



St. Monica Academy
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Family Handbook

2020-2021

Mission Statement

St. Monica Academy students thrive in a Catholic educational setting that fosters creativity, instills strong moral values, encourages independent thinking and prepares them to claim their place as stewards of God's creation.

Administration

Pastor: Rev. Greg Lorens
Principal: Raymond Coleman
Coordinator of Religious Education: Margarita Enriquez

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

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Policies/Revisions

The Principal of St. Monica Academy develops policies in this handbook. The policies are brought to the School Board for review and their wisdom. Implementation of the policies is the responsibility of the Principal who relies on the teachers to follow them throughout the school year. Principal and teachers develop policy revisions in the handbook.

As of August, 2003 all new policies or revisions to these policies will be dated as directed by the State of Illinois Evaluation of March, 2003.

Introductory and General Information

Admission Policy

Archdiocesan of Chicago schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools.

Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school- administered programs. St. Monica Academy endeavors to educate all students within the limits of the school's education programs.

Calendar 2020-2021

Saturday, August 15, 2020	Family Pick-Up Day 10:00 am – 1:00 pm (no kids, tables inside & outside)
Tuesday-Thursday, August 18-20, 2020	Teacher Orientation Day and Teacher Professional Days
Monday, August 24, 2020	School Opens
	1st to 8th Grade Half Day of school (8:15 am – 11:30 am)
Tuesday, August 25, 2020	1st to 8th Grade Half Day begin (8:15 am – 11:30 am)
	PreK3, PreK4 & Kindergarten Orientation Day by assignment
Wednesday, August 26, 2020	PreK3 & PreK4 Orientation Day by assignment
	Kindergarten to 8th Grade - Half Day of school (8:15 am – 11:30 am)
Thursday, August 27, 2020	PreK3, PreK4, & Kindergarten begins (Half Day for PreK & Kindergarten only)
	1st Grade to 8th Grade – First Full Day 8:15 am – 3:00 pm
Friday, August 28, 2020	Half Day for All PreK & Kindergarten Classes
	1st Grade to 8th Grade – Full Day 8:15 – 3:00 pm

Monday, August 31, 2020	PreK3, PreK4, & Kindergarten Full Day Program Begins
	Food Service Begins
Monday, September 7, 2020	Labor Day – NO SCHOOL
Friday, September 25, 2020	Teacher Professional Day – NO SCHOOL
Wednesday, September 30, 2020	1st Quarter Progress Reports sent home for those in need (4th-8th gr)
Wednesday, October 7, 2020	1st Trimester Progress Reports sent home for those in need (PreK-3rd gr)
Monday, October 12, 2020	Columbus Day – NO SCHOOL
Friday, October 30, 2020	1st Quarter Ends (4th-8th gr)
Wednesday, November 4, 2020	1st Quarter Report Cards sent home (4th-8th gr)
Thursday, November 12, 2020	1st Trimester Ends (PreK-3rd gr)
Friday, November 13, 2020	Teacher Professional Day – NO SCHOOL
Wednesday, November 18, 2020	1st Trimester Report Cards sent home (PreK- 3rd gr)
Tuesday, November 24, 2020	Parent-Teacher Conferences– (11:45 am – 4:00 pm) & (5:00 – 8:00 pm) Half Day
Wednesday-Friday, Nov 25-27, 2020	Thanksgiving Break – NO SCHOOL
Wednesday, December 9, 2020	2nd Quarter Progress Reports sent home for those in need (4th-8th gr)
Monday, December 21, 2020	Christmas Break Begins - NO SCHOOL
Saturday, January 4, 2020	Classes Resume
Saturday, January 18, 2020	Martin Luther King, Jr Day – NO SCHOOL
Wednesday, January 22, 2020	2nd Quarter Ends (4th-8th gr)
Monday, January 27, 2020	2nd Quarter Report Cards sent home (4th-8th gr)

	2nd Trimester Progress Reports sent home for those in need (PreK-3rd gr)
Wednesday, February 12, 2020	Teacher Professional Day – NO SCHOOL
Saturday, February 15, 2020	Presidents’ Day – NO SCHOOL
Monday, February 24, 2020	3rd Quarter Progress Reports sent home for those in need (4th-8th gr)
Wednesday, February 26, 2020	2nd Trimester Ends (PreK-3rd gr)
Tuesday, March 3, 2020	2nd Trimester Report Cards sent home (PreK-3rd gr)
Thursday, March 26, 2020	3rd Quarter Ends (4th-8th gr)
Tuesday, March 31, 2020	3rd Quarter Report Cards sent home (4th-8th gr)
Wednesday, April 1, 2020	Easter Break Begins – NO SCHOOL
Sunday, April 12, 2020	Classes Resume
Tuesday, April 21, 2020	3rd Trimester Progress Reports sent home for those in need (PreK–3rd gr)
Thursday, April 30, 2020	Teacher Professional Day – NO SCHOOL
Tuesday, May 5, 2020	4th Quarter Progress Reports sent home for those in need (4th-8th gr)
Sunday, May 31, 2020	Memorial Day Observed – NO SCHOOL
Thursday, June 4, 2020	8th Grade Graduation 7:00 pm
Wednesday, June 10, 2020	Last day of school - Full Day
If emergency/snow days are used, school days could be added to the calendar	
Dates are subject to change at the discretion of the Principal	

Change of Address/Telephone Number

Parents should notify the school office immediately regarding any change of address or telephone number.

Field Trips (no field trips until Phase 5)

Field trips, such as cultural and academic experiences, are encouraged. Please return permission slips and money promptly. A child without a written permission slip to attend a trip remains in school for regular work and is NOT excused from school. Due to legal constraints, a phone call from a parent may not be accepted as sufficient permission. Please understand that not all parents can accompany their child on each field trip. Chaperones will be contacted as needed by the teacher. Chaperones MUST be compliant with all requirements set by the Archdiocesan “Protecting Children” guidelines.

Lunch Times

Students may bring their lunch or arrange monthly to participate in the hot lunch program managed by Food Service Professionals. Students will start the year eating lunch in their classrooms due to restrictions of large gatherings of more than 50 people. (August 2020)

Lunch Periods:		Recess
Grades K-1-2-3	10:55 - 11:25	11:30-11:45
Grades PreK, 4-5	11:35 - 12:05	12:10-12:25
Grades 6-7-8	12:15 - 12:45	Various Times

Rules Regarding Lunch – Playground: (Refer to COVID-19 Re-opening Plan for updated Rules)

1. All Students enter the lunchroom in orderly lines, with no pushing, shoving or running.
2. Children remain seated during lunch.
3. Students are responsible for clearing tables and putting trash in the proper containers.
4. Students attend the restrooms before lunch.
5. Food or drinks are not allowed on the playground.
6. No bike riding, baseball, snowballing, or rough playing is allowed on the playground.
7. Fighting at any time or anyplace is forbidden and warrants consequences beyond regular disciplinary action.

Quiet talking is the key to success in an orderly lunchroom. Disobeying rules repeatedly will result in temporary or permanent discontinuance of lunchroom privileges.

Parents are requested not to bring fast food lunches when a child forgets their lunch or any other reason. The vending machines may not be used during lunch periods, or during school hours of 8:15am – 3:00 pm. Energy drinks are not allowed. Please remember healthy, balanced lunches are important.

Office Hours

The school office is open from 7:30 AM to 3:30 PM each day, Monday through Friday.

Registration

St. Monica Academy offers a Catholic education to the children of families of registered parishioners at St. Monica. The admission of children other than parishioners is based on availability of classroom space. Registration for the coming year is given priority for students currently enrolled in the school.

At the time of registration (Preschool - Grade 8) the following is required:

- Birth Certificate - State
- Baptismal Certificate (not necessary if child was baptized at St. Monica)
- Completed Registration Form
- Registration Fee (\$200.00 per family). All fees are non-refundable
- Tuition Agreement
- Account Set Up in FACTS (Tuition Management Program)

To be presented before the first day of school:

- Instructional Fee
- School Physical Form, including all updated immunizations
- Dental Form
- Vision Form (kindergarten)

Transfer students and their parents, Grades 2-8, must meet with the Principal before registration. Students will be taken first come-first served with this priority in mind:

Registration Acceptance Priority:

- Present Students
- Siblings of Present Students
- New Students - Registered parishioners of St. Monica
- New Students - Non-Parishioners

School Board

The St. Monica Academy Board has as its primary concern the implementation of the St. Monica Academy Mission statement. This shall be accomplished through the collaboration of the Pastor, School Administration, School Board members, parents and interested parishioners.

School Board Members

President – Meghan Fido

Vice President - Chris Cwynar

Secretary – Lena Suwalski

Alumni – Chris Cwynar

Hospitality – Angie Magnine, Frank Quaranta

Environmental Awareness – Debra Ingargiola, Ruben Ontanon

Fundraising/Volunteers – Erin Morris, Debra Ingargiola, Nick Zayas, Chris Cwynar

Finance – Nick Zayas

LAP – Ruben Ontanon

Ex-officio members

Pastor – Fr. Greg Lorens

Principal – Raymond Coleman

Marketing Director – Karry Creagh

School Board Meetings

Meetings take place on the third Wednesday of each month unless otherwise noted. All meetings are open to interested parents and parishioners eighteen years of age or older. Executive (closed meetings) may also be scheduled or called after the close of the open meeting. Only the board members and parish staff may attend executive sessions.

