



2021-2022  
St. Gerald School  
Parent and Student  
Handbook

***Be gallant! Be genuine! Be great! Be a St. Gerald Giant!***

9320 S. 55<sup>th</sup> Ct

Oak Lawn, IL

60453

708-422-0121

<https://school.stgerald.com>

Dear Parents, Guardians, and Students,

Welcome to St. Gerald, where one small step can lead to a GIANT education! We are grateful that you have chosen us to be your education provider. We are aware that you have many choices and that's why we strive to be the best option for families in the south suburbs of the greater Chicago area.

St. Gerald has provided an excellent education since 1929. It was founded by the Sisters of St. Francis to fulfill the need for robust Catholic education in the area. At one time in its rich history, St. Gerald's average class size was 60 students, with sessions offered in the morning and afternoon to accommodate the growing population. St. Gerald is smaller now, but still provides the robust and rich education that spawned its beginning. It has evolved over time to educate students in Catholic traditions and values, as well as 21<sup>st</sup> Century skills.

The school is blessed with a veteran teaching staff, including religious members. Our faculty and staff are professionals in their fields and are constantly challenging themselves to learn new skills and change what is offered to students. Technology has been imbedded into the classrooms, as well as STEM education and hands-on learning experiences. Students grow their faith daily in many ways and our Catholic identity is visible and practiced regularly. We are a school that recognizes the importance of high academics as well as deep faith. We know that we are responsible for forming the whole child and we take this seriously.

We believe that parents are the first teachers of any family. Just as Jesus was taught by Mary and Joseph, the students of St. Gerald are taught by their own parents and guardians first. We welcome parental involvement as part of educating the whole child. St. Gerald is a community of learners and a family. The parish is extremely supportive of the school and stands behind educating students' minds, bodies, and souls. There are many opportunities for parents to get involved in both the school and parish. We encourage parents to join the Holy Name Society of the parish, Mothers' Club of the school, and the school advisory board. The more you invest in the education of your children, the more they will get out of their education.

St. Gerald is more than just another Catholic school. It is a community of learners that support one another and strive for excellence. We have spent the past 92 years working on our craft and dedicating ourselves to the Catholic faith and education. We will continue to provide outstanding service for years to come. Every parent or guardian that takes that first small step in becoming a part of the St. Gerald community will reap the GIANT education we provide.

God bless,

Kemberly Markham

## **Purpose of the Handbook**

This handbook contains policies and procedures pertaining to student life effective at the time of publication. The Parent-Student Handbook is not a contract. Any subsequent modifications or additions to these policies and procedures will be announced by the administration. The official, updated version of this handbook, containing all policy changes and additions, is kept in the office of the principal. The administration of St. Gerald reserves the right to interpret, change, correct, or add to the contents of this handbook. Any student enrolled in St. Gerald and his/her parent(s)/guardian(s) are bound to follow all St. Gerald rules and regulations. Students, parents, and guardians who fail to familiarize themselves with this handbook are not thereby excused from adherence to its requirements. Information in this handbook, which applies to parents, applies equally to guardians. St. Gerald does not discriminate on the basis of age, race, color, sex, national origin, or another prohibited basis.

## **HISTORY OF ST. GERALD SCHOOL**

St. Gerald School was originally built in 1929 and staffed by the sisters of St. Francis, Clinton, Iowa. Due to the large increasing enrollment, the first addition was built in 1949, with another addition in 1957. A tornado, with the exception of four classrooms and the basement rooms, demolished the original structure. During the construction of the building that was replacing the one destroyed by the tornado, the students attended school at other sites: Burbank Manor Presbyterian Church and St. Nicholas Greek Church in Oak Lawn. The present structure consists of an office complex, a faculty lounge, a parish meeting room, a music and band room, a library complex, a science lab, a computer lab, a resource room, a P.E. room and cafeteria, and multiple classrooms. At present, the wing that connects the main building to the church, is our newly remodeled Arnold Hall.

## **Behavior Expectations**

St. Gerald students are expected to behave in a manner that reflects the great character of St. Gerald in and out of school. If a student is in public violation of the law, policies, or morality outside of school, including areas when the name of the school community is jeopardized or associated, St. Gerald reserves the right to take disciplinary action.

It is expected that all students and their parents/guardians will familiarize themselves with the policies and procedures of this handbook, as well as conduct themselves appropriately in all school or school-related settings. This includes social media and online communications. We strive at St. Gerald to make the community at large a better place by being a part of it. If actions run contrary to that, the parties involved may be subject to discipline.

## **Vision**

Our vision is to develop well-rounded, confident, and responsible individuals who aspire to achieve their full potential. We will do this by providing a welcoming, happy, safe, and supportive learning environment through our Catholic faith and guiding principles.

## **Mission**

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

## **Philosophy**

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

### Spiritual Goals

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

### Intellectual Goals

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

### Emotional Goals

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

### Social Goals

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

## **Rights and Responsibilities of St. Gerald Students, Parents, and Guardians**

### **Student Rights:**

- To be safe at school
  - To be treated fairly, courteously, and respectfully
  - To bring complaints or concerns to the school principal or staff for resolution
  - To tell his/her side of the story before receiving a consequence
  - To be told the reason(s) for any disciplinary actions
- ### **Student Responsibilities:**
- To read and become familiar with this policy
  - To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
  - To know and follow school rules and instructions given by the school principal, teachers, and other staff
  - To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community
  - To bring to school only those materials that are allowed
  - To treat everyone in the school community with respect
  - To respect school property, community property, and the property of others

### **Parent/Guardian Rights:**

- To be actively involved in their child's education
- To be treated fairly and respectfully by the school principal, teachers, and other staff
- To have access to information about school policies and procedures
- To be notified if their child is disciplined for inappropriate/disruptive behavior and informed of the consequences assigned

### **Parent/Guardian Responsibilities:**

- To read and become familiar with the policies
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins, when possible, if their child is absent
- To give the school accurate and current contact information
- To tell school officials about concerns or complaints respectfully and in a timely manner

- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected at school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy right

**Contact Information:**

**School Address:** 9320 S. 55<sup>th</sup> Ct, Oak Lawn, IL, 60453

**Parish Address:** 9310 S. 55<sup>th</sup> Ct, Oak Lawn, IL 60453

**Parish Website:** <https://stgerald.com>

**School Office** 422-0121

**Parish Phone** 422-0234

**School Fax** 422-9216

**Extended Day** 422-4140

**Development Office** 422-2194

**School Office Hours of Operation:**

**Monday-Friday, 7:40 – 3:30 on normal operating days during the school year, barring holidays and staff development days**

