

**St. Monica Academy**

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Family Handbook

2021-2022

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 2021-2022

Sat. Aug. 14	Family Pick-Up Day 10:00 a.m. – 1:00 p.m.
TWTh. Aug. 17-19	Teacher Orientation Day and Teacher Professional Days
Mon. Aug. 23	School Opens 1st to 8th Grade Half Day of school (8:15 a.m. – 11:30 a.m.)
Tues. Aug. 24	1st to 8th Grade Full Days begin (8:15 a.m. – 3:00 p.m.) PreK3, PreK4 & Kindergarten Orientation Day by assignment
Wed. Aug. 25	PreK3 & PreK4 Orientation Day by assignment Kindergarten to 8th Grade - Full Day of school (8:15 a.m. – 3:00 p.m.)
Thur. Aug. 26	PreK3 & PreK4 begins Half Day of school (8:15 a.m. - 11:30 a.m.) Kindergarten to 8th Grade – Full Day (8:15 a.m. – 3:00 p.m.)
Fri. Aug. 27	Half Day for All PreK Classes (8:15 a.m. - 11:30 a.m.) Kindergarten to 8th Grade – Full Day (8:15 – 3:00 p.m.)
Mon. Aug. 30	PreK3 & PreK4 Full Day Program Begins Food Service Begins

Mon. Sept. 6	Labor Day – NO SCHOOL
Wed. Sept. 15	Back to School Night 7:00 p.m. in the Church
Fri. Sept. 24	Teacher Professional Day – NO SCHOOL
Wed. Sept. 29	1st Quarter Progress Reports sent home for those in need (4th -8th gr.)
Wed. Oct. 6	1st Trimester Progress Reports sent home for those in need (PreK-3rd gr.)
Mon. Oct. 11	Columbus Day – NO SCHOOL
Fri. Oct. 29	1st Quarter Ends (4th-8th gr.)
Wed. Nov. 3	1st Quarter Report Cards sent home (4th-8th gr.)
Thur. Nov. 11	1st Trimester Ends (PreK-3rd gr.)
Fri. Nov. 12	Teacher Professional Day – NO SCHOOL
Wed. Nov. 17	1st Trimester Report Cards sent home (PreK- 3rd gr.)
Tues. Nov. 23	Parent-Teacher Conferences– (11:45 a.m. – 4:00 p.m.) & (5:00 – 8:00 p.m.) Half Day
WThF Nov. 24-26	Thanksgiving Break – NO SCHOOL
Wed. Dec. 8	2nd Quarter Progress Reports sent home for those in need (4th-8th gr.)
Mon. Dec. 20	Christmas Break Begins - NO SCHOOL
Mon. Jan. 3	Classes Resume
Mon. Jan. 17	Martin Luther King, Jr. Day – NO SCHOOL
Fri. Jan. 21	2nd Quarter Ends (4th-8th gr.)
Wed. Jan. 26	2nd Quarter Report Cards sent home (4th-8th gr.)
Fri. Feb. 11	Teacher Professional Day – NO SCHOOL
Mon. Feb. 21	Presidents’ Day – NO SCHOOL
Wed. Feb. 23	3rd Quarter Progress Reports sent home for those in need (4th-8th gr.)

Fri. Feb. 25	2nd Trimester Ends (PreK-3rd gr.)
Wed. Mar. 2	2nd Trimester Report Cards sent home (PreK-3rd gr.)
Thur. Mar. 24	3rd Quarter Ends (4th-8th gr.)
Fri. Mar. 25	Teacher Professional Day – NO SCHOOL
Wed. Mar. 30	3rd Quarter Report Cards sent home (4th-8th gr.)
Wed. Apr. 13	3rd Trimester Progress Reports sent home for those in need (PreK–3rd gr.)
Thur. Apr. 14	Easter Break Begins – NO SCHOOL
Mon. Apr. 25	Classes Resume
Wed. May 4	4th Quarter Progress Reports sent home for those in need (4th-8th gr.)
Fri. May 6	Teacher Professional Day – NO SCHOOL
Mon. May 30	Memorial Day Observed – NO SCHOOL
Fri. June 3	8th Grade Graduation 7:00 p.m.
Fri. June 10	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

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. Face masks must be worn on buses.

Lunch Times

Students may bring their lunch or arrange monthly to participate in the hot lunch program managed by Food Service Professionals.

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

Rules Regarding Lunch – Playground:

1. All Students enter the lunchroom in orderly lines, with no pushing, shoving or running.
2. Children remain seated and spaced 3 feet apart at lunch time.
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, Eva Matela-Kogut

Environmental Awareness – Debra Ingargiola, Ruben Ontanon

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

Finance – Nick Zayas

LAP – Eva Matela-Kogut

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.