School Visitors/Appointments

Parents are welcome to visit our school. Please call in advance to arrange a time and date for the visit with the classroom teacher. Always enter through the office and check in with the school secretary. All visitors are required to sign in. All outside school doors are locked during school hours.

Student Tuition, Fees, and Other Costs

Extended Care Program

The Extended Care Program is open from 7:00 - 8:15 a.m. and 3:00 - 6:00 p.m. for students Kdg -8th grade needing this service. Full time preschool students will be allowed to enroll in extended care depending on their readiness. Interested families should register on Family Pick-Up Day in August or before. A handbook will be given at the time of registration.

(August 2006)

Finance

1. Correspondence regarding payment of both the Registration and Instructional Fee will be distributed towards the end of every school year.
2. All school families must register every year. At the time of registration, a \$200.00 per family Registration Fee is due and paid through FACT Tuition Management. NO CHILD MAY BE REGISTERED FOR A PARTICULAR SCHOOL YEAR UNTIL ALL TUITION, AND EXTENDED CARE PAYMENTS FOR THE PRIOR SCHOOL YEAR HAVE BEEN MADE.
3. A Tuition Agreement form will be initiated at the time of registration, indicating the various tuition payment plans that are available to our school families. A signed Tuition Agreement must be returned and a \$200.00 Registration Fee paid online to FACTS Tuition Management.
4. Each family is also required to pay an Instructional Fee to FACTS for each child every year. This fee is determined by grade level.
5. Tuition payments are due monthly. A late fee of \$25 is assessed for delinquent tuition not paid by the due date.
6. The procedure for dealing with delinquent tuition payments is as follows:
 - a. A statement listing the specific amount due, including late fees will be issued.
 - b. The parent or guardian is required at this time to contact the Operations Director to discuss payment.

- c. If the current balance due has not been paid in a timely fashion or arrangements have not been made with the Operations Director a delinquent tuition account will have the following consequences:
- student(s) will not receive their report card at the end of the quarter
 - student(s) will not be allowed to participate in field trips
 - 8th grade students will not be allowed to participate in 8th grade class trips, graduation exercises, or any related activities.

Fundraising

All Families are urged to participate and volunteer for Fundraising Events and Activities throughout the school year to keep tuition costs down. The School Board Fundraising Team determines events in coordination with the Principal. Fundraising events, socials, and activities planned include St. Monica Fest, World's Finest Chocolate Sale, Boosterthon, Craft Fair, Virtual Scholastic Book Fair, SMA Gala, Family Dine-Out Nights, and others. Events may be changed or added throughout the school year.

(August, 2020)

Please Note:

-There are no mandatory fundraising commitments. However, your participation in any of the fundraising efforts for this school year lends to the success of each event. The success of each event allows current school programs to progress successfully. We welcome and encourage all efforts.

Visit our website: www.school.stmonicachicago.com

Tuition and Fees 2020-2021

Preschool - 3 & 4 year olds + K-8	Tuition Total	Tuition Breakdown	Payment Options			Registration Fee	Instructional Fee
			Payment Option 1 10 month	Payment Option 2 11 month	Payment Option 3 12 month		
One Student Half Day - 5 Days per week	\$3,800	N/A	\$380	\$345	\$317	\$200	\$220
One Student Full Day - 5 Days per week	\$5,750	N/A	\$575	\$523	\$479		
Two Students in Full Day PreK 20% discount for 2nd PreK student	\$10,350	\$5,750 + \$4,600	\$1,035	\$941	\$863		
Three Students in Full Day PreK 20% discount for 2nd PreK student & 40% discount for 3rd PreK student	\$13,800	\$5,750 + \$4,600 + \$3,450	\$1,380	\$1,255	\$1,150	\$200 Per Family	\$300 Per Family
One Student in K-8 and One PreK Student 20% discount for PreK student	\$10,350	\$5,750 + \$4,600	\$1,035	\$941	\$863		
One Student in K-8 and Two PreK Students 20% discount for 1st PreK student & 40% discount for 2nd PreK student	\$13,800	\$5,750 + \$4,600 + \$3,450	\$1,380	\$1,255	\$1,150		
Two Students in K-8 and One PreK Student 40% discount for PreK student	\$12,950	\$9,500 + \$3,450	\$1,295	\$1,177	\$1,079		
Only Kindergarten - 8th Grade Students (K-8)							
One Student Tuition	\$5,750		\$575	\$523	\$479	\$200	\$300
Two Students Tuition	\$9,500		\$950	\$864	\$792		
Three Students Tuition	\$12,200		\$1,220	\$1,109	\$1,017		
Payment Options							
Payment Option 1: 10 monthly installments beginning August, 2020							
Payment Option 2: 11 monthly installments beginning July, 2020							
Payment Option 3: 12 monthly installments beginning June, 2020							
Payment Option 4: \$50 discount for paid in full on or before August 15, 2020							



Payment Notes for All Options

A FACTS late fee of \$30 will be assessed for delinquent tuition.
 \$30 service charge to be assessed for any returned payments.
 Registration Fee and Instructional Fees are not refundable and do not apply toward tuition.

Religious Education

Faith is a way of life. The Religious Education Program is one aspect of assisting children in the life-long process of listening and responding to God's invitation to love.

Liturgical Celebrations

Prayer and liturgical celebrations, especially the celebration of the Eucharist, are vital to our lives as Catholics. While we integrate these celebrations as much as possible into our school schedule, family participation at Sunday Eucharist and other family prayer times are essential to the faith development of young people. Making these special prayer times a priority of family life will enable each child to see their importance in our lives of faith.

Sacraments

Sacramental Celebration

Sacraments are community celebrations in which we, as a people of faith, are given opportunities to respond to God's loving presence in our lives. Sacraments are not events isolated from life, but are meant to enrich our everyday lives as followers of Christ.

One full year of religious education is required before preparation for the celebration of any sacrament begins.

Confirmation

Confirmation is celebrated with 8th grade students. Catechesis for this sacrament begins in Grade 7 and continues throughout 8th grade both before and after the celebration of Confirmation. This process of preparation and celebration will assist the junior high students in understanding the faith commitment they make upon completion of initiation into the community of believers.

Eucharist

Students in Grade 2 are invited to a fuller participation in the Eucharist celebration as they prepare for first reception of Communion. Though coming to an understanding of Eucharist is a life-long process, the first communicants will explore the themes of gathering with the faith community, of listening to the Word of God, of remembering God's saving action in our lives, of sharing the Body and Blood of Christ and of being sent forth to serve others in the name of Christ.

Their presence and participation at the Sunday celebration of the Eucharist can only heighten student awareness of this preparation. Parents are strongly encouraged to bring their children to worship with them and the faith community each week.

Reconciliation

In preparing for the sacrament of Reconciliation, students are invited to explore the meaning of sin and the experience of forgiveness and reconciliation. In this process of learning, students are given the opportunity to gradually develop an understanding of Reconciliation.

Students in Grade 2 begin to reflect on their ability to make choices and are guided to understand sin as making unloving choices. They are encouraged to explore ways of seeking forgiveness. Second graders are invited to participate in Reconciliation prior to the celebration of the First Eucharist.

Student Attendance, Progress, and Promotion

Absences

Daily attendance is expected. In case of extended absence, a dated, written reason for the absence must be brought to the office upon return to school. (If students are sick, please keep them home, especially if they present COVID-19 symptoms)

Each morning of a child's absence a parent is required to call the school office before 9:00 A. M. to report the absence.

School Phone: (773) 631-7880

Please call to request make-up work for illnesses or absences of more than a day or two.

Doctor and dental appointments should be scheduled after school hours. If it is necessary to pick up your child during school hours, a written note is expected that morning. The parent must come to the office for the child.

Attendance

School Hours - Preschool

3 & 4-year-old – 5 Half Day, meet on Monday through Friday, 8:15 a.m. - 11:30 a.m.

3 & 4-year-old – 5 Full Day, meet on Monday through Friday, 8:15 a.m. - 3:00 p.m.

School Hours - Kindergarten – 8th Grade

8:15 a.m. - 3:00 p.m. Regular Days

8:15 a.m. - 11:30 a.m. Half Days

Arrivals and Departures Outside gathering must be limited to 50 and guidelines for social distancing followed. Multiple entry doors will need to be used as well.

Preschool - Enter and exit through the Northeast doors (Rectory parking lot)

Kindergarten -Grade 1 - Enter and exit through the Northeast doors (Rectory parking lot) and exit through classroom doors.

Grades 2-5 - Enter and exit through Carmen Ave. doors

Grades 6-8 - Enter and exit through office doors (Mont Clare Ave.)

Students should not be on the school grounds before 8:05 a.m. unless they are enrolled in the Extended Day Care Program

Family Vacations

Vacations should be planned so that the student is not absent from school. Parents planning a vacation which requires a child's absence from school must discuss the matter with the principal and the child's teacher well in advance of departure. Please do not expect advance assignments prior to a trip. It may not

be possible to give long-range assignments or to determine current progress of the class during this vacation time. Make-up work following vacations should be completed as directed by the teacher.

A written note must be sent to the office before the planned vacation.