**Early Dismissal Wednesdays, 7:40-2:00**

**Monday-Wednesday, 8:00-2:00 during summer break, closed Thursdays and Fridays**

## Faculty and Staff

Father Pajor	Pastor	frrpajor@stgerald.com
Father Stuglik	Associate Pastor	
Mrs. Markham	Principal	kmarkham@stgerald.com
Mrs. Fiscella	Assistant Principal/Middle School Math Teacher	tfiscella@stgerald.com
Mr. Forbes	Parish Business Manager	tforbes@stgerald.com
Mrs. Colesby	School Business Manager	mcolesby@stgerald.com
Mrs. Reynolds	Administrative Assistant	greynolds@stgerald.com
Mr. Young	Head of Maintenance	
Miss Horn	Preschool 3 Teacher	Khorn1@stgerald.com
Mrs. Reardon	Preschool 4 Teacher	kreardon@stgerald.com
Mrs. Edwards	Preschool Aide	aedwards@stgerald.com
Mrs. Hosty	Kindergarten Teacher	nhosty@stgerald.com
Mrs. DiFoggio	Kindergarten Aide	gdifoggio@stgerald.com
Sr. Ruby	First Grade Teacher	srruby@stgerald.com
Mrs. McAcy	First Grade Teacher	jmcaacy@stgerald.com
Sr. Rose	Second Grade Teacher	srrose@stgerald.com
Mrs. Topor	Third Grade Teacher	ntopor@stgerald.com
Sr. Ann	Fourth Grade Teacher	srann@stgerald.com
Mrs. Warren	Fifth Grade Teacher/Sixth Grade Teacher	kwarren@stgerald.com
Mrs. Quaid	Fifth Grade Teacher	dquaid@stgerald.com
Mrs. Wilk	Sixth Grade Teacher and STEM Teacher, 3-8	nwilk@stgerald.com
Mrs. Slifka	Middle School Literature and Language Arts Teacher	gslifka@stgerald.com
Ms. Kennedy	Middle School Social Studies Teacher	dkennedy@stgerald.com
Mr. Montag	Middle School Language Arts and Literature Teacher	mmontag@stgerald.com
Mrs. Boyes	Seventh and Eighth Grade Science Teacher	bboyes@stgerald.com
Mr. Trinidad	Gym Instructor	ftrinidad@stgerald.com
Mrs. Diel	Music Instructor	tdiel@stgerald.com
Mrs. Diel	Spanish Instructor	
Mrs. McHenry	Librarian and SEL Instructor	<a href="mailto:dmchenry@stgerald.com">dmchenry@stgerald.com</a>
Ms. Lumpkin	5 <sup>th</sup> Grade/Computer Instructor	glumpkin@stgerald.com
Ms. Arnold	Resource Teacher	darnold@stgerald.com
Mrs. Nowdomski	Tutor	gnowdomski@stgerald.com
Mrs. LaCoco	Head of Lunch, Extended Care, and Summer Camp	llacoco@stgerald.com
Mrs. Janicke	Development Director	<a href="mailto:djanicke@stgerald.com">djanicke@stgerald.com</a>
Mr. Ramos	Director of Religious Education	jramos@stgerald.com

## Our Catholic Namesake

St. Gerald of Mayo was born in Northumbria in the 8<sup>th</sup> century to an Anglo-Saxon king. He became an English monk and followed Colman of Lindisfarne, who was a bishop, to Iona and then Ireland. Colman was an ardent supporter of Irish traditions and when his synod decided to adopt Roman traditions, he left with 30 English monks to settle in Inishboffin, Ireland.

St. Gerald became the first abbot of the monastery of Mayo, a county in Ireland. There arose disputes among the monks because the English monks were not in favor of the behavior of the native monks. When the native monks left Inishboffin to preach and evangelize, Bishop Colman sought to settle any lingering disputes by founding a monastery at Mayo. He sent the English monks there and named Gerald abbot.

St. Gerald was a man of education. He reportedly founded the abbeys of Tempul-Gerald and Teagh-na Saxon, a convent under the care of his sister. St. Gerald's College in Castlebar, the county town of Mayo, is a De La Salle boys' school and is named for St. Gerald. St. Gerald died of natural causes on March 13, 731 AD in Galway, Ireland. He is the patron saint of plagues. His feast day is celebrated on March 13.



## **ADMISSION POLICY**

Policy ES 130.1 Archdiocesan 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.

Policy ES 130.2 Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

Policy ES 132.1 The Archdiocese of Chicago shall follow the State of Illinois school age requirements for admission.

All new and transfer students are welcome and will be accepted on a probationary period of 1 trimester at St. Gerald. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the trimester probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded. Admission of any child is dependent on the assumption that parents or legal guardians and the child agree to abide by the policies, rules, and regulations of the Archdiocese of Chicago and St. Gerald.

St. Gerald will do its best, using all available resources, to provide programs for students with special needs. If a student's needs exceed our capabilities, St. Gerald will make every effort to assist parents in finding an appropriate school to meet those special needs.

Pre-Kindergarten 3 and 4 year old Admission: Children must be three (3) or four (4) years of age by September 1 of the school year in which they are enrolling to enter Pre-Kindergarten. They must be fully toilet trained. Specifically, they must be able to use the toilet completely independent of adult help. The use of Pull-Ups is not accepted.

Kindergarten Admission: In accordance with the School Code of Illinois, a child must be five (5) years old on or before September 1 of the school year in which they are enrolling.

Returning Students: Every student must be registered each year he or she attends St. Gerald. The school office will provide a registration link to register online or a form. This (digital)form, along with a signed tuition contract through Smart Tuition, must be completed before a child is officially registered. The registration fee must also accompany the registration form.

Admission Priority:

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

The priority for admission is listed below.

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

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

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

*Illinois State Law requires all children entering preschool, kindergarten, sixth grade or new student entering the school to have a completed physical and dental examination.*

Any student not in compliance must be excluded from school. This applies to children who are currently enrolled as well as those enrolling in the school for the first time.

*All students are required to have two (2) doses of live measles vaccine and proof must be shown that students have been vaccinated against Hepatitis. Also, included in the immunization schedule required by the State, is a tuberculin skin test administered using the intradermal Mantoux method, not a multiple puncture test. This is required if a child resides in an area designated by the Department of Public Health as having a high incidence of tuberculosis. Cook County is one of six counties that a tuberculin skin test is a requirement.*

*Illinois State Law requires all children entering kindergarten or new to entering a school receive a Vision Examination by a licensed optometrist.*

## **ALCOHOL AT CELEBRATIONS**

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

## **AMENDMENT TO HANDBOOK**

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

## **APPOINTMENTS FOR STUDENTS DURING SCHOOL HOURS**

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

## **APPOINTMENTS WITH TEACHERS**

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

## **ATTENDANCE**

It is important to be punctual and in regular attendance in order to receive the maximum benefits St. Gerald School offers. Daily attendance is required. Illinois State Code requires that the school be open for 176 full instructional days. Archdiocese regulations require a minimum of 4 days be set-aside for teacher in-service days. Our school calendar meets these requirements.

Please take note of the following:

1. In case of an absence, please call the school office and leave a message on the attendance mailbox at 708-422-0121 by 8:00AM. Parents or guardians may also report absences by using the form on the school website, [Report an Absence - St. Gerald School - Oak Lawn, IL \(stgerald.com\)](http://stgerald.com). Requests for homework must be made at this time. Homework can be picked up at the office after school or a request may be made for the homework to be sent with another child.
2. Students must have a dated, written excuse from a parent/guardian upon return to school or an email can be sent explaining the absence by 8:00am the day of the return.
3. A doctor's release is required for absence due to communicable disease or any medical related absence of 3 consecutive days.
4. A tardy slip will be given to students who are late for school (after second bell). Students must be in homeroom by 8:00 am.
5. When a student has excessive tardiness or absences, a meeting with the principal is required with the student and parent/guardian.
6. No child is excused before regular dismissal unless a note is presented to the school office. An adult must report to the office to sign the child out.