Tuition and Fees 2021-2022

St Monica Academy
Tuition and Fees 2021 - 2022

Preschool(3 & 4 year olds)	Tuition Total	Tuition Breakdown	Option 1 10 month	Option 2 11 month	Option 3 12 month	Registration Fee	Instructional Fee
One Student Half Day -5 Days per week (No discounts apply)	\$3,950		\$395	\$360	\$330	\$200 per family	\$270 per child
One Student Full Day - 5 Days per week	\$5,950		\$595	\$541	\$496	\$200 per family	\$350 per child
Two Students in Full Day PreK (20% discount for 2nd PreK student)	\$10,710	\$5,950 + \$4,760	\$1,071	\$974	\$893	\$200 per family	\$350 per child
Three Students in Full Day PreK (20% discount for 2nd PreK student & 40% discount for 3rd PreK student)	\$14,280	\$5,950 + \$4,760 + \$3,570	\$1,428	\$1,299	\$1,190	\$200 per family	\$350 per child
One Student in K-8 and One PreK Student (20% discount for PreK student)	\$10,710	\$5,950 + \$4,760	\$1,071	\$974	\$893	\$200 per family	\$350 per child
One Student in K-8 and Two PreK Students (20% discount for 1st & 40% discount for 2nd PreK student)	\$14,280	\$5,950 + \$4,760 + \$3,570	\$1,428	\$1,299	\$1,190	\$200 per family	\$350 per child
Two Students in K-8 and One PreK Student (40% discount for PreK student)	\$13,470	\$9,900 + \$3,570	\$1,347	\$1,225	\$1,123	\$200 per family	\$350 per child

K - 8							
One Student Tuition	\$5,950		\$595	\$541	\$496	\$200 per family	\$350 per child
Two Students Tuition	\$9,900		\$990	\$900	\$825	\$200 per family	\$350 per child
Three Students Tuition	\$12,800		\$1,280	\$1,164	\$1,067	\$200 per family	\$350 per child

PAYMENT OPTIONS:	SELECT OPTION
Option 1: Tuition is paid in 10 monthly installments beginning August 2021	
Option 2: Tuition is paid in 11 monthly installments beginning July 2021	
Option 3: Tuition is paid in 12 monthly installments beginning June 2021	
Option 4: \$50 discount for tuition paid in full on or before August 14, 2021	

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

EXTENDED CARE FEES: on or before August 14, 2021		After August 14, 2021	
REGISTRATION - \$25.00 for one child	\$50 for one ch	Hourly rate \$6.00 per child if registered	
-\$50.00 per family	\$100 per famil	Hourly rate \$12.00 per child if not registered	

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 Summer 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

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 their 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

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

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

Grade 1- Enter and exit through Classroom door.

Grades 2 & 4- Enter and exit through Carmen Ave. and Mont Clare Ave. doors

Grade 3- Enter and exit through Garden Entrance doors on Carmen Ave.

Grades 5-8 - Enter and exit through Main 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.

(Archdiocesan Policy, Procedures and practices stated in the handbook for School Administrators, August 2000- added to St. Monica Family Handbook, August 2003)

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 uses i-Ready Assessments three times per year, Fall, Winter, and Spring. Individual home reports are sent to parents.

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 overpayment 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

Safety Plan and Operational Framework related to COVID-19

(this framework supersedes all others)

Archdiocese of Chicago-Catholic Schools - Updated August 5, 2021

During the 2020/21 school year, the Archdiocese of Chicago Catholic schools put the needs of their students first by providing a top-quality, faith-filled in-person education during a world-wide pandemic. Thanks to the incredible dedication and ingenuity of our school employees, the Catholic schools of the Archdiocese of Chicago was one of the largest school systems in the country to conduct in-person education every day last year. This was only possible because we collectively followed a set of principles and a single operating framework. As a result, our students flourished. With your help, we look forward to meeting – and hopefully exceeding – that achievement again this year.

Guiding principles for the 2021/22 school year

1. The safety and wellbeing of students and school employees remain our top priorities.
2. The progress of the COVID-19 pandemic in Illinois remains unpredictable. We continue to consult with public health, education and civil authorities and modify requirements during the school year as conditions, mandates and guidance change. We are committed to providing an integrated and balanced perspective.
3. We will regularly review the Framework and communicate updates to families and school staff in a full and timely manner.
4. Faithful citizenship is key. We expect our families to take personal responsibility for the common good and their own safety. Taking every precaution to reduce the spread of the virus is an act of charity toward our sisters and brothers in Christ, particularly those too young to receive vaccine protection. “As Pope Francis has said, “I believe that morally everyone must take the vaccine. It is the moral choice because it is about your life but also the lives of others.”

