



Parent and Student Handbook

2014-2015

Revised September 2014

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Villa Park, Illinois 60181
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Glenn F. Purpura, Principal

Summer 2014

Dear Parents/Guardians:

Welcome to St. Alexander Catholic School! In choosing St. Alexander, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Alexander Catholic School for the 2014-2015 school year. Please read this document carefully and sign the Information Form on our website. This agreement states that you intend to abide by the policies of St. Alexander Catholic School during the 2014-2015 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In God's peace,

Mr. Glenn F. Purpura
Principal

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Staff Listing

Last	First	Title
Cote	Fr. Mark	Pastor
Purpura	Glenn	Principal
Thieme	Mary-Jo	School Secretary
Regan	Ann	School Secretary
Aldridge	Carol	Preschool Teacher
Albrecht	Diane	Preschool Teacher
Bingen	Laverne	PK Teacher Aide
Cherniavskyj	Illana	PK Teacher Aide
Connell	Lauren	Teacher
Drapper	Jennifer	Teacher
Krueger	Ann	R.E.P. Director
Kuhrau	Laura	Art Teacher
Lietzke	Katherine	Teacher
Marchese	Robert	Teacher
Nudd	Eva	Extended Day Director
Meyer	Laura	Teacher
Mikol	Kevin	Music Teacher
Richardson	Jillian	Teacher
Reed	Karen	Teacher
Carlson	Eric	Physical Education Teacher
Szymanski	Andrew	Band Teacher
Zabel	Alex	Teacher Aide

School Hours

Students are not to arrive before 7:55 a.m. Supervision is not provided prior to that time. Students asked to report earlier than 7:55 a.m. will be given a pass by their teacher a day before. Students are considered tardy if they are not seated by 8:05 a.m.

Half Day 8:10 a.m.-12:00 p.m.
 Grades K-8 8:10 a.m. - 3:05 p.m.

All students will be dismissed at 12:00 p.m. on half days of attendance.

School Office Hours: Monday through Friday 7:50 a.m.-3:20 p.m.

A Message to Parents

We offer this handbook to all families who have students in St. Alexander School. Kindly read this booklet and keep it as a reference. We are grateful for your support and understanding in all school matters. Feel free to contact us at any time as together we strive to provide a Catholic Christian education for your children.

Mission Statement

Saint Alexander Catholic School and Parish Community are together as One Family dedicated to academic excellence building a foundation of faith, character and dignity grounded in the Gospel of Jesus Christ.

Philosophy

St. Alexander School exists as a witness to the educational mission of the Catholic Church.

St. Alexander School strives to meet the spiritual, academic, physical, social and emotional needs of kindergarten through eighth grade students. In partnership with parents, children's primary educators, the school fosters students' faith, knowledge and responsibility as active members of our Catholic Church and as citizens of our community. The school encourages love and respect where the message of Jesus is experienced through faith education, community worship and service to others. Through their Catholic education students learn to respect and appreciate the cultural and religious differences in society and embrace the fullness of truth found in the Catholic Church.

Beliefs

We believe...

- that Jesus is our Master Teacher
- in a distinctly identifiable faith environment and curriculum based upon our Roman Catholic teachings
- our school and our families are instruments for living and spreading the Gospel message
- in commitment to family, school, parish, community and our Church
- parents are the primary educators of their children in partnership with our school and parish
- in respecting the dignity of each individual
- children can achieve their God given potential
- excellence is achievable
- in a safe, healthy and aesthetically pleasing environment conducive to learning
- in the mutual support among school, parish and diocese

Academic Programs

The curriculum is comprised of instruction in the Catholic faith and Christian principles, language arts, mathematics, science, and social studies. The curriculum is regularly reviewed and revised to comply with Diocesan, state and federal standards. Other special programs include:

Art

Art is taught in K-8 grades and is designed to develop the student's appreciation and perception as well as his or her skills in the various art media. Many art activities are integrated into projects and units involving other academic areas.

Music

Music is taught in grades K-8. It is an integral part of the curriculum and focuses on the involvement of the whole child in music activities. Singing, movement, literacy, use of basic instruments and music appreciation are the general areas of classroom instruction. In addition, all-school or unit song practices are held prior to some all-school liturgies to provide practice in congregational singing as preparation for worship and devotion.

Physical Education

The physical education program is designed to develop each student's positive attitude toward wellness, good health, and encourage the development of physical fitness and motor skills. Activities include individual and team sports and games which can be enjoyed throughout the student's life. The program emphasizes good sportsmanship and team effort through class participation.

If a student is excused from P.E. class due to illness or injury, a note from a parent or physician must be provided.

Band Program

This elective program is offered to St. Alexander School students at additional cost to students in grades four through eight. All band students are placed at the beginning, intermediate or advanced levels. Field trips and other enrichment activities are offered as time permits.

Cultural Arts Program

This enrichment activity is provided approximately four times per year and made possible by funds from the Parents' Association. These events enrich as well as supplement the curriculum.

Admission

Registrations will be accepted in the following order:

1. Priority will be given to presently enrolled students and their siblings.
2. New families with preschool and/or kindergarten children will be registered for available spaces based on the length of time registered in the parish as verified by the parish office.
3. Priority will be given to children of registered, active parishioners over those of non-parishioners.
4. Priority will be given to those transfer students whose siblings are enrolled and would otherwise be placed on a waiting list for their particular grade. These children will be enrolled in a homeroom provided the maximum in grades 1-8 does not exceed 31 students.

The principal reserves the right to deny registrations for students whose educational needs cannot be met by the school. The principal makes this decision. Students wishing to transfer in must go through a screening process with the principal. Pre-registration will not guarantee admission until all required forms have been completed and submitted to the office.

The school may decline to enroll any applicant whose placement may impair the health, security, well-being, or educational progress of other students, or any applicant whose special needs might not be well-served by the programs or staff of the school. Such decisions shall be at the Principal's discretion.

Registration and A-1 Ticket Fee are not refundable. Tuition and milk fees are refundable until May 1. If a child is not placed due to the homeroom maximum, the child will be placed on a waiting list for the appropriate grade level. Once placed on a waiting list, the child will retain that position under all circumstances until the child is placed in the school or requests to be removed from the list. Children will be placed in the order of the list as vacancies occur. The principal will contact all waiting list families prior to the end of the school year to determine if they desire to remain on the list.

Age Requirements

In accordance with the State of Illinois and the Diocese of Joliet, students entering kindergarten should be five years of age by September 1. Students entering first grade should be six years of age by September 1.

Students may be excluded from admission to kindergarten or first grade on the basis of objective testing conducted by the school that shows they are definitely unprepared for kindergarten or first grade work.

Transfers

Parents transferring their child to St. Alexander School should obtain a transfer form from the previous school. Records will be requested. Grade placement will be based on official school records and other testing administered by St. Alexander School.

Parents transferring children to other schools are required to notify the school at least one day in advance or sooner. An appointment must be made to facilitate this procedure. Before leaving St. Alexander School, students will turn in all of their textbooks to their teachers. Parents are then asked to call the school office for the transfer and any refunds. Formal transcripts will be processed only after accounts are paid in full.

Parents transferring their child from St. Alexander School must notify our school office of the school that the child will attend. A transfer form and a release of records must be signed by the parents. Records will be forwarded by mail when the receiving school requests them.

Non-discriminatory Student Admissions Statement

St. Alexander School is operated under the auspices of the Diocese of Joliet. St. Alexander School admits students and hires employees of any race, color, sex, national and ethnic origin.

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

Non-Catholic Students

All non-Catholic students enrolled at St. Alexander School will be required to participate in all religious instruction, prayer, and liturgical celebrations along with their Catholic classmates. Non-Catholic parents seeking to enroll their children at St. Alexander School are encouraged to consult with the pastor regarding a program of instruction in the Catholic faith.

This school gives preference in admission first to Catholic students living within the parish boundaries; second, to Catholic students living outside the parish boundaries; third, to non-Catholic students.

Certificates and Examinations

Baptismal and birth certificates are required for each student enrolling at St. Alexander School for the first time.

Illinois law requires that children attending any school for the first time must have a complete physical examination and up-to-date immunizations as required by the State of Illinois.

Dental Health Exam Requirement

Kindergarten, second and sixth graders are required to show proof that they received a dental exam by May 15 of the current school year. This law was enacted by the State of Illinois on July 1, 2005.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school principal reserves the right to require the withdrawal of a student if the school determines that the partnership is irretrievably broken.

Alcohol & Tobacco

Consumption of alcohol and the use of tobacco by anyone are prohibited at school activities when students are present. The Parish and school buildings are smoke free zones at all times.

Athletics

Eligibility for Participation in Athletics and School Sponsored Activities

The school is responsible for ensuring that all of its students receive the best possible academic experience. This includes determining how to best deliver the needed services. **Students who are not performing at an appropriate level will not be allowed to participate in athletics and/or school sponsored activities until the student is able to make the necessary progress required.** Eligibility for students receiving accommodations, i.e. Individual Education Plan, will be determined individually.

Students will be ineligible to participate in athletics and school-sponsored activities if the student receives one failing grade at midterm or at the end of the trimester.

Behavioral expectation for participation in extracurricular activities:

Behavioral: The following point system will be in place for discipline referrals that are recorded during the specific sport season or academic trimester for performance groups, sports, and clubs:

1 detention = 1 week suspension from competition/performance group

2 detentions = 2 week suspension from competition/performance group

3 detentions = student removed from competition/performance group

In-school suspension = 2 week suspension from competition/performance group

Out of school suspension: number of days suspended = 3 week suspension from competition/performance group

Attendance

A student's academic progress is dependent upon daily attendance of classes. Students and parents should realize the value of punctual and regular attendance. There is no way to duplicate the classroom experience after a child has been absent. For this reason, students will only be excused from attending classes in cases of emergency or illness. Family vacations do impact the continuity of learning and are not encouraged. In addition, teachers are not required to plan work ahead for a student on a family vacation. If a parent anticipates an absence for a student, the parent should notify the principal and the student's homeroom teacher well in advance.