7. Perfect attendance means no absences or tardiness throughout the year.

Addendum to attendance:

*Please do not send a child to school who complains of not feeling well or shows signs of illness.*

When your child is sick, he/she must remain home for 24 hours after being fever free (without medicine).

Children must be kept home for 24 hours after vomiting or any intestinal issues.

Please inform the school office if your child has a communicable illness (influenza, strep).

Head Lice: Children with head lice must remain home until they are lice free. Please provide proof of treatment upon return to school (doctor note, packaging of special products etc. General screenings are conducted at various times during the school year and after a report of head lice are communicated to the office. All cases of head lice must be reported to school office.

## **BAND**

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

## **BICYCLES**

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

## **BIRTHDAYS/CELEBRATIONS- TREATS**

Birthdays/holidays are an exciting and happy time for us all, but particularly for our children! We like to make each child feel special and recognized on his/her birthday or at a holiday like Christmas.

Birthdays/holidays are a nice time for parents to plan a project to do with the child's class or to read a story. If a parent or guardian wishes to send in treats, however, there must be enough items for all students in the class and the treats must be approved by the classroom teacher.

Unless all the children or all the boys or all the girls are invited, party invitations are not to be passed out at school.

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Balloon and floral arrangements delivered to school will be held in the school office for the student or parent/guardian to pick up at the end of the school day.

## **BULLYING**

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

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to
  - o places the student or students in an unreasonable fear of harm to the student or student's person or property
  - o causes a substantially detrimental effect on the student or student's physical or mental health.
  - o interferes substantially with the student or student's academic performance.
  - o interferes substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- Sexual which includes but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault. No student shall be subjected to bullying:
  - during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities
  - through the transmission of information from a school or home computer network, or other similar electronic school or home equipment. All members of the Catholic school community,

parents/guardians, teachers, staff, administrators, and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment.

Students are expected to participate in age-appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

## **BULLYING PREVENTION**

### Administrative Responsibilities

The Fifth Commandment calls us to foster the physical, spiritual, emotional, and social well-being of self and others. United States Catholic Catechism for Adults, page 389, asserts that children are unable to eliminate acts of bullying or harassment without adult support, guidance, and intervention. Therefore, school personnel have a responsibility to see that all allegations and incidents of bullying are taken seriously. Parent / guardian and/or student reports of bullying must be addressed immediately, and written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form.

Appropriate disciplinary consequences are applied to the offending student(s).

The following procedures are followed.

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

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

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

School:

City:

Date of Report:

Circle one - complaint made by

student(s)

parent(s)/guardian(s)

school personnel

Date and details of the complaint:

Student(s) involved:

Witnesses:

Action taken by school:

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

Was the Office of Catholic Schools notified?

Yes

No

Name of assistant superintendent notified:

Date of Notification:

Principal / Administrator Signature \_\_\_\_\_

School Personnel Signature \_\_\_\_\_

Date \_\_\_\_\_

## **CAPACITY**

In accordance with the Archdiocesan policy, the capacity of each classroom shall be set at 28. A second classroom for a grade will be added once the number reaches 36. A wait list will be created for new students who enroll after a classroom reaches 28 students until 36 students is reached. All returning students may re-enroll and the number of classes will be determined by re-enrollment.

## **CARE FOR PROPERTY**

As part of our mission to exercise responsible stewardship, members of St. Gerald are reminded that the school building and grounds belong to the Catholic Church, are blessed and dedicated to God, and have been built and maintained by the generous contributions of numerous people. As such, students are asked to demonstrate appreciation by helping to keep the school building, campus, furniture, equipment, educational materials, and other school property clean and free from damage of any kind. Because of the serious nature, students are required to report any violations of this policy to a member of the faculty or staff or directly to the principal. Parents/guardians of students will be held responsible for the replacement of property damaged, and materials damaged or lost through the negligence of their children.

## **CHANGE OF ADDRESS OR PHONE**

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

## **CHAPERONES**

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

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

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



## **CHILD ABUSE Policy GP 602.2**

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

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. All school personnel including administration and both certified and non-certified staff must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. This call must be made immediately and no one in the workplace is permitted to restrain the call. It is not sufficient to make the report only to the principal or school nurse. The mandated reporter must be certain that the call has been made.

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

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

## **CHILD CUSTODY**

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

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

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

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

Generally, in situations where there are concerns regarding the release of a child to a non-custodial parent, it is best to contact the assistant superintendent and/or the Archdiocesan Office of Legal Services. In the absence of a court order, a school should provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child should be provided to the non-custodial parent in a timely fashion.

## **COMMUNICATION**

Communication between home and school is one of our priorities. The school pursues different avenues of communication to ensure that parents are informed of what is happening at school.

The first line of accurate information is always the school newsletter, which is emailed to parents/guardians every Thursday afternoon.

Teachers will best be able to assist with classroom-specific questions and needs.

For information that must be communicated quickly, text messages will be utilized.

All teachers who teach a core subject (religion, language arts, reading, literature, math, science, social studies) will post homework, quizzes, tests, and other projects and/or grade information to their school notes account each week.

**ANNUAL PARENT/GUARDIAN ORIENTATION:** Parent Orientation is held during the month of August for the purpose of providing parents with the opportunity to receive important information, learn tips on how to make this a successful year, and meet the school faculty.

**SCHOOL COMMUNICATION FOLDERS:** Our communication folders are folders of different colors per grade that may be sent home with important communications from the office or your child's teacher.

**WEBSITE:** Our school website is a fabulous resource which houses valuable information, forms and materials relevant to our school life and community. Please take some time to familiarize yourself with the website, <https://school.stgerald.com>.

**EMAIL:** Each teacher has an email that is published on the website as well as in this handbook.

**PHONE CALLS:** Phone calls are a quick and efficient way to communicate a student's struggles or challenges, as well as their accomplishments. Parents are welcomed and encouraged to phone teachers with any concerns or questions. Teachers and staff members cannot accept phone calls during the school day, however. Please allow 24 hours for all calls and e-mails to be returned.

**CRISIS MANAGEMENT PLAN:** The school has a plan for dealing with all categories of crisis. At all times, the safety and security of the students and staff is the primary concern. Drills are conducted in accordance with Illinois laws and requirements. Fire, tornado, bus safety, and intruder drills are practiced each year. Some drills are completed with first responders present to direct actions. Crisis management plans are kept in the office and shared with all faculty and staff. Parents/guardians may view the plans by contacting the principal and arranging a day/time to meet in the office.