Junior High Honor Roll

St. Monica Academy makes an effort to recognize the academic achievements and excellence of our students as they prepare for high school. Students in grades 6-8 are recognized each quarter through an academic honor roll. The following criteria for the Academic Honor Roll will be used:

1. Academic areas only will be considered for eligibility for honors: Math, Reading, Science, Social Studies, English and Religion.
2. A check on the report card in any area or a grade lower than a C - will eliminate a student's eligibility for honors.
3. The following Achievement Code (ABC 95.3) will be used:

A	93-100	(4 points)	D	69-76	(1 point)	First Honors 3.5 - 4.0
B	85-92	(3 points)	F	0-68		Second Honors 3.0 - 3.4
C	77-84	(2 points)				

Parent - Teacher Conferences

Parents and teachers become partners, supporting one another in the educational process. These conferences give parents and teachers an opportunity to discuss each individual child and to develop a better understanding of the child and school program. We encourage a conference whenever the parent or teacher deems it necessary. Please feel free to make an appointment at any time during the year to discuss your concerns

A mandatory parent-teacher conference is held each November after the first report card.

Progress Reports

Interim progress reports mid-quarter (4th- 8th gr.) and progress reports mid-trimester (Preschool – 3rd gr.) are issued for students whose work is questionable and parental assistance is needed. This report must be signed and returned to the teacher. If the student's performance is below average parents are encouraged to seek further clarification if needed.

Promotion/Retention of Child

Promotion:

Each child/student is promoted based on the work completed in any particular grade. In the primary grades (1-3) satisfactory work is our benchmark along with the evaluation of the teacher indicating that the child will be successful in the next grade. In grades 4-8 students must complete their work and maintain a passing grade. The evaluation of the teacher is invaluable to direct the student's success in the next grade.

(August 2003)

Retention:

A student is retained only if adequate evaluation and documentation indicates the student will benefit from retention. Retention must have prior approval of the principal and be accepted in writing by the parent/guardian. If the parent/guardian refuses to have the student retained, this fact should be in writing prior to promotion. The parent/guardian must not be forced to choose between retention and transfer to another school. Retention rarely occurs beyond the third grade.

Report Cards

Report cards are issued quarterly for grades 4 - 8 and on a trimester basis for preschool – 3rd grade. Students in grades 4 - 8 receive letter grades. Students in preschool – 3rd grade receive a standards-based report card indicating if a student is meeting learning standards for their particular grade-level. A parent signature is required to verify receipt of the report card.

Response to Intervention (RtI)

RtI, or Response to Intervention, is a multilevel prevention program designed to help maximize student performance. Implementing RtI means using different interventions, or different intensities of interventions, in order to best reach all students. RtI includes data-based decision making, scientifically based interventions, progress monitoring, and documentation. The principal, teachers, and parents work together in the RtI process to help students be successful. (August 2013)

Tardiness

Tardiness may cause an interruption in the classroom. Three unexcused tardies per quarter will result in a 90-minute detention for grades 5 through 8. (August 2007)

Testing

St. Monica Academy participates in the ACT Aspire Testing program of the Archdiocese of Chicago. Grades 3 - 8 are tested in the spring of each year. Individual home reports are sent to parents. Grade level reports are shared with the school community.

Transferring

When transferring, parents must come to the school office and complete an authorization to release records. Student's records will be sent to the new school after the release form has been signed.

Tuition must be paid fully to the point of transfer. If tuition has been paid in advance, the over payment will be reimbursed. The Instructional Fee is not refundable.

Truancy

School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

The principal will investigate and involve the parents/guardian if:

- There is a suspicion that a student is truant,
- A student returns to school with no excuse or one that might not be valid,
- A student continues to be absent with no apparent reason.

Often extraordinary circumstances are involved and the principal and parent/guardian should work together to remedy the situation.

When all efforts fail to persuade the student to attend school regularly, a written warning shall be sent to the parent/guardian indicating that the case will be turned over to the public school district in which the student resides. (Archdiocesan Policy, Procedures and Practices stated in the Handbook for School Administrators, August 2000-added to St. Monica Family handbook, August 2003.)

Health and Safety

Re-Opening Plan related to COVID-19

Our school, like all organizations, has been impacted in numerous ways by the COVID-19 Pandemic. The purpose of this document is to lay out our plan to safely reopen St. Monica Academy for in-person instruction to all families for the 2020-2021 school year. It has been created with careful consideration for all students and staff as we move forward with this school year. The plan has identified key areas that St. Monica Academy will engage in to reopen our school. The plan below follows the most recent guidelines from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), the Center for Disease Control (CDC), the Office of Catholic Schools (OCS), and the Archdiocese of Chicago. The planning process included consultation with two local teams made of faculty, parish staff, and school parents. Any further modifications will follow the guidance of these agencies and the OCS. Please read through the information to help guide you during this school year.

The Plan is Built on the Following Guiding Principles:

1. The safety and well-being of all our students and faculty is and will remain the first priority.
2. Everything possible will be done to timely reopen our school buildings and provide a safe, faith-filled, high-quality education for our students.
3. The current situation in Illinois remains fragile. While much has been achieved over the past several months, there remains the potential that the gains could be lost if we are not collectively prudent and cautious with how we proceed.
4. The trust our school families place in us is sacred and as with all aspects of our ministry, our reopening efforts will move forward with complete transparency and clear, open lines of communication.
5. We call all people within our communities to exercise faithful citizenship and ask that each family take personal responsibility for the common good as well as their own safety.

School Calendar/Hours - School will begin on Monday, August 24 as per our school calendar. We will follow this calendar for the school year for in-person learning. The only modification to the calendar at this time will be August 24, 25, and 26. These dates will be half days for grades 1-8 to help our students, families, and staff gradually adjust to the many changes and procedures outlined in this plan. Full days will begin August 27 and 28 for grades 1-8. Orientations will be held for Kindergarten on August 25. Preschool Orientations will be held on August 25 and 26. Preschool will have half days on August 27 and 28. Kindergarten will have half days on August 26, 27, and 28. There is no change to our school hours: 8:15 - 3:00 p.m. Before and after care is available from 7:00 - 8:15 a.m. and 3:00 - 6:00 p.m. with additional details below.

Key Principle (The Cohort Model) - Homerooms are cohorts and need to remain separate throughout the school day. Classroom furniture will be arranged to maximize space between students. Couches and carpets will need to be removed or areas closed so students cannot use them to properly social distance themselves.

Masks - All children, teachers, and visitors must wear facemasks in the school building, except for eating, outside recess, and outside instructional time. Social distancing of 6 feet must be maintained at outside recess or outside classroom instruction. Masks need to be placed in a paper bag during snack, lunch,

recess, and outside instruction time. Masks may be moved aside for short sips of water bottles. Disposable masks cannot be reused. Valve masks are not allowed. Students should have at least two reusable masks at school and should have them washed daily. There will be information and instructions on mask wearing, social distancing, and other safety measures sent home to all of our families in the weeks ahead.

Additional PPE/Signage - St. Monica Academy has ordered 60 one-gallon bottles of gel hand-sanitizer for student check-in, classrooms, gym, cafeteria, and restrooms, 14 non-contact thermometers, 20 face shields, 500 adult size back-up masks, 500 children size back-up masks, 2,000 gloves supply, 12 safety posters, 12 wash your hands posters, and 100 social distancing floor decals.

Additional Cleaning/Disinfecting Supplies - We will have a dispenser installed for two cases of lemon disinfectant – a spray-and-wipe disinfectant for cleaning on high-touch areas throughout the school. There will be one case of multi-surface cleaner – a spray-and-wipe glass and hard surface cleaner, and one case of degreaser – a spray-and-wipe heavy duty cleaner for school use. In addition, there will be two cases of floor cleaner and a neutral floor cleaner for use in a mop bucket. We will have 50 spray bottles for cleaning and disinfecting classrooms. Approved microfiber cloths will be used with the cleaning/disinfectant supplies. These supplies are for usage in classrooms during the day and will complement our custodial cleaning and sanitizing supplies and practices already in place.

Cleaning and Disinfecting Procedures - St. Monica Academy will have enhanced cleaning and disinfecting procedures in place for our cleaning staff especially in areas of high touch areas like door knobs, bathrooms, light switches, lunchroom, etc. There will be no sharing of classroom supplies, pencils, crayons, markers, etc. Equipment that must be shared must be used by as few students as possible and disinfected before and after each use. Common rooms and areas used by different cohorts, the religious education program, scouts, etc. will require sanitation after usage of a different group.

Infection Protocols - When a student is sick, they must stay home. It is vital for families to make the necessary sacrifices to keep students home when exhibiting symptoms for COVID-19: persistent cough, extreme fatigue, fever or chills, headache, measured temperature of 100.4 degrees or higher, nausea or vomiting, new loss of taste or smell, shortness of breath or difficulty breathing, and sore throat. A 14-day quarantine for any positive COVID-19 cases will be required. Those in close contact need to be quarantined for 14 days from the last contact with a positive case and will result in the entire cohort being placed on quarantine. Siblings of anyone diagnosed with COVID-19 will need to be quarantined for a 14-day period as well. Children whose parents or family members have been diagnosed with COVID-19 will be quarantined for 14 days. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes. Students may return to school only after the 14-day quarantine, 3 days with no fever, display no symptoms, and a doctor's note.

