenever possible, parents should schedule vacations to coincide with School vacation time. Interruptions of instruction are detrimental to the education of the student. **PARENTS SHOULD ALSO BE AWARE THAT TEACHERS ARE NOT OBLIGED TO PROVIDE LONG RANGE INDIVIDUAL PLANS AND ASSIGNMENTS IN THESE SITUATIONS.** Teachers will provide a list of missed assignments, etc., when the student returns to School. Parents are responsible to teach the lessons that are missed during vacations. We also strongly encourage that parents "take your child to work" during the summer, instead of on a School day when your child should be in School doing his/her "work".

Professional and Doctor Appointments

Whenever possible, doctor appointments should be made after School hours. If an appointment is necessary during School hours, a parent call or note should be submitted prior to the appointment.

Partial Day Absences (the following state guidelines are enforced.)

- A) To be counted as being present for ½ day of attendance, a student **MUST** be in school for a minimum of 150 minutes (2 ½ hours) of instructional time.
- B) To be counted as being present for a full day of attendance, a student **MUST** be in school for a minimum of 300 minutes (5 hours) of instructional time.
- C) Any student that is more than 45 minutes late may qualify for ½ day attendance (maximum).
- D) If a student is present at school (on time) in the morning, they must be present until at least 11:15 a.m. to be considered in school ½ day.
- E) On the other end of the day, a student must sign in before 12:30 p.m. and be present for the remainder of the day to be considered present for ½ day.
- F) If any student “checks out” for a portion of the day (i.e. a doctor’s appointment) and the student misses more than 45 minutes of instruction, they can only qualify (at most) for a ½ day attendance.
- G) Any student that is present for less than 150 minutes of instruction time will be counted as a full day absent.

Make-up Work for Excused Absences

All make-up work is the specific responsibility of the student, whether the absence is due to sickness or is planned. Upon the day of his/her return to school, the student will verify all work he/she missed. A call for a sick student’s make-up work to be picked up by a parent between **3:15 and 4:00 p.m.** or sent home with another student can be made to the School office by **9:00 a.m.** in the morning on which the student is absent.

The number of days allowed for missed work is equal to the number of days the student was gone. (i.e., if one day, the work will be completed by the second day the student is in School, etc.) Long-range assignments are due on assigned dates or immediately upon return.

If a student is absent from school, he/she may not participate in any after-school or evening activity or athletic event (i.e., basketball game, gym jam, dance, etc.). Exceptions must have permission from the Principal/Assistant Principal.

Tardiness

Students may arrive on school grounds no earlier than 8:10 a.m. for Middle and 8:15 a.m. for Primary. Children will usually wait outside on the playground until the first bell (8:35 a.m. for Primary and 8:38 a.m. for Middle). The tardy bell will sound at 8:45 a.m. **All students must be seated and ready to pray by 8:45 a.m.**

Students who are late for class are expected to stop by the office and then quietly head to class. Since tardiness interferes with a pupil’s progress and is a disturbance to the other pupils and teachers, it should be carefully checked into by parents. **Five times tardy (unexcused) in one quarter is an automatic detention for students grades K-8 (Tardy = after 8:45am).**

Accessing the Building Before School Begins

Students may come into the building before the start of the school day (with permission from their teacher) to receive extra help on assigned schoolwork. Entering is dependent upon teacher availability. Please remember that there are multiple opportunities during the school day to work on homework.

BEFORE & AFTER SCHOOL PROGRAM

Montini's Before & After School Program provides professional care, supervision, recreation, and enrichment activities. It serves parents who require before or after School activities for their children in a Christian environment. This program is considered an extension of the School day and is governed by all procedures and guidelines in the Before & After School Handbook as well as the Parent Handbook.

Program Hours

The hours of operation will be as follows:

Before School: 6:30–8:10 a.m.

After School: 3:30–6:00 p.m.

BOOKS & FEES

Book fees are due at the time of registration and are **non-refundable**. If there is a problem, it is necessary to contact the Principal. Since books are on a rental basis, each student is responsible for their care. Lost and/or damaged books must be replaced at the student's expense.

BUS SERVICE

Busing is provided for all students who reside within the boundaries of District 15 and 156. Whether a family resides within the boundaries is determined by District 15 and 156 and not by Montini.

The privilege of riding the bus entails an obligation of good conduct. We expect the parents to take full responsibility for the conduct of their children on the buses. Our bus policy will be as follows:

1. If a student is written up for a first offense by the bus driver they must give one copy to the Principal and one copy to his or her parents. This form must be signed by the parents and returned to the School the next day. The Principal/Assistant Principal will discuss the offense with the student.
2. If a student is written up a second time, a detention will be issued.

3. A third write-up may result in the student being suspended for an appropriate time. Parents will be responsible for transporting their child to and from school during the suspension.

CELL PHONES

Students may have in their possession a cellular telephone for use during non-regular school hours, providing that the device remains turned off during school hours. In the event that any electronic device is turned on during regular school hours, said device will be confiscated by the adult in charge and turned in to the school office or to the homeroom teacher until the end of the school day. Students are prohibited from “texting” on their phones during school hours. A cellular telephone may remain on only if the Principal receives authorization by a medical doctor prior to use of such device. Students are also prohibited from bringing and using any “gaming” devices. Please see the school discipline policy for further consequences on violations of the use of cell phones during school hours.

CHANGE OF SERVICE

Parents should notify the School of any changes of address, telephone, cell phone or email addresses. Because it is occasionally imperative to contact a parent immediately, the school must have up to date information on file of business and emergency phone numbers as well as home information. This is critical.