## **CURRICULUM**

The principal, as the instructional leader of the school, is responsible for the achievement of the purpose of Catholic education, i.e., to educate young people in a Catholic community where human culture and knowledge are enlightened and enlivened by Catholic faith and shared. All locally written curriculum, developed cooperatively by the principal and faculty, is infused with Gospel values, and is consistent with the curriculum design and framework of the Office of Catholic Schools, Archdiocese of Chicago. The required areas of academic learning include Religion, English/Language Arts, Reading/Literature, Vocabulary, Physical Education, Health, Mathematics, Science, Social Studies, and Technology. Catholic Social Teachings as well as areas that address societal ills, i.e., substance abuse, communicable diseases, violence, etc., are integrated into the curriculum. Instruction includes the content, skills, values and processes necessary for students to master curriculum goals and objectives and the support for each student to be successful. The instructional program at St. Gerald is continually evaluated and revised, as needed, to maximize learning opportunities. Additional programs include:

- Foreign Language – Once a week, children in K-8th grade will receive instruction in Spanish language.
- SEL Program – Weekly classes providing K-5 social emotional learning lessons.
- Physical Education – Gym classes are conducted once a week for all students. Instruction includes exercises for healthy body and games that allow for continued motor and skill development.
- Technology - Grades K-8 will have access to Chromebooks in their classrooms. Students will receive weekly instruction on utilizing software and growing skills.

St. Gerald follows the Archdiocese of Chicago curriculum guides, as well as the state of Illinois academic standards. We place specific emphasis on the Archdiocesan priority standards and utilize I-Ready diagnostic testing to measure where students are in their math and reading skills.

## **DAILY SCHEDULE**

First Bell (Grades K-8) (children enter the building) 7:50AM

(Families with children in preschool or kindergarten should drop off students at door 2.)

(Families with children in grades 1-4 should drop off students at door 1.)

(Families with students in grades 5-8 should drop off at door 10.)

School Day begins (grades K-8 tardy bell and prayers) 8:00AM

Preschool Begins 8:00AM

Preschool Dismissal 11:00AM/2:20PM Dismissal from door 2

(Kindergarten) 2:25PM Dismissal from door 1

(Grades 1-3) 2:30PM Dismissal from door 3

(Grades 4-8) 2:30PM Dismissal in church parking lot

If a parent or guardian is running late, he/she must call the office to notify staff to keep the child at the office. ALL students not picked up by 2:45 will be sent to extended care services.

Extended care services are provided from 6:00AM until 8:00 AM each morning and then again from 2:30PM until 6:00PM each afternoon.

## **DISCIPLINE**

Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and calls upon us today to “love one another as I have loved you.” Great effort is made to promote a peaceful, positive, and proactive approach to discipline. We believe the root of discipline is to “Disciple” and draw out the giftedness of each child. All of this begins with the ability to examine one’s words and actions in light of our faith and to take personal responsibility to be the person God created us to be. Students will, therefore, not be allowed to deprive themselves or others of the opportunity to learn in an orderly environment that is conducive to learning. Should a student fail to observe a rule or policy, disciplinary action will be taken.

At the beginning of the school year, teachers will collaborate with students to create a class code of excellence, and thoroughly explain procedures and expectations. When a student fails to meet the expectation given by an adult in the building, classrooms adhere to a discipline ladder of consequences.

For students in Pre-K through grade 4, the following is our list of consequences:

1. Reminder of the expectation
2. Verbal warning
3. A mark on a teacher-created incremental step system that often involves reflection (this could be stoplight, a mark on a student’s leadership or demerit card, etc.)

4. Parent/guardian referral (this could be an automatic consequence depending on the seriousness of the infraction)

5. Office referral

6. Three referrals in a trimester will result in a parent/teacher conference where a behavior contract will be created.

\*Some teachers may have communicated a variation of this system to you. Not everyone manages their class in the same way.

For students in grades 5 through 8, the following is our protocol for correcting behavior:

1. Verbal reminder of the expectation

2. Student in-class referral sheet

3. Student reflection sheet (with possible consequence listed below)

4. Student reflection sheet plus teacher conference (with possible consequence listed below)

5. Behavior Notice

6. Office referral

7. Three office referrals in a trimester will result in a parent/teacher/student conference to create a behavior contract.

\*Some teachers may have communicated a variation of this system to you. Not everyone manages their class in the same way.

Repeated Discipline Problem: Although our sincere hope is that students will strive to modify their behavior in order to meet the behavioral standards at St. Gerald, we recognize that more severe measures are sometimes required. If a behavior contract or student reflection sheet does not modify the student's behavior, then a parent/teacher/administration conference will be held to determine if St. Gerald can provide the environment necessary for the student to be successful. Testing for various behavioral disorders (i.e., ADD, ADHD, oppositional defiance disorder, etc.) may be discussed during the meeting and could be required for continued enrollment at St. Gerald.

Possible Consequences for Inappropriate Behavior:

Level Examples (Not all inclusive)

Possible Infractions and Consequences 1—Serious Offenses -- Uniform violation --Refusal to do work -- Missing homework --Consistent disregard of school or classroom rules --Unprepared for class --Lateness for school or class --Littering --Failure to return required signed papers --Throwing snowballs/sticks/concrete, etc. --Passing notes in class

Silent lunch --Loss of recess --Phone call home --Writing of an apology note --Loss of privileges (specials, field trips, etc.) --In-class suspension --Detention

2—Major Offenses --Blatant defiance of authority --Destruction of property --Harassment of teachers/students --Inappropriate/foul language --Continual disruptive behavior --Racial slurs -- Plagiarism --Cheating --Forging signatures --Throwing food in cafeteria --Inappropriate or illegal use of technology --Leaving school grounds without permission --Theft --Pushing/shoving others --Biting --In-school suspension --1-3 days of out of school suspension (record placed in student's file) --Loss of extracurricular activities and/or social events --Loss of attending field trips --Behavior contract -- Payment for damages or injury --Drawing of sexually explicit images --Possession of explicit literature -- Verbal or written communication of any threatening or potentially violent story or gossip --Cyber-bullying, in or out of school --Use of electronic devices --3rd detention

3—Grounds for Out of School Suspension/ Expulsion --Repeated actions from above --Fighting and/or physical abuse of a student and/or teacher --Threatening the use of a weapon --Possession/sale of weapons, alcohol, drugs and/or dangerous instruments --Sexual harassment/misconduct --Gang activity --Tampering with fire, matches, or any form of fireworks --Pulling fire alarm --Out of school suspension (marked on student's permanent record) --Expulsion --Police notified --Non-public graduation

Cheating: Any student found to be cheating on classwork, homework, quizzes, or tests will receive a zero on the assignment.

Plagiarism:

A piece of writing that has been copied from someone else and is being presented as your own is a serious offense and will not be tolerated. Offenses of plagiarism will result in an automatic zero on the work, and a conference with the teacher and parent(s).

Forgery: Any student found guilty of the offense of forgery must attend a conference with the parent(s) and teacher.

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the principal will make every effort to act fairly and quickly. The best interest of the student, school, and community will be greatly considered. Each situation is different and will be handled on an individual basis.

Information Reporting: As per Archdiocesan policy, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage or the possession of a firearm by ANY student which occurs at ANY school function or ANYWHERE on school property.

Suspension:

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

Disciplinary Probation:

A student who has been suspended is automatically placed on disciplinary probation for a trimester. Any misbehavior during the probationary period may be grounds for expulsion.