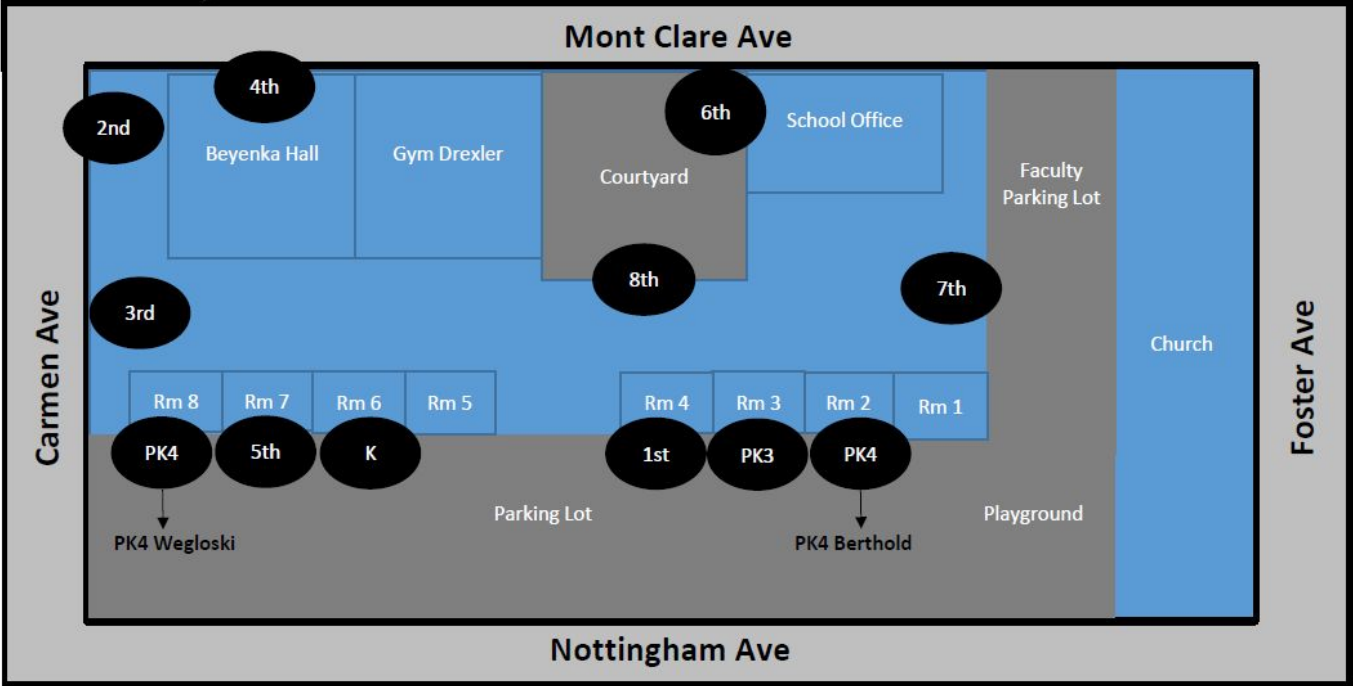
Hand Hygiene/No Sharing - Students must wash their hands and/or use hand sanitizer as often as possible throughout the day especially before and after lunch, recess, and specials classes. Signage will encourage proper hand washing. There is no sharing of supplies, snacks, or birthday treats at this time to lessen transmission. Students will need to have their own water bottles as shared drinking fountains will not be utilized. Water bottle fillers will be in operation to refill bottles as needed, but nozzles will not be available.

Uniforms - Students will be able to wear gym uniforms, spirit wear, or school colors until further notice. In addition, each Friday will be “dress down” days for the time being. We want the students to be as comfortable as possible, given the fact they will be wearing masks throughout the day. It is also important to wear clean clothes every day. There will be no re-wearing of clothes for a second day in a row if they haven't been washed.

Social and Physical Distancing - Classrooms and other spaces within the building will be configured to maximize the physical space between students. Visual reminders such as signage will be placed throughout the school to reinforce this need.

Building Traffic - One way signs will be placed on floors and signs on walls to remind everyone of social distancing and mask requirements. Teachers should use outside pathways when moving or traveling if possible. Arrival and dismissal doors will be separate for each cohort (grade) in the school. An entry and exit door for each homeroom will be assigned below by using all doors available in the school including the athletic entrance, gym doors, and doors on the east side of the building. We need 12 doors or entrances for each cohort. We ask that parents not congregate outside during arrival and dismissal and masks are to be worn when in close proximity to others or the school entrances. Multiple classes cannot enter together. Times may be staggered slightly to avoid simultaneous entry and exit through doors and hallway passage. Cohorts need to be 30 feet apart and individuals of the same cohort need to maintain 6 feet of social distancing outside. Upon entering the school, all students, teachers, and staff need to wear a facemask.

Coming In to School/Dismissal - Entrance ways for each grade have been created, which can be adjusted if needed. Students will need to have a mask on when they are outside the building by their entrance door. PreK3 will use their own outside classroom door in Room #3. PreK4, Ms. Berthold’s class will use their exterior door in room #3. PreK4, Mrs. Wegloski’s class will use the outside door in room #8 to stage and bring students to their Room #13 classroom. Kindergarten will use the outside door in Room #6 to stage and bring students to Room #14. 1st Grade uses their own outside classroom door in Room #4. 2nd Grade uses the entrance at Carmen & Mont Clare. 3rd Grade uses the Carmen Garden entrance. 4th Grade uses Beyenka Hall entrance. 5th grade uses room #7 entrance and brings students to their Room #20 (upstairs). The 5th grade’s classroom is now departmentalized with the junior high grades upstairs. 6th grade uses the main entrance. 7th grade uses the former PreK/Kindergarten Entrance. 8th Grade uses Athletic Entrance by vending machines. For dismissal, times will be staggered by 1-2 minutes to lessen mixing of groups as cohorts (classrooms) leave the building in grades 5-8. We are asking families not to congregate before or after school and wear masks during pickup when they are near the doorways. It is recommended that parents stay in their cars during dismissal time for upper elementary and junior high grades.



Movement in School - Students will travel in their cohorts (homerooms) during the school day. This also applies to our students participating in preparation of the morning announcements prior to school. Cohort based groups will be created to help with morning announcements. Classroom collections and communications folders materials will be using a pick-up system to limit students having to walk down to the office. Communications will be sent home once or twice per month, instead of weekly, depending on essential materials that need to be in hard copy form. Weekly email communications will be sent home through SchoolMessenger emails with attached documents as in past years. This will lessen the amount of paper needed to be sent home in the Wednesday communications folders. Some medications, asthma inhalers, etc. may be stored in classrooms in order to lessen student movement to the office and throughout the building. Other medications will have to remain in the office.

Teacher Movement - Teachers in departmentalized classes in junior high, upper elementary grades, and special classes will travel to each homeroom classroom rather than having students move classrooms. This will prevent cohorts from moving from class to class, which would require cleaning and disinfecting of each classroom after each period. Gym class will meet outside when weather permits and computer class will meet in the computer lab after cleaning and disinfecting takes place of keyboards, tables, and chairs after each class period.

Wellness/Temperature Checks - We will need 12 non-contact thermometers, one for each Homeroom and an additional one for the Office. The school has placed an order. Wellness or temperature checks will be performed upon entry into school at each entry point by the teacher, and students will be asked the following questions every day: "Do you feel sick in any way? Do you have a cough or fever?" Any student who identifies as feeling sick should be sent home. Masks must be worn. Anyone with a temperature of 100.4 degrees or higher will be sent home. Students with a fever during the school day will be supervised in an unused classroom, (the Isolation Room) in Room #1 until they can be picked up. Anyone sent home with a fever must have a doctor's note and be fever free for 72 hours in order to return to school. Each day, hand washing or use of hand sanitizer by each student is also required upon entry into the building and throughout the school day.

Lunch - Lunch may be eaten in classrooms, but classrooms can be combined with no more than 50 students in the lunchroom at one time. After each usage in the lunchroom, the area must be cleaned and disinfected before a new cohort enters. No sharing of food is permitted at any time. Below is the schedule of our lunch periods: Kindergarten and 1st grade will eat together at 11:00 a.m., but cohorts (homerooms) must be separated by 6 feet in the lunchroom. We currently have 33 students registered in these two grades, under the 50 maximum. Grades 2nd-4th grade will eat together during the 11:35 lunch period. There are currently 43 students in these grades, so we are under the 50 maximum. Preschool will have to eat in their classrooms with PreK aides supervising. Grade 5-8 will have two sections alternating weekly in the lunchroom and classrooms during the 12:15 lunch period. Grades 5 & 6 currently have 47 students and will alternate weekly with grades 7 & 8 in the Lunchroom and in their classrooms. 7th and 8th grade have 42 total students. Food Service Professionals (FSP), our hot lunch program will be available for students who order in advance.

Recess/Outside Instruction - Cohorts will need to be 30 feet or more away from other groups. Masks can be removed and placed in a paper bag when outside. Students must maintain social distancing of 6 feet within their cohort. A schedule will need to be completed to assign location and times for recess during the school day. The play set will not be available at recess until further notice. Teachers are being encouraged to plan lessons for outdoor learning with their class as weather permits. This will give the students time to be in the fresh air and help with their social-emotional health to spend more time outside in the fresh air.

Water Bottles - Students and employees may bring refillable water bottles from home. Water bottles should be kept closed when not in use. Students and employees may take short sips of water by moving their mask aside. If masks become wet due to drinking water, they should be immediately replaced.

Large Gatherings - Assemblies or other large gatherings will not be scheduled or be cancelled. We are working on a Mass schedule that will allow some grades to attend Mass weekly on an alternating basis or smaller groups. Field Trips are not permitted or being scheduled at this time.

Before & After Care - Extended Care is permitted. Students must be spaced out and separated by cohorts (homerooms). A larger room may be needed (lunch room, gym, Beyenka Hall, or outside) for social distancing and spacing depending on the number of students in extended care. Sharing of snacks and materials is not permitted.