CHILD ABUSE REPORTING

According to the Abused and Neglected Child Act (1982), School Principals, teachers, and volunteers are mandated (Sec. 4) to report suspicion of abuse or neglect to the Department of Children and Family Services (DCFS). The staff and volunteers at Montini follow this law.

CLASS SIZE

Enrollment and finances will determine class size at Montini. For the 2019-20 School year Montini averages 20.4 students per classroom. In larger size classrooms, we try our best to add a certified teacher as an aide to help with classroom instruction and management.

CLASSROOM ADVOCATES

Classroom Advocate Chair: Mrs. Tina Hanekamp

Each classroom has one or two classroom advocates to aide the teacher throughout the year. Classroom advocates primarily send emails looking for resources, supplies, volunteers or feedback for the teachers. Another responsibility is to aide the School by emailing fundraising information, create class baskets, and serve as a liaison between the School and home. Being a classroom advocate does not require any hours spent

during the School day, but time spent communicating with families. The Classroom Advocate Chair will always assist in any needs the advocates may have.

COMMUNICATION CHAIN

Teachers, staff, parents, coaches, and administration can spend hours trying to keep people aware and advised. Sometimes situations can create perceived conflicts when neither party is right or wrong; instead, different viewpoints sometimes create disagreements. In order to improve the situation, each party must be willing to take responsibility to participate in the efforts to resolve the conflict. A chain of communication is an organizational chart, which illustrates how to navigate questions, concerns or suggestions related to a School decision or policy. Many questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation must first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Delaying or avoiding communication when a problem arises or skipping people to contact may only add to the frustration and delay everyone’s pursuit of an acceptable resolution.

Communication Process Flow Chart

Area of Concern	First Level	Second Level	Third Level
Athletics	Coach	Athletic Director	Principal
Attendance/ Schedule/Health	Front Office	Principal	Superintendent
Classroom Curriculum/Instruction Assessments	Teacher	Principal	Superintendent
Discipline/Behavior	Teacher	Principal	Superintendent
Special Education	Resource Teacher	Principal	

For all related concerns of school policy the last step would include communication with the Education Commission. By following these steps, it should create a better understanding and cooperation between students and their peers, parents to parents, and parents to staff. Always try to assume the best of each other; we are all dedicated to doing our personal best for each student.

CONFERENCES

Teachers and parents share the responsibility for arranging conferences when either academic progress or conduct warrants a meeting. Any parent who wishes a conference with a particular teacher at any time may do so by sending a written request, email or by calling the school office for an appointment. Appointments must be made in advance. Please do not drop in before, after or during school expecting to speak with a teacher. Scheduled conferences are held in the fall and spring of the school year.

COURTESY

Students are expected to be on time, to have assigned duties finished in a conscientious manner, to be attentive and respectful, to treat other students and teachers with dignity and respect, and to assist in keeping the school in order. A positive attitude at home and at school will help promote a culture of cooperation and Christian behavior.

DAILY SCHEDULE (Middle School)

Adult Playground Supervision provided	8:10
Entrance Bell	8:37
Tardy Bell	8:40
School Begins with Prayer	8:42
Lunch 4 th , 5 th & 6 th Grade	11:30-11:50
Recess 7 th & 8 th Grade	11:30-11:50
Recess 4 th , 5 th & 6 th Grade	11:50-12:13
Lunch 7 th & 8 th Grade	11:50-12:13
Announcements/Prayer/Prepare to Dismiss	3:00
Car Riders Only Dismissed	3:15
Walkers Dismissed	3:20

DAILY SCHEDULE (Primary)

Adult Playground Supervision provided	8:15
Entrance Bell	8:35
Tardy Bell	8:45
Lunch/Recess	12:00-1:00
Announcements	3:05
End of Day Bell	3:12

DISCIPLINE

Good behavior, which reflects the school's mission statement and philosophy, is expected from all members of the Montini Community. Such behavior is expected at all times when the student is in a representative capacity of the school.

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities while the student is in a representative capacity of the school – whether during or outside regular school hours, on or off school premises or in connection with school activities. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, missed recess, detentions, exclusions from school activities, suspension, and expulsion.

The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the students' academic and behavioral record, and other similar criteria. Appropriate disciplinary action in this regard is an administrative decision.

The following is a non-exhaustive list of infractions for which students may be disciplined, up to and including expulsion:

- Violation of the school's policy on gang-related activities;
- Violation of the school's policy on drugs and alcohol;
- Violation of the school's policy on weapons;
- Violation of the school's policy on harassment;
- Vandalism to or theft of school property, or the property of others;
- Disrespectful behavior or attitude shown to students, teachers or any adult;
- Violation of the school's rules and regulations;
- Any other conduct considered by the school to be contrary to the best interests of the school, its faculty, and/or to the school's mission.

The illustrations of inappropriate/unacceptable behavior listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provided are a general guide for determining unacceptable behavior. For a much more detailed explanation of the school's discipline policy please see the school website at www.montinischool.com.

DRUGS

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on School premises or with respect to School-related activities;
- Storing in a locker, desk, automobile or other repository on School premises or in connection with any School related activity, any drugs, drug paraphernalia or alcohol;
- Being under the influence of drugs or alcohol on School premises or in connection with any School-related activities.

The School reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drug and/or alcohol use may be based upon the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indications giving rise to a suspicion of a violation of this policy. A student’s failure to cooperate in testing required by the policy or other violations of this policy may result in disciplinary action up to and including expulsion from school. Students bringing these materials to school will be subject to suspension or expulsion. Students attempting to distribute or sell drugs or alcohol will be expelled.