Framework Details

The Archdiocese of Chicago and the Office of Catholic Schools reserve the right to modify these guidelines.

Masking

Given the new evidence on the COVID-19 Delta variant and the rising infection and hospitalization rates, the **State of Illinois has mandated the wearing of masks indoors for all school personnel and Pre-K**

through grade 12 students regardless of vaccination status. This guidance is consistent with that of the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics. Both have updated their guidance to recommend universal indoor masking in school buildings for people over the age of 2 regardless of vaccination status. While we recognize that the preference of some of our staff and families is for masks to be optional for vaccinated individuals, we will follow mandates and guidance in force.

Therefore:

• In keeping with State of Illinois mandates and with the recommendations of public health authorities, we will start the school year requiring masks for all individuals while inside school buildings, regardless of vaccination status.

• As conditions improve across our regions and the mandates and guidance of civil authorities and public health agencies allow, we will regularly evaluate whether to continue to require masks for all individuals in our schools.

• We know many parents and teachers have expressed a preference for masks to be optional for those who are vaccinated. When conditions allow, our preference is to transition to a policy under which vaccinated individuals will not be required to wear a mask indoors.

This strategy will help us monitor whether our return to near pre-pandemic operations is working. It is also important to note that masking at the start of the school year while removing other mitigations is an important safeguard for high-risk faculty and staff – further protecting those who performed so heroically this past school year.

Please note the following guidance on masking requirements for schools:

• Students and staff who are masked and three feet from a confirmed case indoors are not considered close contacts in the new CDC guidance. Therefore, consistent and correct mask use will drastically reduce the number of students and staff needing to quarantine. Under these new guidelines, only the positive case should need to quarantine.

• No masks are required outdoors, regardless of vaccination status.

Returning to near pre-pandemic full operation

The following may return to near-pre-pandemic full operations with adherence to guidance outlined in the rest of this framework:

• Classrooms arranged without cohorting

• School Masses, assemblies, fundraisers, etc.

• Lunch schedule and service

• Restrooms

• Library, science and computer labs

• Lockers

• Traffic flow through school corridors

• Sharing of materials (e.g., crayons, markers, math manipulatives, etc.)

• Parent–Teacher conferences

• School volunteers are permitted, regardless of their individual vaccination status; volunteers should follow mask guidelines.

• All extra-curricular activities, athletics, theater, music, clubs, field trips, etc.

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• Before- and after-care programs (these and all other programs will follow all prescribed guidance outlined in this framework)

• No pandemic-related arrival and departure requirements (wellness checks, such as the M-A-T-H procedure, staggered drop-off/pick-up schedules, or dedicated entrance/exit doors)

Vaccinations

All eligible students, teachers and staff are strongly encouraged to be vaccinated against COVID-19 as an act of Charity.

- Fully vaccinated individuals who have 1.) been in close contact with someone who has COVID-19 and 2.) are asymptomatic are not required to quarantine. Proof of vaccination will be required to avoid quarantines.
- Fully vaccinated people are required to isolate if they test positive.
- When we shift to a mask optional policy for vaccinated individuals, proof of vaccination will be required to allow individuals to remove masks and prevent an unmasked individual from being quarantined. We recommend gathering proof of vaccination with your start-of-school paperwork to allow for a seamless transition to a mask optional policy when conditions warrant. Proof of vaccinations must be gathered and stored using the same process as all student medical records.

Physical Distancing and Classroom Seating

It is important to maintain three feet of physical distancing wherever possible (classrooms, assemblies, Mass, etc.). Specifically:

- Classrooms:
 - Arrangement of desks should allow for three feet physical distancing whenever possible from center point of chair to center point of chair; however, distancing and furniture placement should not inhibit best academic practices.
 - Group tables and other furniture arrangements can be used; there is no longer a requirement that students all face the same direction.
 - Use of rugs and area carpets is permissible.
 - Seating charts should be maintained in all classrooms in the event they are needed for contact tracing purposes.
- Lunch period:
 - When eating inside, schools should strive to achieve as much physical distancing between students as possible, although students no longer need to face in the same direction. When space and weather permits, have the students eat outside to reduce the risk of transmission.
 - Use staggered lunch schedules when possible to allow for greater physical distancing.