Mental Health/Social Emotional Learning - St. Monica Academy is committed to all of our students in this area. Due to COVID-19, students may need support now more than ever. We will support students with in-class lessons focused on the whole child. We have added a Family Life supplement to our RCL Benziger “Blest Are We” religion series for all grades that supports the emotional well-being of each child. We will also use enrichment time to help students work through the emotional and social challenges we are facing during this pandemic. Teachers will place a large amount of their time on these supports including resources from CASEL Care Initiative and additional materials provided on the Office of Catholic Schools resource page. We also have a school counselor, available to support the social and emotional needs of our students.

Athletics and Extracurricular Activities - We are awaiting further information and clarification from the Archdiocese and state regarding athletics and extracurricular activities. We will follow IDPH and ISBE requirements for social distancing, appropriate use of PPE, limiting numbers of individuals in one space, and cleaning and disinfecting to prevent the spread of COVID-19. The latest information is saying that fall sports may be cancelled. More information will be provided to parents when it becomes available. Athletics and extracurricular activities will follow the guidelines given to us by the Office of Catholic Schools and the Illinois Elementary School Association (IESA).

Band - Rehearsals for small groups (15 or fewer) may take place for non-wind instruments such as percussion, only if students are using social distancing. Wind instruments, brass and woodwinds are not permitted on site. Rehearsals must occur virtually for wind instruments.

Playground - Playground equipment will be closed for student use depending on guidance throughout the year. If playground equipment is closed, areas will be marked off and inaccessible for students. If playground equipment is opened, it will be disinfected between usage of another cohort.

School Pictures - Picture Day - Picture Day should follow these guidelines: Cohorts should not be mingled for photos (cohorts should generally go to pictures together vs. individual students). Social distancing (more than six feet) with the photographer must be maintained. Masks may be removed by students during pictures. However, they should be placed in designated and individualized paper bags. Students must remain at least six feet distant from all others when masks are removed. Any surface that is touched by students during photos should be cleaned between every use. The photography area needs to be generally cleaned between cohorts.

Visitors - All visitors will be subject to health screening and compliance with masks, social distancing, and hygiene guidelines.

AIDS

It is the policy of St. Monica Academy to provide a safe and healthy environment for the students. Therefore, the following guidelines will be used when dealing with students who have been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex) or other illnesses caused by HIV (Human Immune Deficiency Virus), that causes AIDS also known as HTVL, VIII or LAY. Throughout this policy it will be known as AIDS Virus.

Parents and guardians have a moral obligation and legal responsibility to report to St. Monica Academy administration when any child has been diagnosed as having AIDS Virus.

In order to protect confidentiality when a child with the AIDS Virus is admitted to school, there shall be a minimum of school personnel made aware of the child's condition to assure proper care of the child.

St. Monica Academy community will act to educate and foster compassion for individuals and families faced with this challenge.

Bicycle

The Police Department recommends that children below third grade should not ride bicycles to school. If parents request this privilege, a written notification must be on file in the school office. Periodically the police inspect the bicycles, which must be in safe condition and properly licensed. While precautions are taken, the school cannot assume responsibility for bicycles at school. All bicycles are to be locked in the bike rack area near the main entrance of the school. All bicycles are to be walked on the school premises. Any child who violates the safety regulations about bicycles will have riding privileges suspended.

Child Abuse

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. (August, 2009)

Classroom Snacks and Parties

*Please see the COVID reopening plan, during this time birthday treats are not allowed

In those classes with designated snack times, parents are requested to provide children with appropriate and nutritionally sound snacks.

For birthdays, please attempt to bring a "healthy alternative" treat whenever possible. Arrangements for class treats should be made in advance with the classroom teacher. There is a possibility that some students have peanut and other food allergies. ALL CLASSROOM TREATS FOR PARTIES NEED TO BE STORE BOUGHT in order to ensure students can recognize ingredients and possible allergens. Also, NO PEANUT PRODUCTS OR TREE NUT PRODUCTS should be brought in as treats. This can include products that say "May Contain Nuts." Please check the label of products for classroom parties. (August 2015)

Communicable Disease

These procedures are in accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health.

1. Notify the school office immediately when your child has a communicable disease or COVID-19

2. The following diseases require exclusion from school, but no written release from a physician is needed to return to school.
 - Chicken Pox - not less than six days after eruption of the rash.
 - German Measles - five days after appearance of rash.
 - Mumps - nine days and until all swelling is gone.
 - Conjunctivitis, Strep Throat, and Pink Eye - 1 full day
3. All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school.
4. If your child has a sore throat, earache, discharge from the nose, skin rash eruptions, eye infections, or elevated temperature of 100 degrees or any symptoms of COVID-19, **THE CHILD SHOULD BE KEPT AT HOME**. Any cases of COVID-19 will require a 14-day quarantine and a note from their doctor to return to school. Any additional students exposed will also have to be quarantined for 14 days.

Dental & Vision Exams

The state of Illinois has adopted mandates that require proof of dental exams for students in grades kindergarten, second, and sixth and vision exams in kindergarten. (August 2008)

E-Learning Days (Remote Learning)

E-Learning involves online or teacher prepared lessons that students do when away from the physical school building. By using digital devices and by making provisions for students without such devices, education can continue even when students are not in the same location due to weather or other unforeseen circumstances. E-Learning Days will include work in 4 core subjects, including religion. Students will access E-Learning assignments through a digital platform to be determined in grades 3-8 with teachers being available for students to contact until 3:00 p.m. Assignments will be posted by 9:00 a.m. with the classroom teacher being the main resource for assistance. Students in grade PreK-2nd will have some planned academic requirements on these days but will be limited in scope. (August 2019)

We believe that our students learn best in the classroom with peers under the guidance of their caring teacher. **At this time, we are intending to follow our In-Person Learning Plan in a safe environment with all precautions set forth in the SMA Reopening Plan. However, we are now offering a new e-learning option if families do not feel comfortable attending in-person learning when the school year begins on Monday, August 24th.** This new e-learning option will be conducted by our own SMA teachers, not Catapult Learning, which was the host in the previous plan. Please note, if you choose the e-learning option, your child's schedule will mimic that of the students in the school building, which would be different from the schedules below.

During these unprecedented times, it may be necessary to temporarily move all teaching and learning out of the school building and into the homes for all students. We will be prepared for all circumstances. Some families may choose the e-learning option from the start of the year and their schedule will be the same as the students in the school building. Class schedules for e-learning would be similar to the ones below if everyone in the class is on e-learning or if the entire school is on e-learning.

Our staff at St. Monica Academy has learned a lot in the past months being separated from our students and our school building. We have taken what we learned during the pandemic, and now we want to improve and build upon our E-Learning Plan in the event it is needed. Our staff has worked together to gain

feedback from our knowledge of our recent experiences at the end of last school year. This plan is the result of these efforts and is available in the event we need to implement e-learning in the future. Just as our In-Person Learning Plan is a living document, this E-Learning Plan is subject to change depending upon current conditions.

We know that our parents are the first teachers of their children. In the case of e-learning, we have added specific responsibilities for making sure each student is participating in classes. During the transition times to remote learning or back to in-class learning, we realize that adults set the tone for their children. We ask that parents familiarize themselves with our E-Learning Plan and In-Person Learning Plan. We want all of our students to give their best effort during e-learning or in-person learning. Remind your children that they are participating in an important time in our history. Children will be watching the reactions of the adults around them and will respond accordingly. We know that these are challenging times for all of us. We also know that it is okay that things aren't perfect. In the end, we want our students to learn and feel safe as we work through these temporary conditions. We thank you for partnering with us to provide the best possible instruction, which may include e-learning at some point in the future.

Guidelines for our e-learning plan are as follows.

- Mr. Coleman will send his SchoolMessenger morning video at 8:00 a.m. on Mondays and Fridays of each week if the whole school is on e-learning.
- All grade levels will begin the day with a morning meeting with their teacher to set structure to the day and to provide social and emotional support during these stressful and isolating times.
- Books and workbooks will be sent home or picked up at school as well as daily/weekly schedules and expectations for online Learning Management Systems (LMS) on a date to be determined. We have decided on Schoology as our LMS for grades 2-8 and Class Dojo with Zoom for PreK-1st Grade.
- Daily attendance will be taken during e-learning days. For students that see multiple teachers in one day (i.e. junior high students), attendance will be taken at the beginning of every synchronous meeting.
- Daily schedules will mimic the school day and be based upon 5 hours of instruction and independent work. Our goal is 2.5 hours of synchronous teaching of course content or live teaching with interaction of students. In Preschool, our goal is a total of 2.5 hours of instruction and independent work with 1 to 1.5 hours of that amount as live teaching. We will depend on teacher judgement to monitor this at the PreK level.
- Teachers will follow their typical, grade level year-long plans, adapted for e-learning.
- Consistent school-wide learning platforms will be used.
 - o PreK - 1st: Class Dojo and Zoom
 - o 2nd-8th: Schoology which is a product of PowerSchool and interfaces with it..
- Students will receive regularly scheduled synchronous (face-to-face time) with their teachers in PreK-8th. This will be a live feed that will mimic the in-class schedule. Students choosing e-learning will need to tune in at the beginning of each period when content is delivered for each class.
- Teaching will include a balance of small and large group instruction.
- All grade levels will take part in social/emotional learning (SEL) to support their emotional well-being.
- Regular assessment and feedback of work will be provided to students.
- Weekly schedules will include regularly scheduled specials classes including PE, Music, Library, Spanish, and Technology. Final Schedules may be picked up with textbooks and workbooks during the week of August 17th. If you choose e-learning, your schedule will be the same as in-class learners. The schedule below will not go into effect if there is in-class learning.