EMERGENCY CLOSING

Montini has in place SchoolSpeak. This system allows the school to notify all families within minutes. School officials can use this system to deliver a single, clear message to the students’ parents or guardians by email or cell phone. School messaging is utilized in cases of emergencies (heat, water, and power problems) and school closings due to inclement weather. Please do not call the rectory or staff members at home. Remember, when District 15 is closed, we are also closed. In the event of emergency or weather related closing, all activities for that day and evening are canceled as well.

Montini Catholic School will be beginning a program called Virtual Snow Days. We will utilize this program on days that school is canceled due to inclement weather. A Virtual Snow Day is equivalent to a traditional day of school, therefore students and staff would not be required to make up a snow day as in the past. This program is designed for the current school year. At this time, no set number will be given as to how many virtual days begins to cause complications in educational programming

EXTRACURRICULAR ACTIVITIES/SPORTS POLICY

Extra-curricular activities are offered to the students to enrich and complement their academic education. At the elementary school level, extracurricular programs are a learning experience. Therefore, all students interested in learning a particular activity should be encouraged and given equal opportunity to fully participate. As stated in the Athletic Handbook, the sports program should be directed toward the TOTAL PARTICIPATION of the students rather than winning.

It is assumed that all student participants will maintain their scholastic standing. In order to keep proper balance between athletic and scholastics, suspension of the participating students may be invoked for a number of reasons, among them:

1. Disciplinary reasons
2. Grades
3. Lack of scholastic effort

The Principal/Assistant Principal will work together with the Athletic Directors. When a problem arises, the parents of the student involved will be notified by the coach in order to attempt to achieve improvement. If this fails, the school administration may decide upon suspension until a reversal of the problem occurs. Specific guidelines will be found in the Montini Athletic Handbook.

Please remember that a student must be in school attendance on the day he/she participates in an extracurricular activity. Friday attendance is mandatory for Saturday participation. If a student has a doctor's excuse prohibiting participation in PE class, he/she will not be permitted to participate in athletics or any other extracurricular activity. This includes gym jams and dances.

Student Extracurricular Activities

Student Council – The Montini Student Council is comprised of student representatives from grades 4-8. The meetings are held during school hours under the supervision of the teacher/sponsor. The Student Council sponsors various activities throughout the school year.

8th Grade Council – This council is comprised of 8th grade students who plan special activities for the graduating class.

National Junior Honor Society – Any second semester 8th grade student who has achieved honor roll status for the previous six quarters may apply for induction.

Band – Band is offered to the Middle School students through Music Education Services. Questions regarding this program can be directed to this organization at 847-805-1800.

Choir – Choir is available to grades 4-8. Questions regarding choir can be addressed to Mrs. Adams

FIELD TRIPS

Teachers plan field trips that have educational purposes; these trips are a privilege, not a right. The School requires written approval from the parents asking that a child be permitted to go with her/her group on the trip. A specific form is sent home in advance of a trip. Verbal permissions cannot be accepted. Field trips are considered school time and therefore behavioral expectations are the same as at school.

Volunteer Drivers

Parents who volunteer to drive on field trips must have a Proof of Insurance Form on file at the school. These forms are available in the school office. A new form must be filled out each school year.

Walking Field Trips

One form per family is filled out each year. This form is available in your registration packet and gives the teacher permission to walk between the Primary Center and Middle School, St. Patrick's and St. Mary's Churches or bussed to The Church of Holy Apostles. No student will be allowed to accompany the class without this form on file.

GANGS/GANG ACTIVITY

Montini is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities, and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline. Gangs may foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

- A) Soliciting and/or recruiting others for membership; participating in and/or inciting physical violence; extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
- B) Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing; wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
- C) Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
- D) Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society.
- E) Any other activity which violates any law, polity, rule or regulation of the school or the Catholic Diocese of Rockford when such an act or activity is taken to further the interests of a gang or secret society.

- F) For purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the school and/or separate from school-related activities due to the potential repercussions on the school and other students of such conduct.
- G) Violations of the policy may result, in the school's discretion, in discipline up to and including expulsion from the school.
- H) Students found in violation of this policy will receive a three (3) day out of school suspension for the first offense and a police referral will be made. A second offense will result in a five (5) day out of school suspension and another police referral. The third offense will result in expulsion.

HARASSMENT POLICY – SEXUAL AND OTHER

It is the policy of Montini to provide an educational environment free from all kinds of harassment, and bullying including but not limited to, harassment based upon appearance, race, color, religion, sex, national origin, age or disability. Such harassment demeans the dignity and privacy of the recipient, is disruptive of the educational environment, and may violate federal and state law.

It is a violation of this policy for anyone to harass a student or retaliate against anyone whom in good faith complains of harassment or participates in any proceeding to investigate and resolve such complaints. It is also a violation of this policy for anyone to knowingly make a false accusation of harassment.

Definition of Harassment

Harassment includes any unwelcome verbal or physical conduct or communication based on, but not limited to, appearance, race, color, religion, sex, national origin, age or disability that has the purpose or effect of creating or contributing to an intimidating, hostile or offensive educational environment or that unreasonably interferes with the recipient's educational performance.

Examples of actions that may constitute harassment include any unwelcome touching, epithets, slurs or negative stereotyping and written materials showing hostility toward individuals because of, but not limited to, their appearance, race, color, religion, sex, national origin, age or disability.