Absence

Parents are to call the school office by 8:30 a.m. when their child will be absent from school. Due to the high number of calls during this time parents are requested to avoid lengthy conversations. Earlier calls before the start of the school day will be answered by the school's answering machine. Please indicate your name, the student's name, homeroom teacher or room number, reason for absence, and the expected duration of the leave. If at least one other family member is attending school, a note may be sent. It must be delivered to the office upon arrival. For the sake of accuracy, verbal messages from siblings and classmates regarding an absence will not be accepted. Parents who do not report a student's absence by 9:00 a.m. will be called by the school office.

Students are responsible for make-up work, missed assignments and tests missed due to absence (see homework guidelines). Students not in attendance are not permitted in the school building. Any student that is absent is not allowed to participate in or be present at school sponsored activities on the day of an absence, including practice. A student absent without valid reason is considered truant. A truant student may be required to make up the number of school day hours missed.

Tardiness

Students are to be seated at their desks ready to learn by 8:10 a.m. **The tardy bell rings at 8:05 a.m. and at 12:55 p.m. for grades 1 through 8.** A tardy student must obtain an admit slip from the office before reporting to class. After the third tardy, excluding doctor appointments, a detention will be issued. **Each succeeding tardy will result in a detention throughout any given trimester. At the beginning of a trimester, the student will start with zero tardies.**

Dismissal During School Hours

No child will be dismissed from school during school hours without a written request from a parent or, in the case of an emergency, without verbal approval of a parent. The parent must call for the child at the school office unless the written request specifically states otherwise. Parents are strongly urged to avoid making appointments for students during the school day.

Excessive Absence and Tardiness

Success in school requires regular attendance. A student who is needlessly absent misses valuable continuity of instruction, thus his or her work is affected for some time. However, a child should not attend school when it is detrimental to his or her own health or that of others.

A student who has missed over twenty days of school shall be considered as having excessive absence. The school principal in consultation with the faculty may withhold the promotion of a student with excessive absences if the student's academic progress warrants this action. Participation in summer school, tutoring during the homebound period, or other requirements may be made a condition for the student's promotion to the next grade. Parents are responsible for providing the above services.

Code of Professional Ethics for Faculty

Professionalism is an attitude, which grows out of the conviction of pride in being a teacher. The Diocese of Joliet expects its teachers to perform their duties competently and conscientiously. Each teacher has:

PROFESSIONAL RESPONSIBILITIES

- I Adhere to conditions and terms of contract and school policy handbooks
- II Keep open communication with administration
 - A. Submit reports accurately and promptly as directed
 - B. Keep administration informed of all aspects of student performance
 - C. Participate at faculty meetings and seek necessary clarifications
 - D. Support in a positive manner the school, its policies/procedures, and the administration in all public forums and conversations with parents
 - E. Provide constructive suggestions and critiques on school policies and procedures to appropriate administrative personnel
 - F. Conduct grievances and other business through established procedures
 - G. Keep matters confidential as required, and dialogue only with the parties involved
- III Be attentive to carrying out all duties
 - A. Uphold and implement the Catholic philosophy of the school
 - B. Enforce all policies and procedures concerning the school fairly and accurately
 - C. Develop a yearly plan of professional growth consistent with the educational goals and philosophy of the school
 - D. Maintain and respect all school property
 - E. Carry out all discipline fairly
 - F. Exhibit pride in the teaching profession and the school
 - G. Keep aware of current educational thought and trends
 - H. Conduct all business in a professional manner
 - I. Keep aware of professional responsibilities to parents
 1. Recognize the role of parents as primary educators

2. Be specific in communicating student progress and steps toward improvement
- J. Keep aware of professional responsibilities to students
1. Function as a positive Catholic role model and provide guidance and counseling as needed
 2. Recognize and model respect of each student's religious and cultural traditions
 3. Strive to meet the individual academic and behavioral needs of each child
 4. Never discuss one student with another or another student's parents

Code of Conduct for Parents

1. Support your child in all of their educational endeavors by giving praise and showing interest in their school activities.
2. Be positive and pro-active when dealing with school related issues. Children quickly mirror adult's reactions to situations and events.
3. Protect peoples' good names. Problems, differences of opinions and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Attempt to resolve these issues through calm dialogue between the parties directly involved while respecting the dignity of each and every person.
4. In order to have conflicts, concerns, and questions dealt with in a responsive and professional manner, immediately bring them to the attention of the principal.

As the St. Alexander School Community, we must live and model our motto "Where Faith and Knowledge Flourish" and trust that there is no situation which cannot be resolved if we participate with a listening heart and a desire to provide for our children the very best educational settings in a truly Christian Environment.

Code of Conduct for Students

A learning atmosphere free of disruptions is essential to maintaining the high academic standards of St. Alexander School. One of the goals of the school is to provide students with a safe and caring learning environment and to encourage Christian values by developing a sense of self-discipline and responsibility for actions. As a Catholic educational community, we expect all students to:

1. Respect God, persons of authority, themselves, their peers, and school property.
2. Work earnestly in the classroom by
 - completing assignments on time
 - listening attentively
 - participating in class
 - following directions
 - accomplishing neat and accurate work
 - bringing required materials to class
 - accepting responsibility for work missed when absent
 - returning signed tests and quizzes
 - exhibiting academic honesty.
3. Display teamwork, positive attitude, kindness and consideration for all members of St. Alexander's community.
4. Take responsibility for one's actions and words.

The following sections summarize disciplinary principles and student behaviors which are expected at St. Alexander School.

Disciplinary Principles

High academic achievement requires an atmosphere of discipline. At St. Alexander School, positive disciplinary strategies are employed to help children develop self-control and foster a respect for others. Occasionally, more stringent strategies are necessary for a child's growth and for the good of the school. In any disciplinary situation, four principles prevail:

1. Children are responsible for their actions and the consequences which result from their decisions.
2. Teachers and administrators are respected for their educational knowledge, experience, and discretionary wisdom when maintaining discipline.
3. When making a disciplinary decision, teachers and administrators are respected for their effort to maintain the delicate balance between what is good for the student and the school and what is fair to the student's classmates.
4. In order for any disciplinary strategy to have an impact, parents must support the decisions of teachers and administrators.

In our Catholic community, all students at St. Alexander School are expected to conduct themselves within the guidelines defined by this Code of Conduct. When a student's behavior is contrary to the school's expectations, some form of discipline is warranted.

When a student fails to meet the expectations set forth in this Code of Conduct, teachers and administrators are authorized to take appropriate action to correct the situation. The disciplinary action undertaken may include loss of school privileges, parent conferences with the teacher and/or principal, mandatory counseling, in-school suspension, out-of-school suspension or, in cases where circumstances warrant, expulsion.

1. When a student has committed an infraction, the teacher or staff member will issue a detention which the student will take home and return the following day with a parent's signature. Parental signature does not imply approval of or agreement with the corrective action taken. It merely indicates that the parent has been informed about the infraction and the consequence. A note from the parent does not alter the consequence for the student.

The student must serve the detention at a designated date and time determined by the teacher/principal or the student will receive another detention. Detentions are normally scheduled from 3:25 p.m.-3:55 p.m. the day after the infraction occurred. Detentions will take precedence over other school and athletic activities. In the case of illness, students and/or parent must reschedule the detention with the teacher and/or the principal by 9:00 a.m. of the day of detention.

2. The purpose of administering discipline is to modify behavior. If a student repeatedly violates rules, then, clearly, this goal is not being met. For any student who has received four detentions within one trimester, an in-school suspension and a parent conference with the principal and homeroom teacher will be scheduled before the child is permitted to return to the classroom. Additional detentions within the same trimester will result in more conferences, counseling and possible expulsion.
3. For an in-school suspension, the student will spend the assigned day doing written work removed from the classroom (without the benefit of lecture). The parents must meet with the principal before the student is allowed to return to class. A substitute teacher or other school personnel will be hired to stay with the student during the day at a designated location. **The parent will be assessed an \$85 fee (payable to St. Alexander School) to cover the cost of the substitute.** This fee must be paid before the child is allowed to return to class. After two in-school suspensions, expulsion may be considered.

Students serving an out-of-school suspension will not be allowed on school property for the duration of the suspension. Students serving a suspension will not be allowed to participate in any school-sponsored activities over the weekend from Friday through Sunday inclusive of Monday holidays. A student may be suspended immediately or face other consequences for a more serious offense at the principal's discretion.

4. In the case of very serious or persistent misbehavior, the principal may also decide to withhold school privileges from a student for a designated period of time, i.e., lunch at school, athletic teams, school organizations and activities, field trips, etc. While the parents may discuss the issue with the principal, the final decision regarding loss of school privileges always rests with the principal.

It should be noted that the aforementioned disciplinary principles are guidelines. Any infraction or combination of infractions may warrant immediate suspension or expulsion depending on the facts and circumstances in a given case. Generally, a student will be expelled when the moral or physical well-being of students in the school is endangered or when there is prolonged and open disregard for school authority.

Infractions

The infractions listed below are not meant to be all-inclusive. They are examples of the type of infractions that may be considered a Christian Behavior Practice or detention depending on the severity and circumstance. The following apply to all school sponsored activities as well as the school day.

Dress Code Violation – The official uniform policy is printed in this handbook (p.14). All students are expected to report to school in appropriate dress and to remain that way.

Misconduct in Church and School-Sponsored Activity – Students are expected to behave in a respectable and orderly manner at all times. This includes following directions and guidelines established by the school, the classroom teacher, or any authorized adult supervisor.

Classroom Disruption – As noted above, students are expected to conduct themselves in a respectful and orderly manner. Students who disrupt the educational environment of the classroom activity may be removed from the classroom and sent to the principal's office, at which time appropriate disciplinary measures will be undertaken. The general rules and regulations will be explained by the teachers at the beginning of the school year.

Inappropriate Language, Comments, or Gestures – Students are expected to be respectful in their dealings with all members of the St. Alexander School community. Students are not permitted to use profanity or any kind of inappropriate language, comments or gestures for any reason.

Verbal Abuse and Name Calling – Students are expected to treat people with respect at all times. Any behavior designed to frighten, embarrass, or tease another student is not acceptable.

Tardiness – Students are expected to be in their homerooms/classrooms when the bell rings to begin the school day and each class period. Three unexcused tardies will result in a detention. Each succeeding tardy will result in a detention throughout any given trimester. At the beginning of a trimester, the student will start with zero tardies.

Food/Drink/Gum Chewing – Students are allowed food and drink only during assigned times; lunch, snack time, other times designated by the teacher. Lozenges for sore throats are considered medication and must be approved by the school nurse and require a note from the parent/doctor.