Daily Schedules for Whole School E-Learning

Monday - Friday when In-Class Learning is not possible for the entire class or whole school.

Important Note: All of the schedules below are drafts if in-person learning is not possible for the entire class or school.

Preschool

9:00-9:30am	Attendance/Morning Meeting/SEL/Religion (whole group)
9:30-10:00am	Break/Snack/Bathroom
10:00-10:30am	Small Group 1 (small group/meet every day)
10:30-11:00am	Small Group 2 (small group/meet every day)
11:00-11:30am	Small Group 3 (small group/meet every day)
11:30am-12:00pm	Story Time (whole group)
12:00-1:00pm	Lunch/Recess
1:00-2:30pm	Rest Time
2:30pm	End of Day Meeting/Prayer

Kindergarten

9:00-10:00am	Attendance/Morning Meeting/SEL/Religion/Literacy Lesson (whole group)
10:00-10:30am	Break/Snack/Bathroom
10:30-11:00am	Small Group 1 Literacy/ Math/ Writing Varies (meets every day)
11:00-11:30am	Small Group 2 Literacy/Math/Writing (meets every day)

11:30-12:00pm	Small Group 3 Literacy/Math/Writing (meets every day)
12:00-1:00pm	Lunch/ Recess
12:30-1:30pm	Independent work based on lessons/ I-Ready
1:30-2:00pm	Religion
2:00-2:30pm	Special
2:30pm	End of Day Meeting / Prayer

Grade 1

8:45-9:30am	Attendance/Morning Meeting/SEL/Religion (whole group)
9:30-10:00am	Break/Snack/Bathroom
10:00-10:30am	Literacy Group 1 (small group/meet every day) Writing
10:30-11:00am	Literacy Group 2 (small group/meet every day) Writing
11:00-11:30am	Literacy Group 3 (small group/meet every day) Writing
11:30am-12:00pm	Math (whole group)
12:00-1:00pm	Lunch/Recess
1:00-1:30pm	Math Independent practice or i-Ready Math
1:30-2:00pm	Science or Social Studies
2:00-2:30pm	Special
2:30pm	End of Day Meeting/Prayer

Grades 2-4

	2nd	3rd	4th
8:45- 9:15	Attendance/	Attendance/	Attendance/

	Morning Meeting/ SEL/Religion (whole group)	Morning Meeting/ SEL/Religion (whole group)	Morning Meeting/ SEL/Religion (whole group)
9:15- 9:30	Break and gather materials.	Break and gather materials.	Break and gather materials.
9:30- 10:15	Literacy- (9:30-11:00) (small groups /meet every day) Writing	Math-Whole group intro followed by small group work or i-Ready	Reading-Whole group intro followed by small group work
10:15- 10:30		Break and gather materials.	Break and gather materials.
10:30- 11:00		Special	Special
11:00- 11:45	Math with Ms. Fricano	Reading with Mrs. Rosenbusch	LA- Grammar/ Writing/ Vocab
11:45- 12:45	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:45- 1:45	12:45- 1:15 Social Studies/ Science 1:15- 1:45 i-Ready	LA- Grammar/ Writing/ Vocab with Mrs. Cerjak	Math-Whole group intro followed by small group work or i-Ready with Ms. Fricano
1:45- 2:00	Snack	Break and gather materials.	Break and gather materials.
2:00- 2:30	Special	Social Studies/ Science	Science
2:30- 3:00	End of Day Meeting/ Prayer	End of Day Meeting/ Prayer	Social Studies/Prayer

Grades 5-8

	5th	6th	7th	8th
8:30 - 8:45	Homeroom/ Attendance/ SEL	Homeroom/ Attendance/ SEL	Homeroom/ Attendance/ SEL	Homeroom/ Attendance/ SEL
9:00-9:30	Math	S S	Special	Read
9:45 - 10:15	Read	Math	Science	Special
10:30 - 11:00	Science	Read	S S	Math
11:15 - 11:45	S S	Special	Read	Science

11:45 - 12:45	Lunch	Lunch	Lunch	Lunch
12:45 - 1:15	Special	Science	Math	S S
1:30 - 2:00	English	Religion/ Family Life/ SEL	English	Religion/ Family Life/ SEL
2:15 - 2:45	Religion/ Family Life/ SEL	English	Religion/ Family Life/ SEL	English

Emergency Form

An Emergency Form for each family will be sent home with the oldest child during the first week of school. Please complete and return it immediately. Parent signatures are required on this form. In case of an accident at school, first aid will be administered. When neither parent can be reached, the persons indicated on the form are contacted. If the child is too ill to remain at school, the home is contacted and arrangements are made for the child to be taken home.

Emergency Medical Plan

The following is the emergency medical plan for St. Monica Academy. This plan was designed in June of 2005 according to the proposed rule issued from the Illinois Department of Public Health.

Description of Medical Emergency Responses: St. Monica Academy personnel have been instructed to immediately call 911 in the case of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person to believe that the sick or injured person requires urgent or unscheduled medical care. They are instructed to err on the side of caution. Personnel carry cell phones in order to be able to respond immediately. St. Monica Academy has installed an Automatic External Defibrillator (AED) in the school gymnasium.

Selected staff members have been instructed in the use and maintenance of the AED as part of our annual in-service on medical related issues. Yearly, faculty members are instructed in basic procedures for dealing with medical emergencies. They are also told about any individual students or faculty members who have specific medical needs. Emergency information is kept on file for each student and faculty member. Copies of these forms will be routinely given to paramedics in the event a person needs to be sent to the hospital.

In any medical emergency, staff members are instructed to also immediately notify the school office after calling 911. Parents/guardians are immediately notified in case of medical emergencies. Students and staff members are instructed to ask other adults for assistance in emergencies and are aware of who is nearby at various times during the school day. (August 2007)

Emergency School Closing

If it is necessary to close school because of weather conditions or another reason, the Emergency Closing Center will be notified and reported to families on CBS, FOX, WGN, NBC, and ABC on radio and TV stations. Families will also be informed through the SchoolMessenger telephone and email broadcast system. (August 2014)

Fire Drills & Crisis Management

Local fire regulations state that fire drills should be conducted a minimum of 3 times within the school year. During fire drills, silence and rapid walking are expected and perfect ranks are to be maintained. There will also be a Crisis Management drill conducted one time per year. During this drill a tight lockdown response is required.

(August 2008)

Health Record Requirements

Your child's health is an important factor in his/her progress in school and can influence his/her work considerably.

State regulation requirements for Kindergarten, 6th Grade and all new students:

1. Physical examination including immunization against Polio, DTaP, Measles, Mumps, and Rubella, and Hepatitis B.
2. All children in preschool must provide proof of immunization against Hib.
3. All children must provide proof of immunization against varicella/chickenpox.
4. Please also refer to the dental/vision section of the handbook for dental and vision requirements.

These health records must be on file in the school office by the first day of school or the child will not be admitted to school. All health records must be dated **August 24, 2020 or later** to be valid. **All sections must be completed and signed.**

Medications

Parents or guardians have the primary responsibility for administering medication to their children. Medications are to be administered during school hours only with proper authorization from a licensed prescriber. The medication authorization form must be completely filled out and signed by the licensed prescriber and parent/guardian prior to administration. Medication must be provided to the school by the parent/guardian in the original pharmacy container, clearly labeled.

A student may self-administer his/her asthma medication with proper authorization, including physician's order, a physician's signature, and parent/guardian signature while in school.

The parent/guardian will be responsible at the end of the treatment period for removing from school any unused medication, which was prescribed for their child. Any medication that is not removed by the parent will be disposed.

(August 2005)

Skateboards, Roller Blades, Heelys and Scooters

Skateboards, roller blades, heelys shoes and scooters are not permitted on school grounds during school hours. They pose a safety hazard to those riding them and to pedestrians on the sidewalks. Students are not allowed to ride any of these to or from school.

Tornadoes

Tornado Watch - Conditions are present which encourage the formation of tornadoes although none sighted. No student will leave the school premises prior to dismissal time unless accompanied by a parent or responsible adult. Students will be instructed to go directly home. A tornado drill is conducted in early March to familiarize students with procedures in the event of a real emergency.

Traffic

Parents are asked to follow the flow pattern of SOUTH on NOTTINGHAM, WEST on CARMEN and NORTH on MONT CLARE at arrival and dismissal time. Parking in the Carmen lot is not permitted. For SAFETY of the children, please drop off students and drive away. Blocking the cross walks and double parking is not permitted.

Winter Temperatures

It is the responsibility of parents/guardians to make sure that their children are dressed appropriately to participate in daily recess breaks and school arrival and dismissal. Students will go outside for recess unless recovering from an illness or the weather does not permit it.

The guidelines that St. Monica Academy will follow for outside activities and morning arrival during the winter are as follows:

<u>Temperature (F)/ Wind Chill</u>	<u>Maximum Time Outside</u>
15 degrees or warmer	unlimited
0 degrees to 15 degrees	20 minutes
Below 0 degrees	Students stay inside

If a student needs to stay inside during recess due to illness or injury, a parent note will be necessary. A doctor's note will be required for additional days inside.

Discipline and Conduct

Conflict Management

We recognize that conflict can occur between child/student and the teacher or the parent and the teacher. In such case, the following is our procedure for managing these situations.