Sexual harassment, in addition to the above, includes but is not limited to:

- A) Verbal Harassment – such as derogatory comments, slurs, and sex-oriented verbal joking; teasing, questions, anecdotes, and comments regarding sexual preferences of an individual or offensive personal remarks of a sexual nature;
- B) Physical Harassment – such as unnecessary or offensive touching or impeding or blocking movement;
- C) Visual Harassment – such as derogatory or offensive posters, continuing with undesired attention, leers, cards, cartoons, graffiti, drawing or suggestive movements/gestures.

D) Electronic Harassment – such as cyber bullying or messaging that is unacceptable.

Complaints should be reported to the teacher and/or Principal. If the offended person wishes, he or she should tell the offending party that such conduct or communication is offensive and must stop. Investigations are confidential.

Violations of this Harassment Policy may result, in the School's discretion, in discipline up to and including expulsion.

HEALTH

All students in Preschool, Kindergarten, sixth grade and new students transferring from another state are required by law to have a physical examination from a physician in the state of Illinois. All records must be completed and signed and in the school office by the first day of school. Immunizations are required as dictated by state law. All children in Kindergarten, second, and sixth grade are required to submit proof of dental examination by a dentist prior to May 15th of the School year.

Vision examinations are now required for children in Kindergarten or any new student entering Montini. A licensed optometrist must perform the examination. The doctor must sign a proof of examination form. Vision and hearing testing is done each year on all Preschool, Kindergarten, first, second, third, and eighth grade students as well as new students. The testing is done by the McHenry County Health Department. Notices will be sent to parents if the testing indicates the need for a professional eye or ear examination.

HOMEWORK

Homework may be an oral or written assignment. The children in the Primary grades will benefit by help from an older person in their home-assignment projects. The children in the upper grades need and appreciate the loving interest and encouragement of parents. Parents can assist the child in fulfilling this duty by:

- A) Checking the assignment notebook/sheet. Work should be checked for completeness, accuracy, and neatness.
- B) Setting aside a regular time each day for study.
- C) Providing the child with a quiet place to study.
- D) Seeing that telephone calls, radios, video games, and television are monitored during the homework period. Extracurricular activities do not pre-empt school work obligations.

Average Time for Study periods (normally not to exceed):

Kindergarten	15-30 minutes
Grades 1-3	30 minutes
Grades 4-6	45-60 minutes
Grades 7-8	60-90 minutes

With the exception of long-term projects or reading assignments, minimal homework, if any, will be given over the weekends. If your child consistently spends more or less time than this, please contact his or her teacher(s). It is the responsibility of the student to get make-up work from the teachers if they miss a class. **At the parent's request, homework will be brought to the office at 3:15 p.m. Calls for homework must be made to the office by 9:00 a.m.**

INSPECTION POLICY

In the interests of the health and safety of the school, its students and faculty, and in furtherance of its educational mission, the school reserves the right to conduct inspections of all areas of its property and objects that are brought onto its premises. The school reserves the right to conduct these inspections on its own or to request the assistance of a third party in the inspection process.

This right to conduct inspections includes, but is not limited to, the following:

- A) Lockers (including those that bear a student-provided lock).
- B) Desks.
- C) Backpack or other carrying devices brought onto School property.
- D) Vehicles located on school property.
- E) Any other equipment, device or property to which the use or access is allowed by the school.
- F) Any other item or property brought on to the school's premises by a student or others.

Failure to cooperate with or other interference with an inspection allowed by this policy shall be grounds for disciplinary action as determined appropriate by the school. Further, should an inspection identify weapons, illegal substances, other contraband or other material that is inappropriate for possession on this School's premises (as determined by the school) the school reserves the right to notify appropriate law enforcement and/or other authorities as well as the involved student's parent/guardian.

In conducting inspections under this policy, the school shall, to the extent reasonably possible, attempt to minimize the scope of the intrusion upon the involved student's privacy. Nonetheless, the school reserves the right to determine the scope and extent of such an inspection.

LIBRARY

Students have access to the library. Teachers and volunteers will assist the students. Students should return library books promptly so that all may benefit from our collection of books. A student will not be allowed to check out a second book until the first is returned. Also, students with lost or destroyed books will be charged replacement costs. The library is a place of learning. If library time is abused, a child will

have the privilege taken away for a specific length of time. Please encourage reading at home by being a good example.

LICE

Head lice are extremely contagious. Students found to have lice will be sent home immediately. They may not return to school until they are treated and checked by the office.

LITTLE ANGELS PRESCHOOL

The Preschool is located in the Primary Center. Please call 815-385-5380 for more information.

LITURGICAL CELEBRATIONS

All students will attend School Masses when celebrated and also on appointed Holy Days. Other prayer services and Masses will be planned occasionally. Family, friends, and parishioners are invited to join in these celebrations. Students also participate in a Communal Penance Service for grades 3-8 at least once or twice during the school year. Parents and students are encouraged to receive the Sacrament of Reconciliation regularly throughout the year.

All students will have the opportunity to receive the Sacraments of Reconciliation and Communion throughout the school year. However, First Reconciliation, First Communion, and Confirmation preparations and liturgical celebrations are PARISH functions. These celebrations will be planned and carried out the parishes. Please contact your home parish for further details.

LUNCHTIME/RECESS

Lunchtime

Students will eat in the lunchroom. Basic table manners and Christian courtesy are expected of all students. Students must remain in their seats unless specific permission is given by the teacher/adult on duty in the lunchroom. Students will show respect for and are obedient to the lunchroom supervisors. All lunch bags are to be marked with the child's name. If a lunch is brought to school after classes have started, it should be left in the office. It is the student's responsibility to pick up their lunch in the office.