### Expulsion:

A student expulsion is a very serious matter and is only invoked as a last resort, when all other reasonable consequences have failed, or when the safety of a member or members of the St. Gerald community has been unreasonably compromised, or when the student's continued presence would seriously compromise the ability of the school to fulfill its mission or obligations. Expulsion can be the result of a series of actions on the part of the student or the result of a single, very serious action.

The following are examples of the kinds of misbehavior that generally result in immediate expulsion:

1. Participation in seriously disruptive or malicious activities as part of a group or gang
2. Possession, use or delivery of narcotics, tobacco, alcohol, or otherwise illegal controlled substance
3. Possession, use, or concealment of a weapon on school property or at a school-related event
4. Threatening bodily harm or assaulting a member of the St. Gerald community
5. Vandalism of school property or the property of others.

It is important to realize that this is not intended to be an exhaustive list.

Expulsion Process: There can be as many as four steps to the expulsion process. Short of the kinds of misbehavior that required immediate expulsion, a documented conference will be held between the principal, faculty or staff member, and the student to resolve the problem. If the problem cannot be solved, the student will be suspended. Following the decision to suspend, a documented conference will be held between the principal, faculty or staff member, and the student's parents. If no solution is reached, a third conference is held with the Pastor present. After this third conference, the Pastor and the Principal will decide whether to readmit or to expel the student. If readmitted, the student will be on disciplinary probation for a trimester. If expelled, the principal will inform the Superintendent of Catholic Schools and the parents of the decision. In certain very serious cases the Pastor and the Principal may decide that immediate expulsion is necessary. In which case, the Superintendent of Catholic Schools and the parents will be informed.

\* Any serious misconduct is an automatic office referral: physical contact, racial slurs, blatant disrespect to a teacher, adult or other students.

### **DRESS DOWN DAYS (OUT OF UNIFORM)**

St. Gerald offers an out of uniform day each month for \$1. The money collected is given to a charity to help students understand the joy of giving. Clothes for special occasions and out of uniform days should be modest and respectable. Any student may be asked to change inappropriate clothing when necessary. Socks are always worn, and sandals are not permitted. Failure to comply with the uniform dress code and or the gym uniform dress code will result in the child being sent to the office to contact their parent / guardian to request a proper change of clothes be brought to school. Recurring dress down days include but are not limited to Out of uniform and SPIRITWEAR days. These days are planned in advance and will be published in the newsletters. Students will also receive this information from teachers. Final decisions concerning the dress code are under the authority of the principal.

## **ELECTRONICS**

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

The school provides Chromebooks and desktop computers for students to use. All students must use school issued devices at school as those devices carry our software programs and security.

All electronic devices issued by the school are to be used for school purposes only and should not be used for personal games, communication, social media, etc.

## **EMERGENCY CLOSINGS**

Parents will be notified through our School Messenger system, school website, text messages, and flash emails, if necessary, when there are any changes in the school calendar due to unforeseen circumstances. You may also check emergency school closing at [www.emergencyclosings.com](http://www.emergencyclosings.com). Enter the school's phone number 708.422.0121, to check the status of St. Gerald School. You can also hear Emergency Closing Information by checking the local news channels and watching the crawl lines. Any days canceled because of inclement weather must be made up per Illinois requirements. Up to 5 days each year may be made up virtually. You will be notified from the school if a day will be remote. A remote learning schedule is posted on our website outlining the instructional day.

## **EMERGENCY CONTACT INFORMATION**

\*It is imperative that we have this information in the office, in case of an emergency, illness or otherwise.

Each family must have an emergency form on file in the school office.

The form includes the following information:

1. Parent(s)' or guardian(s)' name(s).
2. Up-to-date address.
3. Home, cell phone and work numbers.
4. Emergency contacts and phone numbers.
5. Physician's name and phone number.

Parents/guardians should notify the school promptly in writing of any change of home address, or home, emergency or work and or cell phone numbers. If your child states they are filling ill, nauseous, dizzy and/or has experienced a head injury and we cannot get in touch with the parents/guardians or any of the emergency contacts, the school will call 911 and transport your child via ambulance to the hospital for medical care.



## **EXTENDED DAY**

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

## **EXTRACURRICULAR ACTIVITIES**

St. Gerald is proud to host a variety of extracurricular and enrichment programs for our students after school hours. Depending on the nature of the activity, there may be an additional fee required. These programs include student leadership, altar servers, and various creative and academic clubs. Programs for which additional staff compensation or the purchase of materials are necessary, there will be an additional cost. These programs include our sports teams, National Junior Honor Society, art, or music lessons. Please contact the school office, visit our website, or check your parent communication folder, or principal's emails for more information on current costs and schedules. Students must attend school 60% of the school day in order to participate in or practice for school related activities scheduled for that day or night. Exceptions to this policy may be made at the discretion of, and with the specific approval of the principal. Situations such as visits to a doctor or attending a funeral would be examples of qualifying exceptions. Documentation of such circumstances is necessary.

## **FIELD TRIPS**

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

## **FIRE DRILLS**

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

## **GANG ACTIVITY**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable. The following may be subject to disciplinary action:

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

- conduct on or off premises that may be gang related. Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate, and report suspected gang activity to local law enforcement.

### **GRADING SCALE**

The following codes are to be used on progress reports and report cards:

Comments: + = commendable      - = needs improvement      No mark = satisfactory

Achievement mark:

A+ = Superior A + 99-100

A = Superior A 95-98

A - = Superior A- 93-94

B+ = Above Average 91-92

B = Above Average 87-90

B- = Above Average 85-86

C+ = Average 83-84

C = Average 79-82

C- = Average 77-78

D+ = Below Average 75-76

D = Below Average 71-74

D- = Below Average 69-70

F = Unsatisfactory 68 and below

Achievement marks for Gym and Art will appear as follows:

+ Exceeds expectations      S Meets expectations      - Needs improvement

### **GRADUATION REQUIREMENTS**

Policy ES 140.1./HS 317.1 Students shall be issued a diploma upon completion of the school's academic requirements. Procedures As one requirement for graduation, each student shall receive a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of the requirements shall be documented on the student's permanent record.

A diploma is issued to an eighth-grade student who achieves a passing grade point average for the entire school year in each subject area. A 'Certificate of Attendance' will be issued in lieu of a diploma for any student who does not meet the requirements. All assignments, both academic and disciplinary, must be

completed before a student participates in the graduation ceremony. All tuition and fees must be paid by the last day of class. All 8th grade students, regardless of religious affiliation, must complete the required service hours in order to successfully graduate from St. Gerald and participate in the graduation ceremony. All students must pass the U.S. and State Constitution test with a minimum 70% prior to the end of their eighth-grade year. If a student does not pass on the first try, they will be given a second opportunity two weeks later. If this attempt is again not successful, the family must seek private tutoring over the summer.

### **HARRASSMENT/THREATS/INFORMATION**

The administration and staff of St. Gerald School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken. Disciplinary action may include probation, suspension, expulsion, or termination. Guidelines to aid school administrators in recognizing and responding to harassment include the following examples:

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

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

### **HEALTH REQUIREMENTS**

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school. If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations. All children in Illinois shall have a health examination as follows:

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

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15th of each school year. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator. A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial school for the first time or entering kindergarten shall have an eye exam. Parents/Guardians are to be notified of this requirement. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

- The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.
- Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization
- Under Illinois law, Section at 217-785-1455, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law. The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

## **HOMEWORK**

Homework is the responsibility of the child. If a child spends an unreasonable length of time on homework, the teacher must be consulted.