Teacher/Student

- o Teacher and student will try to find an agreeable solution to the issue.
- o If a solution is not agreeable, the parent/guardian will be asked to attend a conference with the student and teacher.
- o If still no resolution is reached, the principal, parent/guardian, student and teacher will have a conference and a student contract with its consequences will be agreed upon.

Teacher/Parent:

- o Teacher and parent/guardian will try to find an agreeable solution to the issue.
- o If a solution is not agreeable, the principal will be asked to attend a conference with the teacher and parent/guardian.
(August 2003)

Corporal Punishment

Our philosophy does not recognize the use of corporal punishment. All teachers have been instructed that if a child/student is misbehaving to such a degree that classroom instruction is interrupted, the child/student is sent to the office. The parent will be notified to pick up the child/student and must have a conference with the principal and teacher before the child/student may return to the classroom. (August 2003)

Dress Code Regulations

Parent cooperation is expected and appreciated in the area of uniform and dress code at St. Monica Academy. Please read the following section regarding dress code with your child(ren).

- Girls**
- No make-up
 - No nail polish
 - Stud earrings only
 - No hanging earrings/jewelry, distracting jewelry or accessories, body piercing, tattoos
 - No colored T-shirts under school top
 - No hair "tails", shaved or colored hair (natural-tone highlighting is acceptable)
 - Hair Styled Neatly
- Boys**
- No hair below the collar and neatly trimmed above eyebrows
 - No hair "tails", moussed hair, razor cuts shaved or colored hair (natural-tone highlighting is acceptable)
 - No earrings, jewelry, piercings, tattoos
 - No colored T-shirts under school shirt
 - No facial hair.
- All**
- Dress shoes or gym shoes in black, brown, blue or white (no bright colors or patterns)
 - No "high tops" (*ex. Shoes above the ankle bone*), boots, sandals, crocs, clogs, flip-flops, slippers, or moccasins (August 2013)

Gang Activity

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

The following may be subject to disciplinary action:

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

Parents/Guardians and law enforcement are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in suspension and/or expulsion.

Gym Class

All students must be in complete gym uniform on their designated gym days. Students should wear their gym uniforms to school on gym days. Gym shoes must be tied or secured with Velcro. **ONLY GYM**

UNIFORMS PURCHASED THROUGH THE ATHLETIC BOARD ARE ACCEPTABLE. Order forms are available in the school office.

- Grades 1 - 3 Uniform navy shirt and shorts. Only uniform issue sweat pants are acceptable. Students may wear uniform issue gym clothes during the school day on gym days.
- Grades 4 - 8 Uniform issue T-shirt and blue mesh shorts. Students may wear uniform issue gym clothes during the school day on gym days.

To be excused from Physical Education, a written request from the parent is required. Prolonged absences from Physical Education require a note to that effect from a physician.

Hazing

Hazing activities are a crime and will not be tolerated. Any incidents of hazing need to be reported immediately. The Cook County Sheriff of Illinois defines hazing as:

- A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
 - The act is not sanctioned or authorized by that educational institution; and
 - The act results in bodily harm to any person

(August 2013)

Non-Uniform Days

During the year, there are occasional non-uniform days. On “dress-up” days, students should wear presentable looking clothing. On other occasions, there will be “jeans days”. Jeans are acceptable on these days as well as garden/planting days, where selected classrooms meet in the garden as part of the SEEDS curriculum. No T-shirts with writing, tank tops, or shorts are acceptable on these days.

Plagiarism

Plagiarism is the act of taking a piece of writing from someone else and presenting it as being your own work. The consequence for plagiarism is the following: no credit/zero for the assignment and a possible detention.

(August 2005)

School Discipline Policy

In guiding the child's growth, we are concerned with the development of responsible behavior. The essence of Christian discipline is the development of a personal value system, which acts as the motivational force of self-discipline. Guiding the child to form Christian values is the major role of the parent and educator. Discipline is essential to any school that hopes to achieve its aims. St. Monica Academy emphasizes the positive aspect of regulations and order, and believes with every right a child may have, there is a corresponding obligation. Teachers will make every effort to recognize and reward positive, constructive behaviors.

Students and teachers will work together to form rules, consequences and rewards at the beginning of the year. Parents will be informed of these policies during Back-to-School Night in September. We hope to elicit a feeling of ownership, a sense of obligation to follow the rules and a high degree of support from the parents.

Disobedience, breaking school rules or classroom rules, cannot be tolerated. Continuous lack of effort, disregard of instruction, overly disruptive behavior in and around school, disrespect toward teachers, supervisors, aides or neighbors in the community demonstrate a negative behavior pattern that must be corrected.

For Grades 5 - 8 demerits will be used to help the students and parents recognize disruptive and/or non-constructive behavior in the classroom and school. These demerits will be sent home to be signed by a parent and returned the following day. Students receiving three (3) demerits in one quarter will serve a 90-minute detention, scheduled by the principal. The next demerit will cause a mandatory meeting with their parents and the Principal. Honor Roll status will be denied for any student receiving a detention for that quarter. (August 2007)

If your child fits into one of these categories, he/she will have to accept the appropriate consequences that may range from spoken reprimands, deprivation of privileges, detention, special conferences with parents, suspension, to the most severe punishment, expulsion.

Fighting:

Fighting at any time or anyplace is forbidden and warrants punishment beyond regular disciplinary action. Suspension is the consequence for excessive physical and/or verbal fighting.

Snowball Throwing:

Snowball throwing on school premises is dangerous and is therefore forbidden. Any child/student who throws snowballs will receive a demerit.

Tardies:

Tardiness may cause an interruption in the classroom. Three unexcused tardies per quarter will result in a 1-1/2-hour detention for grades 5 through 8. (August 2007)

No Gum

Chewing gum is not permitted in school.

Bullying & Harassment

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

All school staff model positive behavior and strive to establish a culture of acceptance, compassion, and forgiveness. Students are taught how to address bullying in a manner consistent with our Catholic mission. Preventative measures are in place at St. Monica Academy to establish a climate in which bullying never occurs. St. Monica Academy implements many preventative strategies against all forms of bullying.

Bullying acts may be:

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

Any form of bullying is wrong and will be dealt with speedily and effectively when it occurs. St. Monica Academy is committed to values of tolerance and respect for others. St. Monica Academy is opposed to all forms of bullying or harassing behavior. Any complaints of bullying should be reported directly to the school Principal, and will be investigated immediately with consequences for substantiated complaints.

(August 2019)

Additional Supports for Bully Prevention and Social-Emotional Issues

Student safety is our first responsibility and St. Monica Academy has many supports listed below to help our students fight against bullying and other social-emotional issues:

- A school counselor is on site weekly to assist/support any social issues as needed including social-emotional supports, social media concerns, and bully prevention strategies.
- Anti-Bully messages are posted throughout the school year. The month of October is dedicated to bully prevention, social awareness, self-management, and respect to all. These themes are included in school activities, assemblies, lessons, student pledges, banners/signs posted around the school, and students role playing at all-school assemblies and on morning announcement broadcasts throughout the school year.
- The school psychologist/counselor hosts classroom talks for various grades and uses art therapy to help students work through social issues they may be experiencing.
- Student Programs and Teacher Inservices: St. Monica Academy hosts speakers on topics of respecting others, bully prevention, cyber safety, and social media with various programs including the Cook County Police and the Chicago Police Department as presenters. These are additional supports related to social issues that our children may encounter. Teacher Inservice Days focus on effective student relationships, conflict management, bully prevention, and strategies to help teachers support their students.
- In various forms, students are instructed in character education, enrichments classes, and through Catholic Religious Education classes that emphasize respect and dignity for all on a daily basis.

- St. Monica Academy follows the Social Emotional Learning Standards on the Illinois State Board of Education (ISBE) website at <https://www.isbe.net/Pages/Social-Emotional-Learning.aspx> . These are standards that we uphold in the classroom and teach throughout the school year promoting self-management, social awareness, interpersonal skills, positive relationships, and handling challenging situations in a positive way.
- St. Monica Academy is also certified by Common Sense, an online safety curriculum for awareness and prevention of cyber bullying that is taught during computer class time.

All members of our school community have an important part to play in fostering an atmosphere so that each individual feels cared for and valued. At St. Monica Academy, all forms of bullying or harassing behavior are taken seriously. All complaints are investigated immediately and appropriate action taken. Information gathered will be kept confidentially on file should behaviors persist. Parents of all children involved will be kept informed. If bullying or harassing behavior is persistent, suspension or expulsion may result. (August 2019)

Suspension:

Suspension is the isolation of the student from some or all school activities. Except in unusual cases, the suspension should not exceed a week. Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected pupil in overcoming a disciplinary problem. After the third detention a student will be suspended for two days.

Expulsion:

Expulsion is the termination of the student's privilege to attend the school and requires transfer of the pupil to another school. Except in extreme cases, expulsion will be imposed only after a period of suspension and/or probation. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment or to assist the affected pupil to overcome a disciplinary problem.

School Uniform Regulations

St. Monica Academy students wear a specified dress uniform and gym uniform. Parental supervision is required to insure your child's compliance with uniform and dress code. Children not in complete uniform are expected to present a written note by the parents to the teacher.