Unsafe Behavior – Students are expected to behave in a safe and cooperative manner. There is to be no running, pushing, or propelling of objects in the building. When outside, students should also maintain a sense of safety in their conduct. There should be no pushing, throwing of objects, i.e. snowballs, or behavior which could result in harm, injury, or damage. Remember, the majority of injuries result from unsafe behavior and not necessarily from intentional means.

Unacceptable items – Students are asked not to bring to class any items that are not directly related to schoolwork. Unacceptable items will be confiscated and returned when a parent comes to school to retrieve it. Gum, cosmetics, perfume and cologne, correction fluid (White Out) are not allowed on school premises. The school reserves the right to inspect all school property and lockers.

Students are not permitted to use or possess laser pointers while on school property or while participating in a school-sponsored activity. Students found in possession of such an item are subject to immediate disciplinary action. Laser pointers will be confiscated and not returned.

Cell Phone – Cell phones and other mobile devices should not be seen, heard, or viewed during school hours. If a mobile device is seen, viewed, or heard during school hours it will be taken away and held in the principal's office for the parent to pick up.

Public Affection – Students are expected to use good judgment and refrain from any inappropriate displays of affection which include, but not limited to, hand holding, hugging, or kissing.

Academic Dishonesty – Students are expected to be honest and truthful in their behavior. Cheating, plagiarism or forgery in any form is unacceptable.

Disrespect/Defiance – Self-control and a respect for authority will be expected from students at all times. Disobedience, disrespect, defiance or insubordination towards any adult is unacceptable.

Unacceptable Communication – Students will speak with adults in a respectful manner. Swearing or vulgarity in any form, whether it is verbal, written, or gestured is unacceptable.

Harassment – In order to foster an atmosphere of learning in which every student can reach his or her highest level of self-esteem, repeated ridiculing, **bullying**, threatening or intimidation of peers will not be tolerated. **Bullying** is unfair and one-side. It happens when someone keeps hurting, frightening, or leaving someone out on purpose. This includes verbal as well as non-verbal harassment.

Theft – Respect for all property belonging to the school, library, staff or peers is expected. Stealing will not be tolerated.

Vandalism – Students are expected to respect the property of others. In particular, a student must never take anything from a teacher’s desk or storeroom without the teacher’s permission. A teacher’s automobile also must be respected as personal property. Incidents of defacement or destruction of any parish or personal property on school grounds will result in proper restitution by the student and parents for all material and labor cost.

Propelling of Objects – Students are entitled to learn in a safe and quiet environment. Any behavior that disrupts the academic atmosphere at St. Alexander School or is likely to result in injury will not be allowed.

Physical Violence – Students should feel safe while at school. Due to the seriousness of fighting and the possibility of permanent injury to the students involved, play fighting, kicking, tripping, pushing or fighting will not be tolerated.

Serious Infractions

The following apply to all school-sponsored activities as well as the school day and may result in suspension or expulsion.

1. *Drugs and Alcohol* - Our school is a drug free environment. Where there is evidence to indicate that a student has drug paraphernalia, possesses, has purchased, has used, has sold or distributed, or is under the influence of a controlled behavior-affecting substance (e.g. marijuana, narcotics, alcohol, etc.) on the school grounds or at a school sponsored activity, the student shall be suspended immediately and the student and parents or guardian will meet with the principal as soon as possible.

The principal will decide a plan of remediation. Remediation within the school may be recommended, counseling may be required, or expulsion from school may be pursued. Any drug violations will be reported to the police department.

2. *Smoking or use of tobacco products.*

3. *Gangs* - In order to insure the safety of all students, St. Alexander has adopted a gang policy, which states: No student on school/parish grounds or at school sponsored activities shall participate in any gang or gang-related activities. This includes, but is not limited to: 1) The wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign or other item which is evidence of membership or affiliation in any gang (including hats), 2) The communication, either verbal or nonverbal (gestures, handshakes, slogans, drawing, etc.), of membership or affiliation in a gang, 3) The committing of any act which furthers gang activity such as: soliciting others for membership in gangs, requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school policies, inciting other students to act with physical violence upon any other person.

4. *Weapons* - In order to insure the safety of all students, St. Alexander has adopted a weapons policy which states: Students who bring a firearm to school will be expelled for a period of not less than one school year. This expulsion provision may be modified to something less than one school year upon the recommendation of the principal for unusual or extenuating circumstances and on a case-by-case basis. Students who bring other dangerous weapons to school may be subject to expulsion or other disciplinary action.

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

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set above.

The principal will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate, corrective action when warranted.

6. *Repeated or extreme violation of school rules.*

DISCIPLINE

If challenged, children will rise to the occasion with proper structure and discipline (set rules/ policies that are enforced – no nail polish, wear belt, etc...if it is a rule it should be enforced (always) or consider taking it out of the handbook). By nature children test limits and if they don't have clear boundaries their behavior can become undesirable quickly.

Tiered System for behavior issues

1st offense – demerit or service hours

2nd offense – demerit or service hours + write a paper or apology reflecting upon issue - to be signed by parent.

3rd offense – detention + write a paper or apology reflecting upon issue - to be signed by parent

4th offense – parent meeting with teacher and principal

****If issues related to bullying or harassment, detention may be appropriate on 1st offense.**

Tiered System for minor infractions (dress code, tardy, not being prepared)

1st, 2nd, 3rd offense – demerit

4th offense – detention

All additional offenses will receive detention and may include parent meeting and / or in-school suspension.

Teacher Board to help enforce rules, expectation for behavior and consequences

- Two teachers will act as representatives of the principal in regards to discipline as to not clog the office with “misdemeanors” and reserve being sent to the principal’s office for more serious offenses.
- After 2nd and 3rd “behavioral offense” or 3rd demerit for an “infraction”, the student will be sent to speak with one or both teachers on the Teacher Board to be reminded about the expectation of behavior

Christian Service and Detention

- teacher schedule for coverage will be established
- ideas for service include, but are not limited to washing chalk boards, handrails, lockers; hanging Kindness Links, cleaning toys in the Preschool Room; making copies; helping teachers in their classrooms

Infraction	K-2 Consequence	3-8 Consequence
Dress code	Teacher Correction	Detention
Misconduct in Church or school-sponsored activity	Teacher Correction	Detention
Classroom Disruption	Teacher Correction	Detention
Inappropriate Language, Comments, or Gestures	Teacher Correction	Detention
Verbal Abuse and Name Calling	Christian Behavior Practice	Detention/Christian Behavior Practice
Excessive Tardiness	Teacher Correction*	Detention*
Food, Drink, Gum Chewing	Teacher Correction	Detention
Unsafe Behavior	Christian Behavior Practice	Detention
Unacceptable Items	Teacher Correction	Detention
Public Affection	Teacher Correction	Christian Behavior Practice
Academic Dishonesty	Christian Behavior Practice	Detention/Christian Behavior Practice
Disrespect/Defiance	Christian Behavior Practice	Detention/Christian Behavior Practice
Unacceptable Communication	Christian Behavior Practice	Detention
Harassment	Christian Behavior Practice	Detention
Theft	Christian Behavior Practice	Detention/Suspension
Vandalism	Christian Behavior Practice/Restitution	Suspension/Restitution
Propelling of Objects	Christian Behavior Practice	Detention
Physical Violence	Christian Behavior Practice	Detention/Suspension
Illegal sale, use, or possession of alcohol, drugs, paraphernalia**	Suspension	Suspension
Smoking or use of tobacco products	Suspension	Suspension
Participation in gang or gang related activities	Suspension	Suspension
Sexual Harassment	Suspension	Suspension
Repeated or extreme violation of school rules	Suspension	Suspension
Three Christian Behavior Practices within a trimester	Detention	Detention
Three detentions within a trimester	Suspension	Suspension
Failure to serve a detention	Detention	Detention
Bringing a weapon or object that can be construed as a weapon**	Suspension	Suspension**

* see Excessive Absences and Tardiness

** Law Enforcement Officials will be notified

Excessive Missing Assignments

One problem that schools traditionally have to address is missing homework. If a child is missing an assignment, he or she will be notified by the teacher and a notice will be sent home. This notice must be signed by a parent and returned the next morning with the homework attached. If the assignment is missing, or the student failed to get the notice signed, an occurrence will be noted by the teacher. We realize that it is possible for a child to simply forget an assignment, and we stress that a notice is not a disciplinary in nature. It is to make the parent aware of a situation that needs improvement. However, three occurrences within one tuition are excessive and a detention will be issued and a mandatory meeting with the principal will be held.

Conduct Expectations

Guiding the child to form Christian values is a fundamental responsibility of the parent and educator in our society. The essence of Christian discipline is the development of a personal value system to motivate self-discipline. The school and home must work together to guide student growth in values and to create a climate which encourages responsible behavior. As a Catholic school we have high expectations for student conduct based on trust, mutual respect, and responsibility for the consequences of one’s action. Our school is a Catholic Christian educational community and all student, teacher and parent interactions should be governed by these principles. As an educational community, our goal is to maintain a climate which is caring, safe and conducive to learning. The following expectations are consistent with these ends.

Trust

Trust is a high priority within our school community and honesty is expected at all times. Always be honest in what you say, what you write, and what you do.

Mutual Respect

Your speech and behavior should reflect well on your home and school. Courtesy and respect are due to all officials, teachers, employees, volunteers, parents and fellow students of the school. All public or private disagreements should be settled so as to respect the other person's dignity. The same high standards of respectful behavior are expected on or off school grounds, particularly while traveling to and from school and on school buses.

- Obey teachers and adult supervisors.
- Settle all disagreements and disputes peacefully and fairly.
- Take turns, cooperate and be kind to others.
- Be courteous, friendly, respectful and helpful.
- Respect our shared property and the property of others by keeping it clean and undamaged.

Safety

Always consider your own safety as well as the well-being of others, in the building, on the playground, and on your way to and from school.

1. In the building, always walk.
2. Stay on school grounds.
3. Think, and act safely.

Consideration for others

Students are involved in educational programs and learning activities throughout our buildings. By being considerate you will help create and maintain the proper atmosphere for learning.