Written work, study, oral assignments are considered homework. Each grade level will communicate to parents regarding its assignment policy.

Guidelines for homework sessions:

Grades 1, 2, and 3 ½-1 hour

Grades 4, 5, and 6 1-1 ½ hours

Grades 7 and 8 1 ½ -2 hours

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

## **LOST AND FOUND**

The main office puts “found” items on shelves in the main hallway. Students should check that area for misplaced items. To avoid missing items, all student clothing and personal items should be labeled with the child’s name and current grade level. Items are given to charity if they are not claimed—the lost and found box is cleaned twice per year—before Christmas break and when the year ends.

## **LUNCHROOM/LUNCH TICKETS**

St. Gerald is part of the National School Lunch Program.

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

Children must use lunch tickets to purchase a hot lunch in the school cafeteria each day. The menu is published and distributed monthly. Any child choosing not to eat hot lunch should bring a cold lunch in a paper sack or a lunch box, marked clearly with the child’s name. Milk may be purchased in the cafeteria, or the child may bring juice in a box or plastic container. (NO pop or carbonated beverages are allowed.) No food/drink is to be taken out of the lunchroom. McDonalds, Burger King, etc., is NOT to be brought into the school lunchroom for any reason. If a child forgets his/her lunch, parents may drop off the lunch outside the school office. The office is not responsible for unclaimed lunches.

## **MANNA**

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

## **MASS ATTENDANCE**

Students in grades K-8 will attend Mass weekly. The entire student body attends Mass on Holy Days of Obligation. This in no way takes the place of the weekend obligations. It is imperative that parents and guardians take their child(ren) to Sunday Mass weekly in order to ensure that the faith formation they receive is supported at home. All families receiving the parishioner rate for tuition are expected to be practicing members of St. Gerald parish. Membership and attendance are documented through the use of donation envelopes and through online giving. Contact the parish to register if you are receiving parishioner tuition rates and do not belong to the parish. The parish subsidizes the school tuition, and it is imperative that this partnership exists, with parish/ Mass participation from the families.

## **MEDICAL CANNABIS**

Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy provides 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.

## **MEDICATION**

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

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

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

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

## **PARENT GUARDIAN CONDUCT**

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Parents/guardians who post defamatory or threatening statements about the school, its staff or students, on social media can be required to remove the offensive material or withdraw their child or children from the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
- conduct school business with the other parent/guardian of the student. When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:
- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;

- dismiss the child or children of the parent/guardian temporarily or permanently from the local Catholic school.

### **PARENT - TEACHER COMMUNICATION**

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

### **PARENT/ GUARDIAN CONDUCT**

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

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child or children from the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- conduct school business with the other parent/guardian of the student. When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:
- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended.
- dismiss the child or children of the parent/guardian temporarily or permanently from the local Catholic school.

### **PARENT/ TEACHER CONFERENCES**

Teachers must meet with parents at least once a year for the purpose of discussing the academic progress of the child, along with other matters of mutual concern. Conferences are scheduled at the end of the first quarter of the year. In the spring, optional parent teacher conferences will also be offered.

Individual conferences are encouraged as needed throughout the year. Please do not hesitate to contact any teacher for a conference.

### **POLICY OF NON-DISCRIMINATION**

In accordance with the Chicago Archdiocesan Policy on discrimination in schools, St. Gerald School admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. St. Gerald School does not discriminate on the basis of gender, race, color, national and ethnic origin in its administration of educational policies, admission policies, loan programs, athletic or other school-administered programs.

### **PROGRESS REPORTS AND REPORT CARDS**

Progress reports will be sent home in the middle of each trimester. Progress reports will be sent home with the students. They must be returned the next day with a parent signature. Grades are accessible at any time for parents with students in grades 1-8 via PowerSchool. A username and password can be attained by contacting Mrs. Reynolds in the school office. Report cards are issued three times a year. Third Trimester report cards are sent home on the last day of school.

### **RELIGIOUS EDUCATION**

St. Gerald students attend Mass weekly with their peers. We ask our families to schedule and attend mass weekly on their own, as well. Our Academy religious education program emphasizes the building of community of faith by teaching students to understand and to live in accordance with the doctrine and practices of the Catholic Church, to participate actively in Catholic liturgical life, and to dedicate themselves to serving others, not only at home, school, and in their parishes, but ultimately within society at large. All students are required to participate in all aspects of the religious education program including all prayer and worship services. St. Gerald School works in conjunction with the Director of Religious Education for the parish.

St. Gerald religious curriculum presents children with accurate and comprehensive religious instruction based on the following:

Catechesis in Human Sexuality and Sexual Morality: In accordance with Archdiocesan policy, St. Gerald incorporates the authentic Catholic teachings regarding family living, human sexuality, and sexual morality into both its religion and science curricula in a manner appropriate to the age and maturity of the students.

Prayer: Prayer is an essential and daily part of St. Gerald. The day begins and ends with prayer and students pray frequently throughout the school day. Prayer services are scattered throughout the year as marked on the yearly mass calendar. Students in 3rd-8th grade have opportunities to receive the Sacrament of Reconciliation. Mass is celebrated once a week for students. Parents, family, and friends are most welcome and encouraged to be part of this important time.

Sacramental Instruction: Students in second grade are prepared for the sacraments of Reconciliation and Eucharist. Seventh grade students prepare for the sacrament of Confirmation. Parents are required



to attend informational meetings during the year in which their child is being prepared to receive a sacrament. Participation in these meetings will strengthen the efforts of all. Failure to attend these meetings may disqualify the child from receiving the sacrament.

Service: Students assist in liturgical celebrations through lecturing, altar serving, and gift presentation. During the year, different classes participate in various projects. The purpose of these projects is to encourage students to be aware of those in need and to practice responding to those needs with compassion. This curriculum offers daily religious instruction including Catholic doctrine, scripture, morality, lives of the saints, social justice, as well as preparation for Liturgy.

Parents' Role in Faith Formation: Religious formation goes far beyond the formal instruction of Catholic doctrine and traditions. It involves leading our young people to a life centered on Christ. Parents are the first and foremost educators of their children. They are the first to communicate the faith to their children through example and instruction. Non-Catholic students are welcomed at St. Gerald. Students are expected to understand and agree that St. Gerald exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

## **RETENTION**

Teachers must inform the principal and parents if they are considering retention for a student and do so by the beginning of the third trimester. Students who fail two out of three trimesters in a core subject will be required to attend a recognized summer program. Proof of satisfactory completion must be given to the principal before the child can be promoted to the next grade.

## **SACRAMENTAL PROGRAMS**

Second Grade – First Reconciliation & First Eucharist

Seventh Grade- Confirmation

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

## **SAFE REQUIREMENTS FOR VOLUNTEERS**

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. When employees or volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people. Volunteers are not fingerprinted nor are they mandated reporters.

- Complete an online criminal background check, online at [www.archchicago.org](http://www.archchicago.org). Scroll to the Protecting Children button

- o Select Background Screening.