School lunches may be brought from home or they may be ordered through Papa Saverios. Lunches must be ordered 24 hours in advance on the Papa Saverio's website <http://www.papasaveriosmchenry.com>. Any cancellations must be emailed to papasaveriosmchenry@gmail.com before 9:00 a.m. If Papa Saverios is notified before 9:00 a.m., they will be able to put a credit for that lunch on your account.

Recess

On the playground, all students are expected to be outside and dressed appropriately for the weather unless they have a medical excuse. When inclement weather occurs, there will be indoor recess. No radios, electronic games or toys are to be brought to school. Throwing rocks, snowballs or the like is strictly forbidden. Tackling, fighting, improper language or gestures, pulling clothing or hats, and games, which imitate violence, are not tolerated. None of these actions provide a safe learning environment. Students, while on the playground, are expected to abide by "Playground Expectations". They are as follows:

- A) Follow directions the first time given.
- B) Keep hands and feet to yourself at all times.
- C) Use equipment properly.
- D) Show good sportsmanship.
- E) No teasing, put downs, foul language or harassment.

MEDICAL RELEASE FORM

All students participating in extracurricular sports must have a current physical and proof of insurance form before being allowed to practice. Forms are available in the School office and on-line. Further information is available in the Montini Athletic Handbook.

MEDICATION ADMINISTRATION

Medication should be administered at home. However, under certain circumstances, it is in the best educational and health interests of the student to take medication(s) during the school day. Those medications that are necessary to maintain the student in school shall be administered to students by the school administrator (Principal or other administrative designee). A completed Authorization for Administration of Medication form (both parent and physician portions) must be on file before any over the counter or prescription medication is given. Forms are available in the school office.

All medications to be taken at school are to be kept in the office. Students may not carry over the counter medications. Students may not allow others to carry, possess or use their prescription or nonprescription medication.

Neither the school nor school personnel incur liability for injury or illness or other damage resulting from administering medication prescribed by a licensed physician or other licensed medical personnel, and administered in accordance with the prescribed dosage.

Prescription Medication – Prescription medication must be brought to school in the original container, which must display:

1. Student's name
2. Prescription number

3. Medication name, dosage, route of administration, and additional directions
4. Licensed prescriber's name
5. Date and refill instructions, expiration date
6. Pharmacy name, address, and phone number
7. Name or initials of pharmacist

Non-prescription Medication – Over the counter medications must be brought to school in their unopened, original container with the seal unbroken and the student's name affixed to the container. Medication must be non-expired.

Self-administration of Medication – The above procedure must be followed. Under the law, a student may possess and use his/her asthma medication during School or at School sponsored activities without the supervision of school personnel provided both parent and physician portions for self-administration of the Authorization for Administration of Medication form have been completed. All self-administered inhalers must have completed paperwork on file with the school before a student uses them. Parents must provide any required information to transportation providers and after school activities.

PARTIES

There are a few classroom parties throughout the school year. Students also have the opportunity to celebrate their birthdays by bringing in a small birthday treat if desired. Birthdays of all the students are recognized by a display on the Birthday Bulletin Board and with an announcement from the school office on the birthday.

No individual party invitations are to be distributed at school unless the whole class has been invited.

PHONE CALLS

Parents who wish to contact teachers regarding their child may do so through the school office. Teachers will return calls at a convenient time. They are in the building from 8:15 a.m. to 3:45 p.m. at a minimum.

- Teachers are not permitted to take calls during class time.
- If parents would like a conference, please make an appointment to schedule a time with the teacher(s).
- Parents are requested NOT to phone Montini personnel at their homes.
- If messages are necessary for your child, please call the school office and the message will be delivered. Only in situations of real necessity will students be permitted to make telephone calls.

PHYSICAL EDUCATION

Grades K-3: Each student must wear gym shoes with non-marking soles for their gym class. No gym uniform is required, however, girls should be wearing shorts under their jumper or skirt if they are not wearing uniform pants.

Grades 4-8: Each student must have the regulation black gym uniform shorts and a Montini spiritwear shirt, appropriate socks and gym shoes with non-marking soles required for class. Students not in uniform for PE will receive points off. Students may not share gym attire, including shoes, shorts or shirts.

The PE teacher has the right to withhold a student from participating in class if he/she feels that his/her safety is at risk. Parents may write an excuse if they feel for some reason their child should not participate in PE class for only one day. A doctor's excuse is needed when a child cannot take PE for an extended period of time. If a child is excused from PE, he/she will not be permitted to participate in athletics or extra-curricular activities on the same day.

REPORT CARDS/INTERIM REPORTS

Teachers have the right to weigh student's work, including homework, class work, tests, and projects. Report cards are given out at the end of each quarter for grades K-8. Interim reports are completed mid-quarter; this schedule then provides parents with a student report approximately every 4 weeks. Each child is evaluated on both achievement and effort.

The following grade scale for grades 4-8 is used:

A = 92.5 – 100
B = 84.5 – 92.4
C = 76.5 – 84.4
D = 69.5 – 76.4
F = Below 69.5

In the Primary grades (K-3), marks are given in all subjects as:

4 = Exceptional in skill.
3 = Proficient in skill.
2 = Developing the skill.
1 = Needs to develop skill at this time.

Honor Roll

Students in grades 4-8 are eligible for the Honor Roll. The guidelines are as follows:

High Honors	3.5+ GPA
Honors	3.0-3.49 GPA

All Honor Roll students must receive these scores in all of their core course work, which include: Religion, Reading/Literature, Language, Mathematics, Science, and Social Studies.