1. Use a conversation-level voice inside the building.
2. Save playing for the playground.
3. Be a good listener.

Assembly, Mass, and Prayer Service Rules

1. Quietly enter the church or gym for any gathering.
2. Be courteous, friendly, respectful and helpful.
3. Save playing for the playground.
4. Be a good listener.
5. Participate enthusiastically when it is your turn to sing, recite or applaud.
6. Wait until you are told to get ready to leave.
7. Quietly leave the church or gym from any gathering.

Rules for Common Areas

Hallway

1. Walk.
2. Be courteous, friendly and helpful.
3. Use conversation-level voices.
4. Save playing for the playground.
5. Respect our shared property by keeping it clean and undamaged.

Bathroom

1. Use conversation-level voices.
2. Remember to flush.
3. Wash your hands before returning to class.
4. Respect our shared property by keeping it clean and undamaged.
5. Save playing for the playground.

Recess and Noon Hour Play Rules

1. Keep voices down until you are outside the building.
2. Think, and play safely. Throwing objects, except for certain approved balls is not safe. Climbing the fences, trees, snow hills and other facilities is not safe. Tackling, pushing and tripping are not permitted.
3. Obey adult supervisors, teachers, and lunch supervisors.
4. Settle disputes peacefully and fairly.
5. Take turns and be kind to others.
6. Stay on school grounds. Ask for permission to retrieve balls that have left the school grounds.

Accepting Responsibility

Learning to be responsible means learning to accept the consequences of one's behavior. Knowing the expectations and rules, realizing the consequence of one's actions and making appropriate choices are the key elements of responsible behavior.

Sometimes the consequence of one's choice may be a corrective measure as employed by a faculty or staff member and deemed appropriate for the nature of the situation and the age and maturity of the student. The corrective measure is not intended as punishment, but rather as a reasonable consequence to behavior inconsistent with our expectations and rules. Corrective measures may be warnings, discussions of the problem, required restitutions, or conferences with the parent or other consequence as outlined in the Discipline section of the handbook.

Whatever corrective measures are used the purpose is to help the student to accept more responsibility for his or her own actions and to become more self disciplined.

Consequences

When a student behaves in a manner that infringes on the rights of others and interferes with harmonious classroom atmosphere, consequences are necessary. Corrective measures serve an important purpose in teaching children the results of their actions. We learn through experience, so corrective measures are valuable for the child's formation of values and development of character.

Initially teachers may use simple corrective measures such as “time out” chairs and withholding recess or other privileges. If the behavior demands more serious consequences the teacher may consult with the parent.

Dress Code

Students reporting for school must be in **full school uniform**. It must be clean and in good repair.

Shoes

Dress shoes are to be worn to school. A good quality, sturdy oxford type shoe is recommended to avoid accidents and injuries on the playground. Shoe eyelets must have laces. Extreme shoe styles may not be worn. The school reserves the right to determine the appropriate shoe style. High or stacked heeled shoes are not allowed. Gym shoes are to be worn for physical education classes.

Shorts

Navy blue uniform shorts may be worn on an optional basis at parent’s discretion only in the months of August, September, May and June. The principal will communicate to parents any other time that shorts can be worn. Requirements for shorts are:

- Not shorter than just above the knee
- Worn with uniform shoes only, not gym shoes
- Worn with belt when they have belt loops
- No zippers on pockets
- No flap pockets anywhere except back hip area

Boys

- Socks must be above the ankle. No-show or low cut socks that are below the ankle are not allowed.
- Solid color navy dress pants (not blue jeans)
- Solid white or red polo, or white dress shirt with long or short sleeves tucked into pants
- Belt to be worn with pants having belt loops
- Solid white, navy or red pullover or cardigan sweater or school uniform sweatshirt with school emblem (optional)

No earrings on school premises or at school functions on or off school premises

Jewelry restricted to watch, ring and religious medal

Hair length neatly cut and well groomed, hair must be above the ears, bangs above the eyebrows

Extreme haircuts or hair color prohibited – no “hair art” allowed

Tattoos and tattoo-like materials prohibited

No wristbands

Girls

Blue & red plaid jumper no shorter than just above the knee (K-4)

Blue & red plaid box-pleated or four-pleated skirt no shorter than just above the knee (5-8)

Solid white or red polo or white blouse/shirt with pointed or rounded collar, white polo turtleneck with long or short sleeves tucked into jumper/skirt

Navy blue vest is optional

Red, white or navy blue socks must cover ankles, knee-length or tights also acceptable

Solid white, navy or red pullover or cardigan sweater or school uniform sweatshirt with school emblem (optional)

Socks must be above the ankle. No-show or low cut socks that are below the ankle are not allowed

Solid color navy dress pants (not blue jeans) during winter months as directed by principal.

Jewelry restricted to one matching pair of earrings, watch, ring, and religious medal

No dangling, large earrings

No make-up or nail polish

Extreme hair cuts or hair color prohibited, hair must be kept out of eyes and well groomed

Tattoos and tattoo-like materials prohibited

No wristbands

Navy Blue Uniform Dress Slacks

May be worn by girls on an optional basis at parent’s discretion only in the months of November through March. Dress slacks may be purchased anywhere. Requirements for slacks are:

Solid color navy twill (cotton blend) or corduroy dress slacks (not blue jeans)

No zippers on pockets

No flap pockets anywhere except back hip area

No balloon-style or excessive flare legs

Belts to be worn with pants having belt loops

Navy blue vest either short fitted or long loosely fitted is to be worn with skirts or slacks (5-8)

Physical Education

Red PE shorts are worn for PE only. PE shorts are to be worn under the uniform on days of PE except when navy blue uniform shorts are worn

Red, Navy or Black sweatpants may be worn in cooler weather

Gym Shoes must be tied, fastened, strapped on securely so as not to come off while doing activities.

White or school spirit t-shirts optional

Students not prepared with gym uniform will be permitted to participate in PE class as long as they are wearing safe shoes until the 3rd infraction for the quarter. Then they will not be permitted to participate.

Non-Uniform Days

Days in which students may come to school without uniform clothing include:

Martyr Days – red St. Alexander t-shirt with uniform jumper, skirt or slacks

Class picture days, Scout meeting days, Special occasion days approved and announced in advance by the principal. Parents will be notified.

Clothing that promotes alcohol or tobacco, contains obscene or objectionable language, or subject matter unsuitable for school is not allowed.

First Communion

Boys: White shirts, navy blue or gray trousers, navy or white ties

Girls: White veils or flowered hair bands, white dresses (long or short)

Confirmation

A gown, purchased for both confirmation and graduation, will be worn by both girls and boys.

Boys: Dress shirt with collar and tie and dress slacks (no athletic shoes)

Girls: Long or short dress, no mini, low-cut or strapless dresses, appropriate dress shoes, no flip-flops, and no midriffs

Eight Grade Ribbon Paraliturg

Boys: Dress shirt with collar and tie and dress slacks and dress shoes

Girls: Dress suitable for the occasion, no mini, low cut or strapless dresses. No flip-flops or midriffs.

Graduation

Caps and gowns purchased for both confirmation and graduation will be worn over regular clothing, no corsages or boutonnieres.

Boys: Dress shirt with collar and tie and dress slacks with dress shoes

Girls: Long or short dress, no mini, low-cut or strapless dresses. No flip-flops and no midriffs.

Extended Day Program

Program Director: Mrs. Eva Nudd

Designed with the needs of families in mind, our extended day program provides a safe, affordable and convenient option for working parents. This program will allow children to experience a rich diversity of growth activities within a Catholic environment. Arts and craft projects, games, recreation and snack time are just a few of the activities.

The program is held in the Kennedy Center. The Before School Program is from 7:00 a.m. to 8:00 a.m.

The After School Program is from 3:05 p.m. – 6:00 p.m.

Admission

The Extended Day Program is open to students of St. Alexander School. All participants must submit the enrollment form before the first day of attendance. Forms are available at the school office. All forms must be on file prior to participation.

Days of Operation

The Extended Day program operates on days when school is in session. On half days, the program operates before school only.

Daily Sign In and Sign Out

Parents must escort their children to the program room in the morning. Please use the back side door of the Kennedy Center. Parents must sign their child in each morning. Afternoon participants will meet in the school near room 107. They will proceed to the site as a group. The children will be signed in by the extended day staff. Children must be signed out by a parent or an adult designated on the enrollment form.

Absences

Please call the Program Director if your child will not be attending a scheduled afternoon session. Please call before 1:00 p.m. If the director cannot be reached, leave a message with the school office. Otherwise we will expect your child to attend. If your child is not present, the school will be contacted, then a parent at work and if need be, the civil authorities.

Conduct

As members of a Christian community, the children are expected to:

1. Show respect for all students and staff.
2. Follow directions of staff members.
3. Refrain from using abusive and foul language.
4. Refrain from causing bodily harm to self or others.
5. Show respect for equipment, supplies and facilities.

The Program Director will report all inappropriate behavior to the school principal. Students who repeatedly misbehave are also subject to suspension from Extended Day Program.

A student exhibiting inappropriate behavior will be given an EDP Conduct Slip. Should a student receive three conduct slips, the student will be suspended from EDP for five consecutive school days. Should a student reach a third suspension, the student will be suspended from EDP for the remainder of the school year.

Late Pick Up

Staff members are employed only until 6:00 p.m. Therefore, children must be picked up at the program site by 6:00 p.m. Parents who pick their children up after 6:00 p.m. will be assessed a late fee of \$5.00 per 15 minute segment they are late. This fee is due at the time of the late pick up.

If the late payment is not paid at the time of pick up, an additional charge of \$1.00 per day will be charged. This is a separate payment, not to be paid with any other weekly fee.

Play Clothes

Weather permitting outdoor play will be scheduled. Parents should send appropriate clothing.

Snacks

A small snack will be provided for the participants of the after school session. **Please advise the staff in writing if your child has any food allergies.**

Personal Items From Home

Children are not to bring toys or other personal items from home. Often these items are very personal and important, the child feels they must be defended and protected. This is not consistent with the sharing atmosphere encouraged in our large family.

Program Fees

Payment is to be made weekly to Mrs. Eva Nudd, Program Director, with a check made payable to St. Alexander School. See the school website for current program fees.

Finance

Each family (prek to 8th grade) is required to sign an Enrollment Agreement for the year. Agreement forms are available on the school web site. The signed agreement is to be returned with registration materials in August. In accordance with the agreement, each child's enrollment requires:

- Timely tuition payment
- Milk fee
- A-1 Club payment and ticket stubs
- FACTS fee (monthly or semi-annual payment, paid directly to FACTS)
- Twenty-five service hours

Financial responsibilities must be up to date by the 1st day of school in order for children to begin school. Failure to meet all financial responsibilities agreed upon by the end of every school trimester will result in withholding report cards until bills are paid. Students will also not be able to return to school until all financial obligations for that trimester are met. Families whose payment has not been received in full for the trimester will be contacted. Academic records will not be sent to other schools. Eighth graders whose accounts are not up to date will receive a blank diploma. Diplomas will be given when all accounts are paid.

St. Alexander School uses FACTS Tuition Management Services to collect tuition. Tuition may be paid annually, semi-annually, or monthly. Families using the FACTS program will pay the \$41 FACTS user fee on an annual basis. Tuition may be paid in full to St. Alexander School directly.

Annual Payment

A 3% discount is given for payment in full on or before the First day of School. 3% discount does not apply to credit card payments.

Semi-Annual Payment

A 1.5% discount is given for semi-annual payments, tuition payable ONLY to FACTS Tuition Management.

Monthly Payment

Automatic bank account or credit card deduction method may be chosen for payment. Payment on the 5th or 20th day of the month may be selected. Payment must be received by FACTS within 5 days from the selected payment day.

Families who are repeatedly delinquent in the payments must contact the school to make arrangements prior to report cards being released each trimester.

A-1 Club

A-1 Club Drawing Tickets are purchased at the beginning of the school year. This comprises the first official fundraiser of the year. Each family is required to support the A-1 Club Drawing. Families are given their tickets prior to the end of the school year and must pay for them by the first day of school. A-1 tickets are placed into a drum for monthly drawings at school board meetings. **ANY A-1 MONIES NOT PAID BY OCT 1 WILL BE ADDED TO TUITION BILL.**

A-1 Drawing Schedule

Month	Prize \$
September	350.00
October	350.00
November	350.00
December	550.00
January	450.00
February	550.00
March	400.00
April	550.00
May	450.00

Refund Policy

In the event a student withdraws from St. Alexander School before the end of the school year, a portion of annual tuition and milk fees may be refundable as noted below.

Withdraw Date	Refund
August 31	90%
September 30	80%
October 31	70%
November 30	60%
December 31	50%
January 31	40%
February 29	30%
March 31	20%
April 30	10%
May 31	0%

Tuition and Milk fees are refundable at the prorated amount. For purposes of refund computation, a student's effective withdrawal date will be the last day of the month in which the student actually attended class; e.g. student's last day is January 10. Effective withdrawal date is January 31. Other fees which are based on a student's attendance throughout the entire year are non-refundable.

Manna

A cost reduction option, families who participate in the purchase of Manna certificates receive a 75% of the credit toward tuition; 25% is received by the school. Tuition credits are reported three times (August, January and May). New registration forms must be completed each year with the child's name listed who can pick up Manna Certificates. **Manna credit is not refundable.**

Tuition/Fundraisers

Fundraisers scheduled to offset tuition costs for the school year are:

- A-1 Club
- Manna
- Market Day
- 5K Run
- Dinner Dance

Tuition Assistance

A St. Alexander school family in need of tuition assistance may apply for a tuition assistance grant from the Diocese of Joliet. **Financial assistance is available only to active, registered St. Alexander parishioners. An active parishioner demonstrates participation through a pledge of time, talent and treasure.** Time is practice of the Catholic faith, especially regular, weekly attendance at Mass. Talent is volunteering for parish and/or school activities. Treasure is regular use of the Sunday Offertory Envelope. **The recommended contribution for school families is \$10.00 per Sunday.**

Request for assistance is accomplished through application. The diocese will use the FACTS Tuition Management Financial Aid Form to assess individual financial need. The service provides the diocese with an impartial and objective analysis of what the family can afford to pay. A family requesting aid will be given an aid application and instruction sheets. Parents fill out the application and return it directly to FACTS Tuition Management, along with a processing fee. The diocese will receive a confidential profile on the family and a report identifying tuition need. An application will be provided by the school upon request from a school family. The diocese will render a decision to grant assistance based on the analysis report and the decision by the diocese will be final.

Mandatory fundraisers of A-1 Club and Dinner/Dance Tickets, as well as school fees, are the responsibility of the parents and are not covered under tuition assistance. Families must apply on a yearly basis for financial assistance.

Guidelines for Effective Communication

Defining the Issue

Whether one intends to communicate something affirming or share some concern, it is important to have a clear understanding of the issue. Carefully review the facts, experiences, and circumstances of an issue. With an open mind evaluate and consider every conceivable cause. Decide who may be involved in the issue. Is there one or more persons affected or involved? It may be helpful to write down or outline some of these ideas. Once the issue is clear, sometimes it can be helpful to wait at least 24 hours before making an appointment to communicate the issue or concern. Usually a little time helps to put the issue in better perspective.

With Whom to Communicate

The next step is to decide who to best receive your affirmation or concern. It is usually best to initially communicate with those who are directly involved with the issue. If the issue is not resolved after the initial meeting or conference, then the following chart may be helpful. This chart is in no way a complete list of every possible issue but it serves as a guide.

Concerns dealing with:	Should initially involve:	If not resolved, contact:
Student Performance	Student	His/Her Teacher
Teacher	Involved teacher	Principal
Discipline	Person who disciplined the child	That person's supervisor
Specific assignment	Teacher	Principal
School Board policy	Principal	School Board
Principal	Principal	Pastor
School rules or procedures	Principal	Pastor

Boundaries/Confidentiality

The effectiveness of our educational program and our continued growth and improvement is very much affected by the morale of our staff, students and parents. When communication is effective and within certain boundaries it can bolster school spirit and morale. Yet communication can also be very destructive especially when it involves non-affected parties or betrays the boundaries of confidentiality.

When a problem or concern arises, the process of resolution should involve only those parties directly affected by the issue. For example, if a parent judges that a problem exists between their child and his/her teacher, then the involved parties are the teacher, the student, and the parents. It is not helpful to contact other parents to see if their children are having similar problems. While this form of solicitation may find other families with similar problems, it actually creates more problems and has a disastrous effect on school morale. It does not help to resolve the immediate problem between a particular teacher and student. If other parents have similar problems, it is best that each problem be resolved on an individual case-by-case basis.

We understand that we all need to share with others both our joys and our difficulties. When someone feels that he/she needs to share their concerns or frustrations with others, then friends and family members that are not part of the school community make better confidants.

Grading and Evaluation

A "grade" is an indication of a teacher's professional evaluation of a student's progress and achievement in his or her educational development. Teachers share these grades with students and parents.

Report Card

Report cards are issued three times per year in all grades to inform parents of student progress during that trimester. Teachers use letter and number marks to indicate a child's progress in each category. The report card form provides a key to explain the meaning of each mark. Intermediate and junior high school report cards provide an evaluation of student effort as well as achievement.

Midterm Reports

Midterm reports are generally sent home if a student makes unsatisfactory progress between report card trimesters. Some teachers may send these reports if progress has been exceptional or there has been noticeable improvement.

Parent Teacher Conferences

Parent teacher conferences are scheduled after the first and second trimesters. All parents are to attend the first conference. The second is optional. Conferences are held at other times by request. Parents are encouraged to contact their child's teacher whenever necessary and are asked to call to make an appointment.

Standardized Testing

Students in Grades 3, 5 and 7 participate in the Diocesan Testing Program. Grades 3, 5 and 7 take the Iowa Basic Skills Test and Grade 6 takes a writing performance test. Eighth graders take a placement exam in the winter at the local high schools. Students planning to attend Willowbrook H.S. take the EXPLORE Test. Iowa Basic Skills Test results are used by the school to plan and improve instruction and parents receive a copy of their child's test results.

Grading Scale (Students begin receiving letter grades in third grade)

A+	100
A	96-99
A-	93-95
B+	91-92
B	88-90
B-	85-87
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	50-69

Honor Roll

Students in grades 6-8 have the opportunity to be on the Honor Roll each trimester. The purpose of the Honor Roll is to recognize student academic achievement. This includes the quality of work of each student and also overall class performance, attitude and general conduct. At the end of each trimester the school publishes a list of Grade 6-8 Honor Roll students.

To qualify for Honor Roll students must:

- Receive no grade lower than C in any subject.
- Earn at least a B average (14 points) in English, Mathematics, Reading, Religion, Science, Social Studies and Spelling. The points for each letter grade are A=3, B=2, C=1.
- Receive no more than two X's for effort.

Failing Grades

Students who fail two trimesters in any subject area will be required to attend summer school. A summer school report stating that the student has passed the course must be received no later than August 15 in order to be enrolled at St. Alexander School the following year.

An eighth grade student who fails one or more subjects will receive a blank diploma at graduation. Upon completion of summer school course(s) to make up the failing grade the student will receive a diploma.

Retention

Under certain circumstances the retention of a student may be a valid course of action, particularly for a very young child not ready for a successful experience at the next grade level. However, many factors such as student's ability, academic performance, special services provided, motivation, emotional and social factors must be considered with respect to the retention. A student will be retained only after extensive consideration and discussion among parents, teachers and principal. This dialog may be initiated by any of the parties and should begin before the third trimester. The retention decision will be a consensus among the participating parties.

Graduation

Eighth grade graduation will take place at Mass on the Friday evening before the last week of school. The school and the eighth grade parents sponsor a graduation party in the parish hall following the Mass. Please see dress code for prescribed graduation attire.

Health Program

It is the responsibility of the parent to notify the school, in writing, of any known health condition of their child.

Emergency Forms

A parent or guardian will be required to fill out an Emergency Form each school year for each child registered at St. Alexander School.

Illness or Accidents

If a student becomes ill or is involved in a minor accident during school, the parent or guardian will be notified first. The parent or guardian must pick up the student as soon as possible if deemed necessary by the school. If we are unable to speak with a parent, we will then attempt to reach one of the emergency contacts listed on the Emergency Form. Emergency contacts must be willing to pick up and care for the student who needs to leave school due to illness or accident. If the student is involved in an emergency situation, the paramedics (911) and the parent or guardian will be notified immediately.

When do I keep my child at home?

You are to keep your child at home if he/she:

is vomiting, has diarrhea, has pink eye, has chicken pox, has an undiagnosed skin rash or lesion, has a temperature of 99.4 or higher, has an earache, sore throat or nasal discharge along with any of the above symptoms. Children must be symptom free for 24 hours.

Please teach your child good hand-washing skills in order to prevent the spread of germs

Physical Examinations

The Illinois School Code requires that all children have a health examination within one year of admission to school and at the beginning of kindergarten, sixth and ninth grade. Parents must present documented evidence of immunizations against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, chicken pox and hepatitis. The school medical form is to be completed by the parent and physician. The following must be provided on the form:

1. Student information at the top completed by parent.
2. Health history to be completed and signed by parent.
3. Complete immunization list with month, day and year and signature of physician, school health professional or health officer.
4. Physical Exam (by a physician) must include height, weight, blood pressure and a diabetes assessment. Physician signature along with address and phone must be provided.
5. Approval for physical education and interscholastic sports (fifth grade students only) must be checked by physician.

Students who do not have completed medical forms on file by September 15 will be excluded from school until the forms are completed and returned.

Athletic Physical

Students who participate in a school sport must have a completed Athletic Physical on file in the school office.

Dental Requirement

Kindergarten, second and sixth graders are required to show proof child has received a dental exam by May 15. This law was enacted by the State of Illinois on July 1, 2005.

Health Department Nurse

A Du Page County Health Department Nurse is assigned to our school. She meets with the principal throughout the school year and is available for any medical problems that may occur in the school. She is also available for consultation with parents who are concerned about particular aspects of their child's health. Parents are free to arrange an appointment through the school office.

Hearing and vision screening is provided each year. Students with known vision and hearing issues are not screened.

Head Lice Policy

A letter will be sent home to all families in the class when a case is reported. No names will be mentioned. If a case of head lice is reported or found, all students in the class will have their heads checked. Head checks may be done randomly. Students with head lice will be sent home and will not be able to return to school for at least two days and until ALL nits (eggs) are gone.

Parents must show proof of treatment, such as shampoo label, box top, etc. The student's head will be inspected before returning to the classroom. Non-compliance with this policy will result in a student not being able to return to school until requirements are met. The Health Department will be contacted. No names will be given.

Medication

Medications such as aspirin, over-the-counter and prescription medicine may not be given by the school staff to students at any time. The administration of prescribed medication to students during school hours is discouraged unless absolutely necessary for the critical health and well-being of the student. Parents need to consult with the prescribing physician to determine a schedule of medication that can be given before or after school. If medication during school hours is necessary for the critical health and well-being of a student, the following is required:

1. Written instructions from the physician that include student's name, name of drug, dosage and time to be given.
2. Parental consent form must be signed and dated.
3. A **pharmacy bottle** with the student's name, drug to be given, dosage and when drug is to be given must be included.

If medication or dosage changes, written instruction from the physician must be received by the school in order for new medication to be dispensed. A new prescription bottle must also reflect the change.

First-Aid Policy

First Aid will be administered by school personnel in an emergency. This task will primarily be administered by either the principal or school secretary. Illness will be assessed by these staff before parents are contacted. Phone calls concerning illness or an accident will be made by school personnel.

Injuries

Students arriving to school in large wound dressings, Ace bandages, crutches, splints or other restrictive devices must have a parent note or physician's order. Students who have been seen in an emergency room or doctor's office must return with written care instructions.

Physical Education and Recess

All students are expected to participate in physical education classes and recess. A student must have a parent note in order to be excused from a P.E. class or recess period. If a student has an injury that requires a doctor's care, a doctor's note must be sent to school stating when the child can resume P.E. and recess activity.

Communicable Disease Policy

If a student is reasonably suspected of having a communicable disease, the nurse on staff is consulted, and, if necessary, parents are called to take their child home. In some cases, the student may return to school only with a doctor's authorization. In the interest of all students and staff, it is imperative that parents advise the school of the nature of their child's illness as soon as it is known.

AIDS Policy

St. Alexander will follow the Diocese of Joliet General Policy on AIDS. Students with AIDS will be permitted to attend school in the least restrictive setting. Students will not be excluded from attending school for reasons of the infection unless the following exceptional conditions are evident as determined by the student's attending physician in conjunction with the student's parents, principal, and the pastor.

1. The student is not toilet-trained or is incontinent, or is unable to control drooling.
2. The student has open sores or skin eruptions that cannot be covered.
3. The student exhibits aggressive/hostile behavior.

A student who is HIV infected or who has AIDS shall have his/her condition disclosed only to the extent necessary to minimize the health risk to the students and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase.

Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information. The Superintendent of the Joliet Diocese will be notified and advice will be sought to determine if all proper guidelines have been followed to keep the infected child in school.

Reporting Child Abuse

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

Homework Guidelines

Homework is an integral part of the instructional program. A student may be directed to review, study, or research subject matter introduced in class. Compulsory homework may also take the form of long-range reports or projects. A teacher may suggest voluntary or enrichment homework. Students may be reminded that certain library books and some television shows add valuable insight to school work.

Homework is an assigned task to be completed by students to promote study habits, reinforce learning, prepare for subsequent learning and extend learning beyond the classroom. Homework is an essential part of learning beyond the classroom.

Homework is an essential part of learning. It provides students with the opportunity to develop knowledge, good work habits and a sense of responsibility. Homework serves as a vital link between home and school, helping parents to know and support their children's learning.

Student Responsibilities

- Uses an assignment notebook starting at second grade
- Understands assignments before leaving class
- Completes work legibly and neatly
- Turns work in on time
- Has resources and materials needed to complete assignments
- Makes up assignments missed due to absence

Teacher Responsibilities

- Assigns homework with specific instructional purposes
- Recognizes the range of abilities and needs of students
- Checks completed homework

- Communicates with other teachers
- Advises parents of any problem associated with homework

Parent Responsibilities

- Provides appropriate time, place and materials to complete homework
- Sees that homework is completed legibly and neatly
- Guides and assist work but never do the work for the child
- Communicates with the teacher as necessary
- Is familiar with the homework policy
- Recognizes that some students will take more time than others to complete the same assignment

Organizational Assistance

Homework will be explained in detail and examples of what is expected will be available when projects are assigned. Beginning at second grade, all assignments will be clearly written down in a conspicuous location in the classroom and all students will use the assignment notebook approved by the school. Teachers may ask parents to sign the notebook daily.

Requesting Homework for Absent Students

Students who are absent for any reason will be required to make up all class work they have missed. Such work should be completed approximately within the same amount of time missed from class and never later than two weeks from the time of absence without the principal's approval. A student's grades may be withheld if he or she fails to complete make up work. Homework must be requested when a parent calls the school in case of absence or by 9:00 a.m. When homework is requested, a classmate will fill out a homework sheet that may be picked up by a parent, sibling or friend from the school office between 3:15 and 3:30. *This is for illness absences, not vacations.*

Vacations During the School Year

A student's academic progress is dependent upon daily attendance of classes. Students and parents should realize the value of punctual and regular attendance. There is no way to duplicate the classroom experience after a child has been absent. Family vacations do impact the continuity of learning and are not encouraged. In addition, teachers are not required to plan work ahead for a student on family vacation.

Returning to the Classroom for Homework Items

In an effort to help our students become more responsible with homework, students will not be allowed to return to school for any reason after 3:15 p.m. unless it is an emergency. Students returning to school after dismissal or 3:05 p.m. must check in with the school office. Copies of textbooks have been made available at the Villa Park Library.

Insurance

Parents whose child participates in any sports program have the option of taking out a Student Accident Insurance at the start of the school year. Insurance is to be purchased no later than September 7th, regardless of sport student will participate in. This coverage is provided by Student Plans, Inc. of the Markel Insurance Company (designated by the school). Insurance premiums cannot be prorated.

Dental insurance may be purchased as a supplement to either plan above. Coverage is around the clock, while at school, at home or away, including the summer vacation period. Loss resulting from accidental dental injury (independent of sickness and all other causes) is covered by dental insurance.

Lost and Found

The best assurance against loss and confusion is to mark clothing and books with the student's name. The loss of an article of value should be reported to the teacher and the school office. Other items will be kept in a lost and found box located outside the school office. Students who find lost articles are encouraged to return them to a teacher or the school office. Unclaimed items will be donated to charity after 30 days.

Lunch Time/Recess

Lunch/Recess Time: 12:10 p.m.-12:50 p.m.

Students are provided supervision during the lunch hour both in their classrooms or Parish Hall during lunch and on the playground during recess. Students must provide their own lunches. Milk is ordered for the school year. Students who are registered for school lunch must bring their lunches. The school participates in the state's reduced cost milk program. As a result, students pay only a portion of the cost of a half pint of white milk (\$60.00 for school year paid by the First Day of School).

Students staying for lunch participate in an outdoor recess of up to 20 minutes. All students, both those staying for lunch and those leaving the building, are subject to the same lunchtime regulations.

Parents delivering lunches are to leave the lunches in the office identified with the student's name and room number. Special lunches are not permitted to be brought into the school (McDonald's, Taco Bell, Burger King, etc.). Parents wishing their child to have a special lunch are to sign their child out for lunch.

Lunch Time Rules

1. Students should have written permission on file in the school office to go home for lunch. Students going home for lunch occasionally must have a note for the homeroom teacher for that day.
2. Students are encouraged to use the bathrooms during lunch period. Students are expected to go outside for recess.
3. On clear weather days, all students will go outside for a minimum of 15 minutes. Going to the washroom at lunchtime requires permission from the lunch time supervisors.
4. Students must not enter the building for any reason without explicit permission of the playground supervisors.
5. Students who go home for lunch must return to the school by the end of the lunch period.
6. Students are expected to behave while eating lunch in the gym (Parish Hall) or the classroom. Loud talking is not permitted. Children are to sit in their seats while eating.
7. Each student is responsible for disposing of his or her garbage in the wastebasket provided, keeping the tables and floor clean, and following the directives of the lunch supervisors.
8. Students who do not follow lunch period regulations may be sent home for lunchtime. Parents will be notified in advance if such actions will take place.
9. Students may not have carbonated beverages for lunch.

1st Warning – parent notification

2nd Warning – 1 day lunch at home

3rd Warning – 1 week

4th (Last Warning) – Lunch at home for the rest of the year

Chewing Gum

Gum is not allowed on school premises at any time. This includes the parish buildings and playground.

Use of Student Information and Pictures

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing by September 4th.

Parents As Partners

As partners in the educational process at St. Alexander Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has a nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at St. Alexander Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Alexander Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Alexander Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Playground Safety Rules

The lunch period is a time for informal but safe mixing among friends. What may be a wholesome game in a backyard may not be acceptable in an area where many groups of students are playing. Students, therefore, must treat their fellow students with courtesy. Students whose behavior is rough, quarrelsome or disorderly may be suspended from participation in playground activities.

1. Students must obey and show proper respect for all supervisors.
2. Rough, physical contact games are strictly forbidden.
3. Parked cars are off limits, and any damage will become the responsibility of the students involved.
4. Students may not leave the school premises without explicit permission from a faculty member or principal.
5. Playing with/on snow piles are allowed with appropriate winter clothing - hats, gloves, snow pants, snow boots and winter jacket.
6. No electronic equipment (with the exception of calculators) is allowed on school grounds during school hours.
7. Weather appropriate clothing, i.e. jackets, gloves, hats, etc.

Inclement Weather Recess

1. On bad weather days, students will remain inside their classroom during recess.
2. Students must remain in their homerooms until the recess period is completed. Students may not move from one room to another.
3. Students may not loiter in the halls, stairwells or washrooms.
4. Students must request permission from lunch supervisors to use the washrooms and a hall pass must be used.
5. Students are expected to observe proper classroom behavior during the lunch period.

School Safety and Emergency Situations

Building Security

The school building is locked during the school day. The front door is monitored electronically. All visitors must identify themselves by intercom before entering the school. Students are not permitted to open doors to allow anyone to enter without teacher or staff authorization.

Parents and visitors (volunteers) entering the building must secure a school *pass* from the office. No one may go directly to any room during the school day. Volunteer aides are asked to sign in and pick up an identifying tag.

Fire & Tornado Drills

Fire and tornado drills are held regularly during the school year. Such drills are necessary for the safety of our students. Students are expected to keep silent and walk quickly to their assigned places. Directions are posted in all classrooms.

Lockdown Drills

Lockdown is a plan to respond to the presence of a dangerous person or any situation that may occur within or very near to our school. This plan was developed to address any potential threat to persons within the school where serious injury or death could occur. This plan can be used for an armed intruder, during a bomb threat, or in the event a dangerous situation develops outside our school but close enough to pose a risk to students and staff.

This plan was developed in an effort to limit the exposure to injury of persons not directly involved in an emergency situation. Our teachers and staff have been trained in lockdown; please follow their directions if you are in school during a lockdown drill.

Disaster Warning System

The school uses a *Weather Alert* system to facilitate receiving severe weather information. In the event of a storm or civil defense warning, all students will remain at school until an "all clear" is determined by the school principal. Students will not be dismissed early from school unless parents have been notified.

Emergency School Closing

school due to extreme weather or other emergency, announcements will be made by the school using the services of the Emergency Closing Center to inform parents when school must be closed. Emergency closing information is broadcast over radio stations WGN 720 and WBBM 780 and television stations CBS, WGN, Fox and CLTV. In addition, an emergency phone relay system or calling tree will be activated to contact all school families about the closing.

School Traffic Plan

A plan for morning drop-off and afternoon pick-up is in effect for the safety of all students.

Morning Drop-Off

Enter parking lot at south entrance.

Follow oval track right to left.

Students exit vehicle on right (passenger) side.

Vehicles exit west side of hall and proceed to Central or Ardmore. Right turn only on Ardmore.

Afternoon Pick-Up

Park in marked spaces.

Escort younger (K-2) students to vehicles.

Wait until vehicles are loaded. Allow students to enter vehicles.

Lane closest to Cornell exit onto Cornell. Other lanes exit west of hall.

Yield to pedestrians.

Buses

Buses drop off and pick up at curb in front of school.

Do not drop off, pick up or park in front of school at start or end of school day.

At no time may a parent drive around the back of the school building into the teachers' parking lot.

Dropping Off and Picking Up Students

Students may be dropped off and picked up in the main playground/parking lot (use south entrance) or Ardmore lot north of the Public Library.

Do not drop off or pick up students in front of school. This area is reserved for buses.

Bicycles

1. Students may ride bicycles to school (helmets are recommended)
2. Students must lock their bicycles in the rack with individual locks. The school is not responsible for a bicycle taken from the racks.
3. Students must observe traffic regulations.
4. Students are not permitted to carry passengers on their bicycles.
5. Students are not allowed to ride their bicycles on any school/parish property before, during or after school hours or during school activities.
6. Roller blades, skateboards and scooters are not allowed on school/parish property.

Students who ride their bicycles to school must secure them in the bike racks. The school is not responsible for student bikes. Students are expected to provide their own locks. All bicycles must be walked and not ridden on school property. Failure to follow above rules will result in a detention.

Animals

For the safety of our students, animals (including pets) are not allowed on school grounds during the school day or during school activities.

Morning drop-off and afternoon pick-up are considered part of the school day.

Stranger Danger

The danger of accepting rides or gifts from strangers should be reinforced by parents each year. No literature, flyers or notes should be accepted from anyone but parents or school personnel. Children should be taught that the police officer is their friend and will help them at any time they are in doubt or trouble.

Dangerous Items and Games

While weapons and other dangerous articles are certainly not permitted at school, children are also not allowed to bring to school any hazardous items such as hard balls, bean shooters, cap guns or other toy weapons. Softball and any other game played with a bat will not be permitted. Throwing snow or ice on school grounds is not permitted.

Unsafe games such as *Keep Away* and *Red Rover* are not permitted because of their possible danger. Violations will be considered a serious breach of expected conduct. At the beginning of the school year, the teachers will instruct their classes as to the accepted use of the playground area. "Off Limits" areas will be pointed out.

Bus Regulations

Students may not create any disturbance which may interfere with safety or cause inconvenience to the driver and/or other students on the bus.

1. Students must board the bus in an orderly manner. They must go immediately to their seats and sit down. The buses leave soon after dismissal. All students that ride the bus must have a note from parent in school office for days they will not be taking the bus home.
2. Students must remain seated whenever the bus is moving.

3. Students are forbidden to place their hands or arms outside the bus through open windows.
4. Students must keep the bus clean.
5. Students may talk in low tones while they are on the bus.
6. Students must be at the bus stops on time. The bus driver will not wait at a stop beyond the designated time for that stop.
7. The bus driver is in full charge of the students while they are on the bus. Permission to ride the bus is based upon observance of rules and good behavior. The bus driver will give the school principal the name of any student who violates the rules or misbehaves. If the student continues to violate rules and/or misbehaves on the bus after being counseled by the principal, the student will not be permitted to ride until the behavior is corrected.

School Board

Purpose of the School Board

A parochial school board is a body whose members are

- Selected to participate in decision-making in specific and designated areas of responsibility.
A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal, who is accountable to him.
- In the Diocese of Joliet, school boards are Consultative in nature.
A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy.

What the School Board is not

- The parochial school board does not act as grievance committee.
- It does not hire, evaluate, or terminate faculty members.
- The board does not administer the school. It does not tell the principal how to administer the school; rather it gives direction through policy.
- The board does not regulate the instructional program or involve itself in matters of curriculum.

Meetings

The school board meetings are held monthly. An agenda is sent to parents prior to each meeting.

Service Projects

The stewardship program for students in Kindergarten through Grade 8 is entitled "HELPING HANDS". The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator in conjunction with the teacher(s) will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6th through 8th grades** will participate in projects directed toward the hungry and homeless.

Spiritual Development

Reflections and Daily Prayer

Each school day begins with formal prayer in the morning, at lunch, and again at the end of the day. Each grade is expected to learn several specific formal prayers. Each class is encouraged to set aside time for prayer and quiet reflection as an expression of their faith community

Retreats

Retreats or days of spiritual reflection are required as part of the sacramental preparation programs as well as for specific classes during the year.

Entering Church

Students are required to enter and exit the church with reverence. Classes enter at the front door (east). Students are to bless themselves with holy water, then walk to their pews, single file, on their side of the aisle, and genuflect before entering the pew. Students are to kneel, say a short prayer, and then be seated.

Exiting Church

Students will leave by class starting with youngest (front to rear). Parents are to meet children when they are outside. This will be announced before the recession.

Coats

Coats are to be removed and left in the pew. Backpacks are to be placed under pews.

Genuflecting

Genuflect facing the tabernacle when entering and leaving church just before and after going into and out of the pew. Make the Sign of the Cross when genuflecting.

Bowing

Bow at the waist before going in and out of the sanctuary.

Sign of the Cross

Make the Sign of the Cross at the beginning and end of the liturgy. The Sign of the Cross is not required at the time of communion.

Communion

Keep hands folded to show reverence. Bow head when saying "Amen". Place communion in mouth before walking back to your pew. Communion will be offered under the bread species only at all-school liturgies.

Kneeling/sitting/standing

Students are to follow the customary practice of the parish. They are to kneel straight up, not rest against the seat.

Books

Children should use the *Gather* book and missalettes to aid their participation during Mass and prayer services.

Student Organizations and Activities

Extracurricular programs and activities are those which are:

1. Sponsored or financed by or in the name of St. Alexander School.
2. Formed primarily to serve the children and families of St. Alexander School.
3. Supplemental in nature to the programs available through the school curriculum.

Such extracurricular programs and activities include those held outside of regular school hours, those held away from the parish, as well as those held at the parish and school facilities.

Ordinarily, all policies and regulations of the Diocese of Joliet and of St. Alexander School and Parish shall apply to extracurricular programs unless specifically defined or approved otherwise.

- Persons planning, directing or supervising extracurricular programs and activities are accountable to the school and parish through the principal or persons so designated by the principal. Such accountability shall be for matters of finances, facilities use, activities scheduling, regulations and procedures, and other related aspects of the extracurricular program. Anyone working with children must take the Protecting God's Children workshop and undergo a background check.
- The principal, in consultation with the school faculty, shall establish criteria for student eligibility for participation in extracurricular programs and activities.
- Students participating in extracurricular activities are expected to conduct themselves according to the standards of conduct and discipline as defined in this school handbook. Serious or chronic violations of the standards of conduct defined in the handbook may result in the loss of eligibility to participate in extracurricular programs or activities.
- Students are not allowed to participate in or be present at school sponsored activities on the day of an absence.

Altar Servers

Students may sign up to be an altar server during the spring of their 4th grade year. Altar servers are trained at specially scheduled times. Students serve at school liturgies and funerals during the school day as well as weekend liturgies on a rotating basis. Students must serve their assigned Mass or find their own replacement

Lunch Assistants

Seventh and eighth grade students assist lunch supervisors with lower grade students in setting up the gym for lunch. Assistants eat lunch with younger children, helping them with general order and preparing for recess. They walk students to their playground at the start of recess and escort them back to the building afterward.

Milk Distributors

Students distribute milk from cooler at lunchtime.

Paper Recycling

Students empty classroom recycling containers into paper recycling bins.

Office Helpers

Students answer school phone and prepare materials for distribution to classrooms during the lunch hour.

Safety Patrol

Students assist other students at the driveway and street crossings, put up and take down red cones in the parking lot and driveway entrance.

School Dances

The Spring Fling and the *8th Grade Graduation Dance* are sponsored by the school during the school year.

Band

Beginning in fourth grade, students may join band. Band students meet one morning before school and one period during school hours. Band is provided by *Music Education Services* at an additional cost.

Liturgical Music

Students lead the congregation in singing at Masses and prayer services. Students on occasion also play musical instruments at Masses and prayer services.

Drama Club

Students from fifth through eighth grade may elect to participate in a Drama Club. Meets are held at St. Alexander School and/or St. Pius X School. Students experience both performance and backstage support aspects of theater and perform at least one major play during the year.

Enrichment Classes

Enrichment classes are provided approximately four times per year and made possible by funds from the Parents' Association. These events enrich as well as supplement the curriculum. Classes may include: Lego Club, Art Enrichment, Spanish, Chess and Knightline. Knightline is the school newspaper open to students from fifth through eighth grade. Participants interview, report and write news stories about people, places and events in and around school of interest to students, teachers and parents.

Athletics

Students, parents and coaches are subject to the Athletic Association Guidelines. Boys and girls in fifth through eighth grades are eligible for participation in basketball, cross country, track and volleyball.

Athletic programs are offered by grade for the girls and boys enrolled at our school. Whenever an insufficient number of students are available to fill the designated number of roster positions, students from the grade below may be selected to fill those vacancies. Students at the grade level of the team have precedence for selection over those students of a lower grade.

The athletic program of the school is an extension of the school's philosophies and academic programs. The athletic program exists to instruct children not only in the fundamentals of a sport, but also the importance of sportsmanship and responsibilities of being a team member. The athletic program's main goal is to teach the children that participation is enjoyable and a way to learn more about one's abilities. Every effort will be made to avoid a conflict in scheduling school and athletic functions. However, attendance at school activities will have priority over athletic functions including regularly scheduled games, practices, etc.

Student athletes, parents, spectators, and coaches are to maintain a Christian standard of conduct that adheres to school rules, to common decency and to respect for others. While winning is important, the object of competitions is learning to do one's best, regardless of the outcome, and never at the expense of others.

Parents and all spectators are expected to behave in a Christian manner and model sportsmanlike behavior for the students. Parents of student athletes are expected to support the children, the coaches and the program in a positive way. Specific expectations are outlined in materials presented to those students trying out for a sport.

Ordinarily, no more than 5-6 hours a week can be devoted to athletics, including games, practices, travel time to and from games, and tournaments (8-9 for track & field). This restriction does not apply to vacation and holiday weeks. The school maintains its own standards and procedures for student eligibility, selection and evaluation of coaches, and funding its program. (see page 8)

Students, Parents, and Coaches will be governed by this handbook and the Athletic Association's By-Laws and Guidelines.

The school will open each event or game among other Catholic Schools with the reading of a shared statement of expected conduct and/or a prayer.

Student Council

Students in fifth through eighth grades elect class representatives and junior high officers. The council operates under the direction of faculty sponsors and plans activities of service and school spirit.

Field Trips

Educational field trips are planned by the teacher and approved by the school principal. Any student who does not participate in the field trip is required to attend school on the day of the trip and complete a normal day's class work unless permission has been given by the principal to do otherwise. Every student who participates in a field trip is required to have a written permission from his/her parent.

Participation in field trips is dependent upon the following factors

1. Student's observance of school rules and regulations during the entire school day including the lunch period.
2. Teacher's recommendation.

Telephone Use

The school office telephone number is 630-834-3787. **Students are not to use the office telephone except in cases of emergency.** Students will not be summoned to the telephone nor will messages be relayed except in an emergency. Please plan ahead whenever possible to avoid last minute "emergency" messages to students.

No teacher may be called to the telephone during school hours. A message may be left and the teacher will return the call after the school day. Please call the office and leave a message for individual teachers.

Visitations

Parents are welcome to visit and observe classes after making the necessary arrangements with the teacher.

Volunteer Programs

There are many opportunities for our parents to be involved at St. Alexander School. Parent participation is strongly encouraged and greatly appreciated. **All volunteers must complete the Protecting God's Children workshop and background check.**

Parents' Association

Parents' Association is an organization founded to support St. Alexander School and to enhance the education it provides to our students. The objectives of the association are: to facilitate communication and cooperation among the school families and the parish at large; to cooperate with the school in encouraging the spiritual, mental, physical, social, and educational growth of the child; to encourage more involvement of parent/guardians in supporting their children in school and school-sponsored activities; and to offer quality programs to parents/guardians in the school, the parish, and the community which will stimulate their growth and understanding of parenting and the role played by a good Catholic education.

Athletic Association

Athletic Association is an organization which work and support athletic-related activities of St. Alexander School for the benefit of the students, the school, and the community.

Principal's Right to Amend Handbook

The principal retains the right to amend the handbook for just cause. Parents will be given notification if changes are made.

Reference of Distributed Materials

Each School family is responsible to submit to the office the following forms that are on the St. Alexander School website. These forms must be printed out, completed and returned to the school office. Any form requiring a signature is kept on file with the appropriate individuals, i.e., school office, teacher, etc.

School Information Form including Medical Release, Student Request – Loan of Textbooks, Emergency Relocation Permission, Student Accident Insurance Waiver, Parent-Student Handbook, Extra-Curricular Activities Participation, Release of Information to Local High School, Enrollment Agreement, Diocese of Joliet catholic Schools – Acceptable Use Acknowledgement, and diocese of Joliet Catholic Schools – Parent/Guardian Objection to the publication of Personally Identifiable Student Images and Work Joliet Diocesan School System. Forms may be found on the school website, www.stalexanderschool.org.

Bullying Policy Acknowledgement Form

Family Emergency Information Form

Milk Form

Parent Guide –Understanding & Preventing Child Sexual Abuse

Parent and Student Handbook Acknowledgement Form as listed on the “St. Alexander School Information Form”

Student Information Form

The Catholic Schools Office of the Diocese of Joliet and the Parish School St. Alexander support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned handheld devices, the Internet, including Web 2.0 tools(sometimes collectively referred to as “Technology Resources”), as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School’s goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

Student users must also agree to and acknowledge the Terms and Conditions below. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to privately owned electronic devices, including, but not limited to cell phones and other handheld devices, laptops or desktop computers and notebooks/tablets (“Privately Owned Devices”).

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

1. Acceptable Use

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

Responsibility

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students’ family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the School network system.

The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. Code of Conduct

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law as well as the terms of this Agreement. Outside of School, it is expected that families bear the same responsibility for such guidance of their child(ren).

The Principal has the right to intercede when the Parish, School, their employees, volunteers, Administration or students are affected by the inappropriate use of Technology Resources or Privately Owned Devices which are governed by the terms of this agreement including, but not limited to the following:

a. All users are to be polite and use appropriate language. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for blogging. While we encourage students to engage in debate and conversation with other bloggers, we also expect that they will conduct themselves in a manner reflective of representatives of this School.

b. No inappropriate, obscene, or pornographic pictures or drawing are to be downloaded, displayed, printed, or communicated through any electronic or handheld device.

c. No School related picture, video, or other digital images of students, School employees, volunteers and/or School related activities are to be uploaded to any site on the Internet, including video sharing sites, such as You Tube, without the expressed permission of the Principal or Principal’s designee.

- d. No offensive, harassing or threatening remarks or comments related to another student, teacher, administrator, employee or volunteer of the School or Parish are to be placed on the Internet, personal websites, blogging sites, social networking sites, or sent via texting, instant messaging, email or on handheld devices.
- e. Cyber bullying is not tolerated. No student shall participate in communication that spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
- f. No students shall transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through Technology Resources or Privately Owned Devices.
- g. No student shall upload, download, copy, forward or transmit any copyrighted material or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
- h. No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.
- i. The use of the School network shall not disrupt the work of other users and this includes, but not limited to disrupting the School network's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.
- j. The personal address, phone number or social security number of any student, administrator, teacher, volunteer or staff member is not to be used in email or on the Internet.
- k. The School network may not be used for the purchase of any type of merchandise, services, copying of copyrighted material or to send material or communication likely objectionable to the recipients.
- l. At School, no user shall be involved in or participate in, chat rooms, blogs or discussion groups without the express permission and/or supervision of the teacher/system administrator.
- m. No student shall post or send defamatory comments regarding the Diocese, School, administration, faculty, staff, or other student's comments or materials that could damage the reputation of the Diocese, School administration, faculty, staff or other students.
- n. No student shall install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT administrator or IT staff.
- o. No student shall use or disclose someone else's code or password without authorization.

4. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.

5. **Internet Filtering**

The school will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and users against access through such computers to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

6. **Privacy**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only. To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

7. **Consequences for Inappropriate Use**

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement. If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

8. **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited. Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name. The principal or his/her designee shall monitor school web publications.

9. **Hand-held Devices**

The use of hand-held devices for educational purposes is limited solely to those devices approved by or distributed by the School. All rules of

conduct shall apply. The beaming of information that is considered threatening, unwelcome or inappropriate shall be reported to the teacher or adult supervisor immediately.

10. **Personal Electronic or Cellular Devices**

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

11. **Indemnification**

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

12. **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

13. **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

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1430 MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

1440 REPORTING DRUG VIOLATIONS to AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the

Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

5110 NON-DISCRIMINATION

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.