Hygiene

Good respiratory and hand hygiene must be practiced by all individuals. To help them comply with good practices:

- Hand sanitizer should be readily available in all classrooms, offices and common areas and regular use should be strongly encouraged.
- Staff and students should use hand sanitizer every time they enter a room.
- All students and staff should be regularly encouraged to practice good respiratory and hand hygiene (covering coughs and sneezes, frequent hand washing and use of hand sanitizer).
- Water bottles should be used instead of drinking directly from water fountains.

Ventilation

Improvements made to ventilation systems will help reduce COVID-19 and other disease transmission. When safe/practical to do so:

- Open windows and doors to promote cross ventilation.
- Place fans as close as possible to open windows or doors (blowing out) to promote ventilation.
- Use portable air purifiers whenever opening windows is not feasible and/or there is not a filtered, central HVAC system.

Daily Cleaning

Proper cleaning and disinfection, including wiping down desks and high traffic areas at least once a day will help reduce the presence and spread of any germs.

Outdoor Instruction / Activities

The risk of transmission is considerably lower outdoors than indoors. Whenever possible, consider using outdoor spaces for classes, lunch or other activities.

Safety Protocol Signage

Other than mask reminders, no safety/protocol posters or decals will be distributed this school year.

- 2020/21 posters should be removed if they are no longer relevant (i.e., the M-A-T-H signs, etc.).
- Floor decals can remain as physical distancing is always a good idea.
- Directional arrows denoting one-way traffic can be removed.
- Plastic partitions can be removed; however, they may be retained in school offices if preferred by staff.

Isolation and Quarantine Procedures

All individuals must remain at home when sick or experiencing any symptoms to minimize the chance of spreading COVID-19 or other germs and viruses. Specific to COVID-19 quarantines:

Symptomatic or COVID-19 Positive Individuals

- All symptomatic individuals must remain home, regardless of vaccination status. Families are obligated to report COVID-19 diagnoses, or close contact cases, to their school office
- If symptoms last longer than 24 hours, an individual must receive a negative COVID-19 test or alternative medical diagnosis prior to returning to school.
- Any individual who tests positive for COVID-19 must isolate for 10 days from the date symptoms first appeared or the date of a positive test result.

Quarantine Procedures for Close Contacts

- Students/faculty/staff who are masked and maintain three feet of physical distancing from the positive individual do not need to quarantine.
- Vaccinated students/faculty/staff do not need to quarantine if they are asymptomatic.
- Unvaccinated students/faculty/staff who are close contacts to positive **household members**, including siblings, must quarantine.
- There is no longer a need for the Catholic grade school to notify the high school of a sibling of a confirmed positive case – this will be the responsibility of the parent/legal guardian.

Quarantine guidelines continue to be fluid and we expect to issue updated guidance closer to the start of the school year.

All close contacts of presumed COVID-positive persons and those cases confirmed COVID-19 positive must be reported by the school via an **updated** Intake Form (new form available August 9, 2021) to the Archdiocesan Case Management Team, who will conduct the contact tracing and report the case to the local health authorities.

Travel

- We will follow the City of Chicago Travel Advisory for all schools, whether they are located in Chicago, Lake County or Cook County.
- Domestic Travel
 - Fully vaccinated students/teachers/staff do not need post-travel COVID-19 testing or self-quarantines as long as they are not symptomatic and provide proof of vaccination.

- Unvaccinated students/teachers/staff must follow the prevailing post-travel quarantine recommendations when traveling to Orange States. This currently means a 10-day quarantine OR proof of a negative test no earlier than 72 hours prior to returning to Chicago (or anytime post return, though an individual must quarantine until a negative test result is received). A negative test = no quarantine required.
- International Travel
 - The CDC currently requires a negative COVID-19 test or proof of recovery to board a plane to the United States. Because of this negative test, there is no required quarantine upon arrival, regardless of vaccination status.

(August 2021)

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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.

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 safety 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 the 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 (Virtual 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. **We are intending to deliver in-person learning in a safe environment with all precautions set forth in this handbook. All instruction will be in-person except for extraordinary exceptions. There is no expectation of virtual programming for individual students. E-learning and virtual programming will be implemented school-wide due to extraordinary and unforeseen circumstances.**

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 plan. We want all of our students to give their best effort.

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 or Google Classroom.
- 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.
- 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.

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 23, 2021 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)

Administration of Medical Cannabis

Students are not be permitted to use or possess cannabis in our schools except accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students. (August 2021)

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 cases, 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**

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, uniform navy polo dress, T-shirt, 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.

Social Media and Student Passwords:

(105 ILCS 75/15)

Sec. 15. Notification. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. Notification under this Section must be published in the elementary or secondary school's disciplinary rules, policies, or handbook or communicated by similar means.

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.