Students in grades 4-8 are also eligible for the Effort & Achievement Honor Roll if they have maintained high standards such as: no missing work and work handed in on time and well done for that student's ability. These students should also have 2's and 3's in conduct and effort.

Montini students could also receive the B.U.G. (Bringing up Grades) award. This award is given to any student in grades 4-8 who have shown academic progress in any subject. Each student receiving this award has worked to raise his or her grades in one or more subjects without going down in any other subject.

RETENTION AND PROMOTION

Retention

Children who experience difficulty meeting the demands of their grade level may be considered for retention. This possibility will be discussed with the parents at the earliest possible time.

Academic progress, achievement test results, social development, age, physical growth, and maturity will be examined if retention is considered. Students who receive failing grades must make up that deficiency through private tutoring or summer school before advancement to the next grade.

Promotion

A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade. Promotion from Preschool shall be based upon accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth.

SACRAMENTAL PROGRAM

The parish to which you belong arranges sacramental programs. Any questions should be directed to your parish office.

SAFETY

Parents need to monitor their child's use of the Internet; they must be aware of any text exchanges or contacts. Please, watch for predators! We are pleased to have a very good relationship with the McHenry Police Department. On occasion, they will have an officer walk through our buildings. Let's all teach our children that the police officer is their friend and that he/she will help them any time they are in doubt or in trouble.

To insure the safety of all children, the following regulations are to be observed:

- A) Any article which might be a hazard or which interferes with school procedure is prohibited (skateboards, hard balls, yo-yos, weapons, etc.).
- B) No toys or “play things” are to be brought to school without permission of the teacher.
- C) Snowballs and rocks are not to be thrown on the playground or on the way to or from School.
- D) Tackling, shoving, and fighting are not tolerated.

Parents, just a reminder that in the State of Illinois it is unlawful to drive in a school zone while using a cell phone.

Arrival Safety

Arrival Middle

At the Middle School, students should not come to School earlier than 8:10 a.m. Anyone arriving earlier than 8:10 a.m. will be unsupervised. The entrance bell for Middle School rings at 8:38 a.m. The school must be informed in writing if children walk to and/or from school. During rainy weather and the winter months, students are dropped off at the Grand Avenue entrance of the school and walk upstairs to the Gym to wait in the designated area for their classroom.

Arrival Primary

Students may be dropped off in the church parking lot and walk behind the church to the blacktop. A teacher will be waiting at 8:15 a.m. Anyone arriving earlier than 8:15 a.m. should not be left on the blacktop because they will be unsupervised. The entrance bell for Primary Center rings at 8:35 a.m. During rainy weather and the winter months students can be dropped off in front of the School and walk in the main doors to wait by their classroom.

Dismissal Safety

Dismissal Middle

Middle School begins dismissal for car riders at 3:15 p.m. If you are unable to pick up your child by 3:25 p.m. or if you have arranged for someone else to pick up your child, please notify the School office as soon as possible. Please note: your child will not be permitted to leave with someone you have not previously designated.

MIDDLE PICK UP

Cars will pull into the back lot off Grand Avenue into the second entrance and circle around the sidewalk and students will enter the cars. **DO NOT PARK IN THE PARKING SPACES.**

Dismissal Primary

Primary dismissal begins at 3:12 p.m. If you are unable to pick up your child by 3:30 p.m. or if you have arranged for someone else to pick up your child, please notify the school office as soon as possible. Please note: your child will not be permitted to leave with someone you have not previously designated.

PRIMARY PICK UP

Car riders are dismissed from the front doors of the Primary Center building. Cars are to pull into the parking lot with the Family Number displayed in the right hand window. Teachers will bring students out to the cars. PLEASE DO NOT PULL UP ALONG THE STREET AND EXIT YOUR CAR TO PICK UP YOUR CHILD, UNLESS YOU HAVE RECEIVED APPROVAL FROM THE OFFICE OR IN AN EMERGENCY.

- All Bus riders at the Primary Center will be transported by bus to the Middle School where the students will wait for the bus that will take them home.
- Car riders who are not picked up by 3:20 p.m. at Middle or 3:30 p.m. at Primary will wait inside the School building with supervision.
- When picking up your child from School, we ask that parents show extra care approaching and leaving the parking lots. It can be very difficult to see children in the midst of the congestion of cars.

Rainy Day Dismissal Middle

In the case of extreme weather, we will use the Rainy Day Dismissal Procedure. An email will be sent as soon as the decision is made via SchoolSpeak, please be aware the decision will be close to dismissal time. Rainy Day Dismissal will take place with cars parked single file down the drive way between the School and St. Mary Church. The lead car will stop at the school door and children will be called to walk to their automobile. This is a slow process; your patience is greatly appreciated.

SCHOOL BULLETINS

Families will receive school information via the family email folder every Friday. Much time, energy, and resource is expended so that parents/students have specific and important information. These are the primary means of communication from the school. Please check your email to receive these bulletins. Individual classroom information is available on each classroom website.

SCHOOL RECORDS

Montini keeps a record of each student's grades, attendance, and test results. The Buckley-Pell Act, specifically PL93-358, was signed into law in December, 1974. This act provides access on the part of parents to student records maintained by an education institution. **Requests must (1) be in writing, (2) state the specific record desired, and (3) state the reason for the request.** Within fifteen days of the receipt of a

request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent.

SERVICES – VOLUNTEER

We believe that a child’s education is enriched by the use of a variety of resources, people, and volunteers. Our volunteers play an integral part of a successful educational experience for our children. Our volunteers permit us to give individual attention in reviewing and strengthening concepts and provide an added dimension to our curriculum.