- Follow eAppsDB Instructions for Employees.

- Present themselves for digital fingerprinting within three business days of hire. (School Employees only) Online at [www.archchicago.org](http://www.archchicago.org)
- o Scroll to the Protecting Children button and select Fingerprinting.
- o Go to Accurate Biometrics fingerprinting location. Take completed Fingerprint Application Form and a government issued ID. Ask the principal for the school's ID number that is required on the form.
- o Return receipt received from fingerprint technician to the principal.
- Attend Virtus/Protecting God's Children for Adults™. Online at [www.archchicago.org](http://www.archchicago.org)
- o Scroll to the Protecting Children button and select Virtus. NOTE: All participants must preregister online to attend.
- o Virtus Certificate received at the completion of training to be placed in employee's personnel file at the school. NOTE: If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago
- o Give the principal a copy of your Virtus certificate.
- Read and sign Code of Conduct. Online at [www.archchicago.org](http://www.archchicago.org)
- o Scroll to the Protecting Children button and select Code of Conduct. The signed copy of the Acknowledgement Form is filed at the local school.
- Complete Child Abuse and Neglect Tracking Form (CANTS). Online at [www.archchicago.org](http://www.archchicago.org)
- o Scroll to the Protecting Children button and select CANTS.
- o Return the completed form to the principal. The original form will be sent to DCFS; a copy is filed at the local school.
- Complete Mandated Reporter Training – All School Employees -Online at [www.dcfstraining.org/manrep/index.jsp](http://www.dcfstraining.org/manrep/index.jsp), the employee is to Print three copies of the Mandated Reporter Training Certificate.
- o Retain a copy for personal file.
- o Present the copy to school administrator for school personnel file.
- o Send a copy to Myra Flores, Office for the Protection of Children and Youth at the Archdiocese of Chicago, 737 N. Michigan Avenue, Suite 900, Chicago, IL 60611.

## **SAFETY PATROL**

Parents are responsible for the safety of the child traveling to and from school. Safety Patrol adults are posted on the busiest intersections near the school by the Oak Lawn Police Department. Students attending St. Gerald School are expected to use the designated routes and patrolled intersections when walking to and from school. St. Gerald School and the Catholic Bishop of Chicago accept no liability for the safety of the child. A student safety patrol will be organized each year. Students in 6<sup>th</sup> grade will take turns patrolling areas to ensure safety of the campus. The students will be trained by school personnel.

## **SCHEDULE CHANGES**

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

## **SCHOOL ADVISORY BOARD**

The St. Gerald school board consists of nine members who are elected by caucus for a three-year term, the Pastor of St. Gerald, the Principal of St. Gerald School and Ex Officio members that are appointed by the Pastor.

Constitution and bylaws adopted in May 1996 are available at any time in the school office. (Revised 2007).

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

1. \*To accept this mission;
2. \*To bring to the mission one's talents, skills, wisdom, experience, faith, life and good will
3. To be a School Board member implies: \*Eagerness to seek information, training, and spiritual formation; \*Willingness to accept it; \*Knowing when and where to seek assistance.
4. With the pastor and the principal, models faith community in spirit of cooperation and interdependence
5. Keeps informed of Archdiocesan policies and progress through monthly reports from the principal
6. Advises on and publishes policies that are consistent with current Archdiocesan policies, guidelines and the school's mission statement in collaboration with the Principal and Pastor
7. Participates in the Principal Performance Review
8. Assists the Pastor in the Principal Selection Process when a vacancy occurs
9. Reviews and advises on the school budget, tuition rates and other sources of funding and financing
10. Assists in formulating and implementing goals for marketing, development and recruitment
11. Acts as public relation arm of the school
12. Represents its constituency through open meetings which provide for observation and dialog

## WHAT THE BOARD DOES NOT DO

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

## SUPPORT GROUPS 1. The Parish

2. The Archdiocesan School Office

3. The Board of Education

4. The larger Faith Community of the Church

### **SCHOOL SECURITY**

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

### **SEARCH AND SEIZURE**

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

### **SEXUAL HARASSMENT REGULATION**

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself earn appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to sanctions for misconduct set forth above.

### **SICKNESS OR INJURY**

If a child becomes ill or is injured during the school day, a parent or person authorized by the parent will be notified. We have a record in the school office of the emergency numbers and persons that parents have designated. Parent or authorized person must pick the student up in the school office and sign for the child's release. When your child is ill, please make arrangements for homework to be picked up daily in the school office by family or friends. If your child wakes up sick, please do not send your child to school that day.

### **SMOKE FREE CAMPUS**

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

### **STUDENT COUNCIL**

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

### **SUBSTANCE ABUSE**

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed. Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

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

School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to, continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained. Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal. The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violations, treatment and counseling shall have priority over, but not necessarily, exclude disciplinary measures.

### **TARDINESS**

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

### **TECHNOLOGY CODE OF CONDUCT/FAIR USE POLICY**

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

General Computer Use;

- o Handle equipment with care
- o Use equipment only with instruction and permission

- o Open, move, and delete folders and files only with specific instruction and permission of the adult in charge

- o Leave the equipment and surrounding area clean and tidy

#### Internet Use

- o Use the Internet to research assigned class projects and/or utilize educational games, websites, etc.

- o Send electronic mail to others only with the supervision of the teacher/adult. Outside accounts will not be accessed in school

- o Use the Internet to explore other computers that are connected to the internet

- o Use polite and proper language

- o Use common sense and observe rules of communication etiquette

- o Send, receive, or retrieve copyrighted materials only with permission

- o Never —surf the net freely or use chat rooms

- o Alert an adult immediately if something improper comes on the screen.

#### **TELEPHONE USE**

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

#### **STANDARDIZED TESTING**

Students in kindergarten through eighth grade are given I-Ready diagnostic tests three times per year to measure growth. After each testing session, students will receive a growth report to take home to parents/guardians. The results are used by the school to identify strengths and weaknesses in the individual student as well as the entire school.

#### **TEXTBOOKS**

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

#### **TORNADO DRILLS/WARNINGS/SIGHTINGS**

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

#### **TUITION AND FEES**

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

Payments may be made in full before the beginning of the school year, or in ten- or twelve-monthly installments. All financial obligations must be paid before June 1st in order for students to receive report cards, re-enrollment, or transfers. Early Childhood grades must have all accounts paid in full before the closing program. Participation in closing activities may be denied to students if accounts are not paid in full. This includes fines and fees of any kind.

St. Gerald uses Smart Tuition to manage all tuition and fees. Each family is asked to create an account and pay electronically via a checking account.

### **St. Gerald UNIFORMS (Updated August 2021)**

Students in Grades Kindergarten through 8th, shall observe a uniform dress code with which they must comply at all times unless special permission has been granted by the school administration for a substitute.

On the days when Cub Scouts, Girl Scouts, Brownies or St. Gerald Band members have a function or meeting during or immediately after school, they may replace the school uniform with their Scout or Band uniform.

The school uniform can be purchased at School Belles - 7763 S. Harlem, Bridgeview, IL 60455, (708) 598-8008 [www.schoolbelles.com](http://www.schoolbelles.com).