Uniforms may be purchased at Dennis Uniform Co. 7055 W. Higgins Ave. Chicago, IL 60656 Ph. 708-669-7944. Gym uniforms must be purchased through the Athletic Board. Order forms are available in the school office. (August, 2018)

****All Students Must Wear a mask in school until further notice and follow all Safety Guidelines until we reach Phase 5. (August 2020)**

Girls

Grades 1-3

- Kemper Plaid Shift* V-neck, box pleats- no shorter than 2" above the knees.
- Polo White with collar, short or long sleeve, polo must be tucked in
- Sweaters Solid navy in any style
- Socks Solid navy or white knee-hi's or ankle length

Sweatshirts/Hoodies Navy uniform issue or navy with St. Monica logo (Hoodies August 2020)
Fleece full-zip with St. Monica logo (August, 2018)

Pants Solid Navy, no cargo pockets

Walking Shorts Only uniform issue may be worn August-October and April-June

**Pants may not be worn under the uniform (i.e. pajama pants, leggings, etc.)*

Grades 4 - 5

Kemper Plaid Skirt/Skort* Box pleats, or w/ tabs –no shorter than 2” above the knees

Polo Navy with collar, long or short sleeve, non-banded polos must be tucked in

Slacks Solid Navy, no cargo pockets

Sweaters Solid navy in any style

Socks Solid navy or white knee-hi's or ankle length (not below the ankle)

Sweatshirt/Hoodies Navy uniform issue or navy with St. Monica logo (Hoodies August 2020)
Fleece full-zip with St. Monica logo (August, 2018)

Walking Shorts Only uniform issue may be worn August-October and April-June

**Pants may not be worn under the uniform skirt (i.e. pajama pants, leggings, etc.)*

Grades 6-8

Kemper Plaid Skirt/Skort* Box pleats, or w/ tabs –no shorter than 2” above the knees

Polo Dark Green w/ St. Monica Logo, collar, long or short sleeve, White with collar,
long or short sleeve, non-banded polos must be tucked in

Sweater Solid navy in any style

Socks Solid navy or white knee-hi's or ankle length (not below the ankle)

Sweatshirt/Hoodies Navy uniform issue or navy with St. Monica logo (Hoodies August 2020)
Fleece full-zip with St. Monica logo (August, 2018)

**Pants may not be worn under the uniform skirt (i.e. pajama pants, leggings, etc.)*

Note: Any non-compliance to the above will result in a demerit

Boys

Grades 1-5

Shirt Powder blue knit short or long sleeve. Shirt must be tucked in.

Pants Navy (must be dress pants with belt)

Sweater Solid navy any style

Sweatshirt/Hoodies Navy uniform issue or navy with St. Monica logo (Hoodies August 2020)
Fleece full-zip with St. Monica logo (August, 2018)

Walking Shorts Only uniform issue may be worn August-October and April-June (August 2005)

Grades 6-8

Shirt	Dark Green knit short or long sleeve, with St. Monica logo. Shirt must be tucked in.
Pants	Khaki (must be dress pants with dress belt, no oversized pants or cargo pockets)
Socks	White only, no below the ankle socks
Sweater	Solid navy any style
Sweatshirt/Hoodies	Navy uniform issue or navy with St. Monica logo (Hoodies August, 2020) Fleece full-zip with St. Monica logo (August, 2018)
Walking Shorts	Only uniform issue may be worn August-October and April-June, khaki (August 2005)

Note: Any non-compliance to the above will result in a demerit

Kindergarten

Navy blue sweatshirt, sweatpants, T-shirt, and shorts with St. Monica logo available through St Monica Athletic Board.

Search of School Property

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

(August, 2009)

Sexual Harassment

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

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

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

Substance Abuse

Anytime a student is representing St. Monica Academy, whether in the school, on school grounds, during the school day, or at school sponsored activities extending beyond the regular school hours, substance abuse of any kind is strictly prohibited. Substance is defined as illegal drugs, drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they were intended.

(August 2006)

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure, environment:

- o Students shall not carry, possess or use weapons in school or on school premises.
- o Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapons violations as well as physical battery on a teacher or staff member, to the local police, and Illinois State Board of Education (ISBE). The weapon is turned over to the local police jurisdiction.

(August, 2014)

Athletics and ExtraCurricular Activities

ExtraCurricular Academic Code

We seek to create a learning environment where all children can develop to their fullest potential. This is brought about through the integration of an academic program with active involvement in athletic and extracurricular pursuits (i.e. student government, band, sports, etc.) within a Christian community. Academics must always be a priority.

Therefore:

1. Participation in all extracurricular activities is contingent upon maintaining a "C" average in all academic areas and remaining detention-free.
2. Failure to abide by the academic code will result in temporary suspension from the activity. Students, teachers and parents will communicate expectations for reinstatement. Three suspensions will result in permanent removal.

Student Activities

Many opportunities that enrich and support our curriculum are available for students' involvement.

Altar Servers: Students in grades 4-8 have the opportunity to receive training and guidance in order to serve during liturgies for school and parish. We encourage students to participate as a way to practice and deepen their faith.

Band: Students in grades 4-8 are encouraged to join our Band Program. Registration takes place in September. Weekly band lessons and band practice continue through May. Band fees are in addition to school tuition.

Athletic Programs: Programs are directed by the Athletic Board and the Athletic Director. The members of the Athletic Board as well as the coaches will strive to educate the minds as well as the bodies of our students in a Christian manner. Teams are formed as players and coaches permit.

St. Monica Junior High Teams are members of the City-Suburban Catholic Conference.

- o Cross-Country, Basketball and Track are available to both boys and girls in grades 4-8.
- o Volleyball, boys and girls grades 4-8.
- o Girls Softball and Boys Baseball, grades 5-8.

- o Soccer, Co-Ed, grades 5-8

Scouting: St. Monica Parish offers all levels of scouting for boys and girls. Meetings and trips take place after school hours and on the weekends.

Newspaper: Junior High students produce the school newspaper, the SMA INFORMER.

Student Council: This is a student government organization, which promotes school spirit and service to the school community. Students in grades 6-8 are elected to the council and must maintain a “B” average. (August, 2018)

Yearbook Staff: Junior High students assist in the production of the annual school yearbook by taking photographs and designing the layout of the book.

Academic Challenges: Our students are proud to represent our school at many academic competitions during the school year such as: Science Fair, Essay and Art Contests and others.

After-School Enrichment Classes: These classes are offered and vary from year to year based popularity. (August, 2018)

Technology and Electronic Devices

Smartphones/Cell Phones

Smartphones or cell phones are not to be used in the school building without proper authorization. Unauthorized use of these phones and electronic devices will result in these devices being taken away and/or loss of the privilege to have these devices at school. All phones should remain turned off during the school day and in a student’s backpack or collected by teachers at the start of the school day.

(August 2013)

Electronic Games

Electronic gaming systems are not allowed at school. (August 2013)

Personal Electronic Devices/IPads/Tablets

Students in grades 4-8 are allowed to bring to school personal electronics, such as iPads, laptops, or tablets. Such devices should be used for educational purposes only and at the teacher’s discretion. Students may not use their devices for inappropriate communication, texting, personal emails, social networking, or gaming. The student and their parents take full responsibility for their device. The school is not responsible for the loss, damage, misuse, or theft of personal devices brought to school. The school reserves the right to inspect a student’s personal device. Violations of the school’s policies or unauthorized use may result in these devices being taken away and/or the loss of the privilege to have these devices at school.

(August 2013)

Powerschool and Parent Portal

In accordance with the Archdiocese of Chicago Schools, St. Monica Academy currently utilizes Powerschool to track student attendance, student information, and for grade keeping purposes. The ParentPortal is available as a resource for parents in grades 4-8. Parents have the opportunity to view classroom assignment postings and their child(ren)’s grades. Please contact the school office if you are in need of a username/password, or more information.

(August 2013)

Technology Use

St. Monica Academy provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right. This year, a set of 35 iPads and 25 Chromebooks have been purchased by the school for student classroom use.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. The St. Monica Academy Acceptable Use Procedures are intended to clarify these expectations as they apply to computer and network usage in school.

Student access to the school's WiFi is at the principal's discretion. Students must respect the use of any Wi-Fi codes. Students may not download any files (ex. E-books) over the school's Wi-Fi.

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

Students are not permitted at any time to access social media sites, from school devices, or personal devices, during school hours. This includes, but is not limited to: Facebook, Instagram, Twitter, etc.

(August 2014)

Internet Safety Policy

It is the policy of St. Monica Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material: To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage To the extent practical, steps shall be taken to promote the safety and security of users of the St. Monica Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of the St. Monica Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the

Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the principal or designated representatives. The principal or designated representatives will provide age-appropriate training for students who use the school's Internet facilities. The training provided will be designed to promote the school’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the school's Internet Safety Policy;
- b. Student safety with regard to: safety on the Internet; appropriate behavior while on online, on social networking websites, and in chat rooms; and cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the acceptable use policies of the Archdiocese of Chicago.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, cyber-bullying, offensive communications (including videos/photographs) and threats. (August 2009)

Telephone Use

In case of emergency and for serious need, the phone in the office may be used.

Arrangements to pick up students engaged in after school activities should be made before the child leaves home. Teachers and students are not called to the phone except in emergencies.

Students are not allowed to use any phone to call for forgotten homework, books, or the like.

Parent Involvement

Buckley Amendment

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Family Handbook

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

Volunteer Program

Our Volunteer Program is an indispensable tool to the total success of our educational program. It helps us meet the needs of our students.

There are a variety of different tasks and schedules to allow for involvement of all parents. Please consider how you can share your time and talents. As part of the Archdiocese of Chicago's "Protecting Children" program, each volunteer is required to fill out several forms, complete an online application, and attend Virtus Training.