It is mandated by the Bishop of the Diocese of Rockford that every volunteer who works regularly and individually with children within parish schools must take the “Protecting God’s Children” program and have a criminal background check. Protecting All God’s Children may be taken on-line through the Diocese of Rockford’s website. This program is invaluable and trains volunteers to be able to recognize and properly act upon allegations and incidences of abuse. Any volunteer found not having attended this workshop, will be removed immediately from their position until he/she has completed this program.

SERVICES AVAILABLE FOR STUDENTS

The Board of Education of District 15 makes available to non-public school children specialized staff to work with children who need psychological, speech, and learning disabilities services. The request for one of these services must include the written approval of the parents. We have a full-time Learning Disabilities teacher, as well as the services of a school psychologist, to assist in diagnosis of such children. A speech therapist is also available for those students requiring testing, evaluation, and therapy. Montini also offers counseling services to our students.

SICKNESS OR INJURY

If a child becomes ill in school, a parent or person authorized by the parent will be notified before the child is permitted to leave school. The family emergency record, which is kept on file in the office, lists names of persons to be contacted in the event that parents are not available. Parents should be certain the person’s name listed on the emergency record is available. A child who is sick or has been injured cannot remain at school. Parents must make arrangements to pick up the child. **Students must be symptom free and fever free for 24 hours without medicine**, before returning to school. For example, vomiting the afternoon before is not 24 hours free, and the student may not return to school. Please be considerate of other children and their parents.

STUDENT SOCIAL NETWORKING

Montini Catholic School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, Montini may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates our disciplinary rule or policy. In the course of an investigation, Montini may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

TARDINESS

Please remember that tardiness interferes with a pupil's progress and is a disturbance to the other pupils and the teacher. Every effort should be made to be punctual. If a child arrives after the tardy bell (8:40 a.m.), they will be marked tardy. Detentions may be issued for habitual tardiness. (Please see Attendance for more information.)

TECHNOLOGY ACCEPTABLE USE POLICY

Please see the required Technology Acceptable Use Policy for grades K-8 on the school's website.

TESTING

The Iowa Test of Basic Skills (ITBS) is required by Diocesan policy at Grades 3, 5, and 7 along with the Cognitive Abilities Test (COGAT). Montini tests students in grades 2-8 to better monitor yearly student progress. This test is administered in the early part of fall and parents are notified of the results with a written report. Additional grades may also be tested as determined by the needs of the teaching staff and financial resources available. The results of this test are used for school improvement purposes.

TRANSFER ADMISSION REQUIREMENTS

Students wishing to enroll at Montini after having attended other schools must present their last two years of report cards. They must have proof of satisfactory effort and conduct. They may be refused admission if there is a history of academic or behavior problems. Students accepted into Montini after attending other schools will be on probation until the end of their first semester. If conduct, effort, and grades are found to be satisfactory, the probationary status will be lifted.

Students who have attended Montini, transferred to another school, and wish to return must explain why they left and why they wish to return to the school in writing. This letter must be addressed to the Education Commission. The Education Commission will then have a meeting to make a recommendation of acceptance or non-acceptance to the school Principal.

TUITION

In order for the school to operate effectively and maintain high standards, financial assistance in the form of tuition from families is required. Tuition contracts are sent to each family in the spring. The non-refundable book fee is required for each child to hold his/her spot on the class list for the upcoming school year. All accounts must be paid according to the terms of the tuition contracts. If you are planning to pay your tuition with your tax return, approval is required by the Principal. Upon approval, you are required to make half of your payment amount according to your payment plan. **Any family not keeping the terms of the contract will not be allowed to participate in graduation ceremonies or register for the following school year. All tuition contracts must be paid in full by June 1st.**

Registration is open to school families first, then parish families, and then to the general public. Space will not be held for families who do not register on time or who have not completed their tuition contract. Tuition will be paid over 10 months. Payments are due the first of each month. **Payments made after the 15th of the month will result in a late fee. Late fees will accumulate with each delinquent payment.**

If a check is returned for non-sufficient funds, you will be asked to bring in a money order, cash or a cashier check to the School for your payment. Your NSF check will not be re-deposited. You will also be charged for any bank service charges that are incurred by the school.

TUITION ASSISTANCE

The parents of the children who attend Montini are expected to pay the full tuition and fees. However, assistance may be available for those families who are participating members of one of our three parishes. The parent/guardian requesting assistance **must complete the FACTS financial assistance form** found on the school's website. This form must be submitted to the company, which will review the information and recommend to the School an appropriate reduction. No assistance will be given until need is proven by FACTS. **Also, families whose tuition contract is in arrears will not be eligible for tuition assistance. All tuition assistance awards given to each individual family will be divided equally and payment will be distributed in the months of December and March.** All information concerning the request and the review process will be kept confidential by all participants.

UNIFORM DRESS CODE

Dressing for school reflects a positive image of our uniqueness and lends dignity to our most important educational focus: teaching and learning. The following code provides that dress and grooming not cause undue attention to an individual student, and helps to make a distinction between work and recreational activities. Also, uniforms can eliminate any distinctions between economic groups and, therefore, reduces peer pressure.

- All students are expected to be well groomed and neatly dressed at all times.
- The responsibility of following the dress code is that of the parents and students.
- The responsibility of checking for and enforcing the dress code is that of each faculty member.
- The Principal is the final judge of what is acceptable dress.
- All clothes should be labeled with the student's name.
- If a student cannot come to school in a compete uniform, a note stating the reason why is to be sent by the parent to the Principal for approval.