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

Uniforms for PK4 – Since November 1, 2016, the St. Gerald gym uniform has been the expected uniform on all days for PK4 students except on designated out of uniform days.

HAIR: Hair should be clean, well-groomed have a conventional style (EXAMPLE: NO SPIKES, LINES, TAILS, CUT INS, FADES, WILD PERMS, POMPADOURS, WILD COLORING , BLEACHING OR MULLETS , etc...). Hair coloring or highlighting which enhances the natural color of hair is also not permitted. Any student violating this policy will have one week to restore his/her hair to comply with the code. If the hair is not restored to the code, the student may not be permitted to return to school until his/her hair is styled appropriately.

For boys, hair should not hang on or be over the boys' ears or shirt collars. Bangs for both girls and boys should be cut to the middle of the forehead and not hang in the eyes. Hair violations will be determined by the teachers or administration.

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

SHOES (ALL STUDENTS): GYM SHOES MAY NOW BE WORN WITH REGULAR SCHOOL UNIFORM. No FAD shoe styles are acceptable though, such as shoes with roller wheels, high heels, light-ups, very thick soles, slides, moccasins, clogs, slippers, or any backless shoes.

NEW POLICY JUNE 2017: Regarding gym shoes on gym uniform days: Administration and faculty have agreed that the color restriction on gym shoes is now lifted. Additionally, high top gym shoes are now allowable provided the laces are completely up to the top of shoe and tied. The restriction against light up/flashing shoes is still in place. White, navy, or black socks must always be worn, and socks must COVER the ankles. The homeroom teacher or Principal's judgment is the deciding factor if questions arise.

#### GIRLS UNIFORMS –KINDERGARTEN THROUGH 8

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

Grades 4 through 8: Plaid skirt or skort (length should reach top of the knee) with royal blue monogrammed polo shirt, or light blue non-monogrammed shirt, short or long sleeve

(Older white girls polo is NO LONGER ACCEPTABLE)

\*4<sup>th</sup> grade girls may now wear the plaid skirt.

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

Navy blue walking shorts and light blue polo or royal blue monogrammed polo (grades 5 through 8) or uniform blouse with navy blue walking shorts (grades K - 4) may be worn only during the months of August, September, May and June unless extended by the administration. If wearing the uniform blouse, it should be tucked into pants/shorts. Optional additions to daily uniform: navy blue cardigan, St. Gerald royal blue sweatshirt or fleece (from School Belles), or St. Gerald navy blue gym sweatshirt may be worn over the student's polo for warmth.

\*\*\*School sport sweatshirts and spirit wear sweatshirts are not to be worn with the daily uniform or gym uniform; they are only to be worn on Spirit Days. Spirit wear days are announced by the administration.

\*\*\* HOODIES are never to be worn in school. The exception to this rule is 8th grade may wear their class hoodies. Only white undergarments are to be worn under the polos/blouses.

White, navy, or black socks must always be worn, and socks must COVER the ankles.

No patterns or designs on socks, except for small logos such as Nike, Adidas, etc.

Tights/leggings worn for warmth or modesty should be solid in color.

Make-up: No make-up of any kind is permitted including but not limited to; eye liner, lip color and eyebrow enhancements.



Nail Polish: Only clear nail polish may be worn.

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

No tattoos, temporary or permanent, are allowed for any student. Hair decorations and religious jewelry should be appropriate in size for the student. Only headbands that are navy blue, white, black or uniform plaid can be worn, and they must be worn flat on the head.

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

### BOYS UNIFORMS

#### KINDERGARTEN through 8th GRADE

Navy blue dress pants and light blue polo shirt or tan knit, short or long sleeve, shirt with monogram is to be worn. Shirts must be tucked into pants. Only white undershirts may be worn under the uniform shirt. A navy-blue cardigan, St. Gerald royal blue sweatshirt or fleece (purchased at School Belles) or St. Gerald Navy blue gym sweatshirt may be worn over the students' polo for warmth. Navy blue walking shorts may be worn only during the months of August, September, May, and June unless extended by the administration. Cargo shorts and cargo pants are not allowed.

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

Boys- No pierced ears or earrings allowed. No jewelry, except for religious items. No tattoos, temporary or permanent, are allowed for ANY student. Jewelry must be appropriate in size for the child's age. When a student is in violation of the dress code (regular uniform day or gym day) the teacher will send a BEHAVIOR NOTICE which will explain the violation The teacher's or Principal's judgment is final on code violations.

### PHYSICAL EDUCATION UNIFORM –KINDERGARTEN THROUGH 8th GRADE

The gym uniform is to be worn on designated gym days or field trips as instructed by teacher. The gym uniform may be purchased through the school. Blue monogrammed/fleece shorts or navy-blue sweatpants/fleece or blue nylon basketball shorts or pants may be worn. No plaid pants. Gym shorts may be worn only during the months of August, September, May and June unless extended by the administration. St. Gerald navy blue or gray t-shirt or navy-blue sweatshirt can be worn. No sports team clothing allowed. On student gym days, gym shoes may be worn. NEW POLICY JUNE 2017: Regarding gym shoes on gym uniform days: Administration and faculty have agreed that the color restriction on gym shoes is now lifted. Additionally, high top gym shoes are now allowable provided the laces are completely up to the top of shoe and ties. The restriction against light up shoes is still in place. White, navy blue or black socks must be worn, and socks must cover ankles.

## **OUT OF UNIFORM DAYS / FIELD TRIPS**

Out of uniform days will be solely at the discretion of the school administration. The school administration will determine appropriate wear for the out of uniform days (red, white and blue day or pajama day, etc.). On out of uniform days, a student may opt to wear his/her regular school uniform or on the student's gym days, his/her gym uniform. For purposes of safety and security the dress code for field trips will be either a St. Gerald gym shirt or sweatshirt with appropriate pants, jeans or shorts OR full uniform dress, at the discretion of the teacher. When an out of uniform day is permitted by the school administration, the following dress code shall apply:

- No sleeveless shirts, tank tops, or dresses of any kind (cap and short sleeves are permitted);
- No crop tops or low cut tops;
- No tight jeans; Leggings must be worn with tops that go to the top of the thigh and covers the behind
- Shorts and skirts must be fingertip length;
- No hats or caps or hoods (unless an outside field trip);
- Clothes must be neat and orderly in appearance;
- Clothing must be worn as it was intended. No coats worn in class, pants worn at the waist, etc.;
- Shoes should be the same as uniform days/gym days and socks must be worn;
- No clothing should contain any offensive language or pictures, nor should it promote any bands, cigarette or liquor companies or offensive trends.

Discretion of the teacher is the final judgment on this type of clothing violation. When a student is in violation of the out of uniform dress code, the teacher will send home a BEHAVIOR NOTICE which will explain the violation, call home before a field trip for a change of clothing, and/or request a gym uniform top or pants from the office to wear in place of the child's clothing choice. Repeated violations of any dress codes may eventually result in additional disciplinary actions.

## **VACATIONS**

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

## **VOLUNTEER SERVICES**

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

## **WEAPONS**

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

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

School authorities have the right to inspect and search lockers, desks, parking lots and school property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction. The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

### **WELLNESS POLICY**

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

Goals:

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

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

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

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

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