Uniform Suppliers:

- Gymboree (School uniform line)
- French Toast (provides embroidered logo)
- Land's End (School uniform line – Also provides embroidered logo)
- JC Penny (School uniform line)
- Kohl's (School uniform line)
- Old Navy/Gap (School uniform line)
- Target (School uniform line)
- Wal-Mart (School uniform line)

All uniform components must be unadorned, with the exception of the Montini insignia, which must be professionally embroidered on all uniform shirts. No company logos or decorations of any kind are allowed.

UNIFORM DRESS CODE FOR ALL STUDENTS:

(Male and Female, at both Primary and Middle Schools)

Shoes must be safe and appropriate for school wear; gym or dress shoes only. No high heels, boots (combat or cowboy), sandals, open-back mules, Heelies or Crocs may be worn.

Socks plain white or navy socks must be worn at all times.

Belts must be worn except for Kindergarten and first graders, and may be brown, black or navy blue.

Shorts must be navy blue or khaki (walking/bermuda short length), and can either be dress-style or cargo; however, they must not be stressed, frayed or have extra-large pockets.

- Shorts may be worn the first day of school through Columbus Day.
- Students may wear shorts again starting May 1st to the end of the school year.
****Shorts may not be worn to Mass at St. Mary's Church; however, children may change into them after Mass is completed.**

Sweaters may be red or navy blue and must be plain, in either the cardigan or v-neck style.

Montini Sweatshirts, including the Montini Catholic half-zip sweatshirt with logo, are allowed in school colors. **Please note, Montini hooded sweatshirts may only be worn as outerwear, not during the school day unless allowed by school personal.**

Scout Uniforms may be worn during the school day with permission of the Principal/Assistant Principal.

Students who play for an athletic team at Montini on the day of a home game, with permission from the Principal/Assistant Principal, may wear their Athletic uniforms jerseys with school uniform shorts/pants.

Jewelry is limited to a watch and one pair of small post earrings (not to extend below the earlobe), and one necklace, bracelet or ring. Crosses and Christian jewelry are encouraged.

Hats are not to be worn in the building at any time.

Nail polish must be light blue or clear.

Hair should be neat, clean, combed out of eyes, and above collars for boys. Severe styles, including dyed hair, tails or shaved parts are not acceptable.

Undergarments should not be visible through shirts, below shirtsleeves or under hems.

Henna tattoos or other body artwork, permanent or temporary, are not allowed at the school.

Montini reserves the right to decide whether attire, accessories, and hairstyles are appropriate for its students.

Grades K-8	Girls	Boys
Shirts	Navy Blue or Red <ul style="list-style-type: none"> • Oxford polo or turtleneck style • Long or short sleeve • Montini emblem 	Navy Blue or Red <ul style="list-style-type: none"> • Oxford polo or turtleneck style • Long or short sleeve • Montini emblem
Pants	Navy Blue or Khaki <ul style="list-style-type: none"> • Full-length or capri-length • Dress, chino, slack-styles • No distressed cargo, spandex, stretchy knits, stirrups, etc. 	Navy Blue or Khaki <ul style="list-style-type: none"> • Full-length • Dress, chino, slack-styles • No distressed cargo, decorative pockets, extra zippers, patches, etc.
Shorts/Skorts/Skirts/Jumpers	Navy Blue, Khaki, or Montini Plaid <ul style="list-style-type: none"> • Must reach top of knee 	N/A

NON-UNIFORM DRESS CODE:

Non-uniform, dress-up, and dress-down days are occasionally scheduled during the school year. The following code applies during those days:

- All students should be neatly dressed.
- Clean, neat jeans and shorts (of the same length as uniform shorts) are allowed.
- No spaghetti strap, tank, mesh, low cut or halter tops are allowed.
- No spandex or tight fitting shorts, leggings or jeggings.
- No clothing with holes or stains.
- No tattered/torn clothing.
- No low rise slacks/pants.
- No shirts or caps with tobacco, alcohol or inappropriate language or images.
- The last week of the school year will be a non-uniform week.

The appropriateness of clothing on non-uniform days is to be determined at the discretion of the school faculty.

VIDEOTAPING/PHOTOGRAPHING

If for any reason you object to your child(ren) being videotaped or photographed, please submit your objection in writing to the school office.

VISITORS

Must sign in at the office and may not interfere or impede supervision and/or instruction.

WITHDRAWALS

The following applies to students who transfer from Montini:

1. The office should be notified in advance if parents are planning to move.
2. Official school records are not given to parents, but are forwarded directly to the receiving school after all bills are paid.
3. There will be no refund of student fees.
4. The Smart Tuition Registration fee that is absorbed by the school, must be paid by the family.

Policy – AB5100 – from the Diocese of Rockford – Students transferring within McHenry Deanery Schools. To enroll a student who desires to transfer from another McHenry Deanery Catholic School, the family must first have met all financial obligations to the originating school before students can be officially accepted for admission. This policy applies to transfers within the elementary schools of the Deanery as well as to student's matriculation to Marian Central from the Catholic Elementary schools.

2019-2020
Family Handbook

SIGNATURE REQUIRED!!!

Please complete the information below and return to the school no later than Friday, September 15th. (If child(ren) does not live with both birth parents, only the signature of the custodial parent is needed.)

I have received, read, will follow, and agree to be governed by the Family Handbook of Montini Catholic School. As parent/guardian of a child that attends Montini, I will see that my children are informed and also agree to be governed by the handbook as well.

Parent Name – Please Print

Parent Signature

Parent Name – Please Print

Parent Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature