



# **Parent/Student Handbook**

## **2019-2020**

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**Cathedral of St. Raymond School Staff  
2019-2020**

**Administration**

**Rector** – Rev. William G. Dewan

**Principal** -- Ms. Marjorie Hill

**Administrative Support**

**Administrative Assistant** – Mrs. Candie Prieboy

**Receptionist and Admissions Coordinator** – Mrs. Kelly Alt

**School Bookkeeper** – Mrs. Janet Seddon

**Teachers**

**Pre-School Teacher** – Mrs. Jen Christiansen

**Pre-K Teacher** – Mrs. Michelle Elias

**Kindergarten** – Mrs. Stephanie Kaput and Mrs. Renee Streicher

**1<sup>st</sup> Grade** -- Mrs. Jen Munson

**2<sup>nd</sup> Grade** – Mrs. Katie Homolka and Mrs. Nicole Mathias

**3<sup>rd</sup> Grade** – Mrs. Tara Jacoby

**4<sup>th</sup> Grade** -- Mrs. Amy Bialko (4<sup>th</sup> and 5<sup>th</sup> Math and Science)

**5<sup>th</sup> Grade** – Mrs. Lisa Black (4<sup>th</sup> and 5<sup>th</sup> Reading and Writing)

**5<sup>th</sup> Grade** – Mrs. Laura Borio (4<sup>th</sup> and 5<sup>th</sup> Religion, Social Studies and Spelling/Handwriting)

**6<sup>th</sup>-7<sup>th</sup> Gr. Social Studies, Reading & Writing**– Mrs. Molly Shanahan

**6<sup>th</sup> - 7<sup>th</sup> Gr. Religion and 6<sup>th</sup> - 8<sup>th</sup> Gr. Science** – Mrs. Amy Schwert

**8<sup>th</sup> Gr. Social Studies, Reading & Writing**– Mrs. Lynne Shemaitis

**8<sup>th</sup> Gr. Religion and 6<sup>th</sup>- 8<sup>th</sup> Gr. Math** – Mr. Jeremy Gregory

**Technology Coordinator** -- Mrs. Jill Berry

**Gym** – Mrs. Heidi Buza

**Music** – Ms. Anna Holbrook

**Art** – Mrs. Karen Latz

**Librarian** – Mrs. Julie Potocki

**Support Staff**

**Pre-School Aide** -- Mrs. Anna Foreman

**Pre-K Aide** – Mrs. Lisa Wiers

**Kindergarten Aide** – Mrs. Kathy Blotnik

**3<sup>rd</sup> Grade Aide** – Mrs. Tracy Pollack

**Academic Counselor** – Mrs. Leanne Buhr

**Enrichment** – Mrs. Julie Vitas

**Maintenance** -- Buck Services

**Athletic Director**

Mark Siefert

**HSA President**

Tracy Pollack

**School Board President**

Nicole Murray

## **PURPOSE OF THE HANDBOOK**

This handbook has been prepared to provide useful information that is necessary to ensure effective communication between the school and the parents/guardians of the children who are attending the Cathedral of St. Raymond School. Please read it carefully and keep it for reference during the school year.

The purpose of the handbook is two-fold. One, it serves as a single source of valuable information for you, the parent and primary educator of your child. And two, the handbook exists to foster efficient operation of the Cathedral of St. Raymond School. To meet this purpose, school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, school administration has the discretion to take actions other than those specified in the handbook.

Right to Amend Handbook: The administration retains the right to amend the handbook for just cause. Teachers, parents, and students will be given prompt notification if changes are made.

## **Diocese of Joliet**

The Cathedral of St. Raymond School operates under the auspices of the Diocese of Joliet. Therefore, St. Raymond School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by Diocese of Joliet.

## **Cathedral of St. Raymond School Mission Statement**

At the Cathedral of St. Raymond School, we uniquely challenge every student with an education of unparalleled quality, but more importantly, we teach children to be kind, compassionate, **and to share Christ's light and love with the world.**

## **Accreditation**

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition.

All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including *Plyler v Doe*, 457 U.S. 202, 102 S Ct 2382(1982).

## **Non-Discrimination Statement**

St. Raymond School admits students of any race, color and national origin or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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.

## **History**

St. Raymond Parish was founded June 28, 1917 by Archbishop Mundelein of the Archdiocese of Chicago in response to the needs of the increasing population on Joliet's new west side.

Fr. Francis Scanlan, an Assistant Pastor of Holy Cross Church in Chicago, received notice of his new assignment on the morning of June 29, 1917. By midday, he was on his way to Joliet [archives note that he was driven in an automobile] to begin his first and only pastorate.

In November of 1917 ground was broken for the new church on Douglas Street. The church was completed and the first Mass celebrated on December 8, 1918 – the Feast of the Immaculate Conception.

The school was also underway and the first 178 students were enrolled in September of 1918 under the watchful eye of the Sisters of St. Francis of Mary Immaculate. Enrollment increased rapidly according to Fr. Scanlan, “because we had no better boosters than our 178 school children.”

The initial classroom space was quickly out grown and the school was expanded several times in the following decades. At Fr. Scanlan’s insistence, land to the north was acquired for playgrounds and future growth. Today the Cathedral of St. Raymond School has 380 students enrolled in Early Childhood through 8<sup>th</sup> grade.

## ADMISSIONS

### Admission Policy

Outside of the family, school is the most important influence on a child. Therefore your school choice is critical in shaping who your child will become.

St. Ray’s admits students of any race, color, and national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, or athletic and other school administered programs.

Our objective throughout the admissions process is to ensure a good match between our program and our students, and to guarantee that our parents are knowledgeable about, comfortable with, and confident in our philosophy and practice.

### **Admissions Process—grades 1-8**

If a family believes St. Ray’s is the place for their child and family, the following steps should be taken:

1. **Family Interview and Tour** - A tour or open house visit is the first step to admissions. It is during this time a prospective family will learn more about St. Ray’s approach to teaching and learning. A tour can be scheduled or an RSVP given for an open house by calling our school at 815-722-6626 or by completing the request for information form on our website.
2. **Completed application packet** – If after learning more about St. Ray’s, you feel your values and view on education align with St. Raymond, then the prospective family must submit an application with the required application fee to our school office. The following documentation is also needed at that time:
  - Your child’s original birth certificate (will be photocopied and returned)
  - Copy of baptismal certificate (if applicable)
  - Your child/ren’s report cards for the past two years and any standardized test scores
3. **Student Assessment and Shadow Day** - The school office will then contact transfer families to set up a date and time to take a math and reading inventory. This can be combined with a shadow day on a mutually determined date between the family and St. Ray’s.
4. **Admissions decision is made** –A formal letter of acceptance are sent to families on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

St. Ray’s does not regularly accept transfer students into 8th grade. Exceptions are made at the discretion of the principal, especially for students moving into the area from outside of Joliet.

## **Transfer Requirement**

Parents are expected to submit with the application ALL previous education documents. This includes, but is not limited to, academic, physical, medical, psychological, dietetic, and behavioral concerns, diagnosis and evaluations.

**\*\*Failure to provide ALL records will be considered a breach of agreement and may jeopardize student matriculation.**

## **Transferring within the Diocese of Joliet**

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese a Student Transfer Form must be completed. During the process of completing this form contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify reason for student transfer, i.e. suspension/expulsion or unpaid tuition.

## **Admissions Process—Pre-School and Kindergarten**

In accordance with the *School Code of Illinois*, students entering PK and Kindergarten must meet the following age requirements:

- PK 3—Age 3 by September 1st
- PK 4—Age 4 by September 1st
- Kindergarten—Age 5 by September 1st
- All children must be fully potty trained

Steps to take:

1. **Family Interview and Tour** - A tour or open house visit is the first step to admissions. It is during this time a prospective family will learn more about St. Ray's approach to teaching and learning. A tour can be scheduled or an RSVP given for an open house by calling our school at 815-722-6626 or by completing the request for information form on our website.
2. **Completed application packet** -- If after learning more about St. Ray's, you feel your values and view on education align with St. Raymond, then the prospective family must submit an application with the required application fee to our school office. The following documentation is also needed at that time:
  - Your child's original birth certificate (will be photocopied and returned)
  - Copy of baptismal certificate (if applicable)
3. **Classroom visit** - Children entering Pre-School or Kindergarten need to schedule a half hour block of time, preferably in the morning, to spend in their respective classroom. Parents are welcome to join their child, but if possible we would like the child to be on their own for at least 15 minutes. It isn't always possible, but we try to give it a go!
4. **Admissions decision is made** - A formal letter of acceptance is sent to families on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

## **Admissions Selection Criteria**

All students who complete the application process are considered for acceptance. However, due to number of applicants, we cannot guarantee enrollment to all who apply. In keeping with our educational mission, the school will accept students for admission in the following order in keeping with the above factors of consideration:

1. Priority is given to siblings of existing families of St. Ray's.
2. Catholic students from our parish.
3. Catholic students from neighboring parishes.
4. Non-Catholic children from the Joliet region.



In all cases, the school retains the right to determine, at its sole discretion, whether or not to select a student for admission. Once an admission decision has been made and acceptance has been granted, the following documentation is needed at the time of registration: non-refundable deposit, tuition contract, and FACTS Tuition enrollment form.

### **New Student Probation Period**

**All new and transfer students are accepted on a probationary period of one academic calendar year at St. Ray's.**

During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the one year probationary period, if the school determines the student is unable to perform with adequate growth in this environment any prepaid tuition will be prorated and refunded.

### **Early Childhood Placement**

Early Childhood program offerings are subject to enrollment. Sessions and timing may be added, cancelled or altered based on enrollment. Classes in our ECP are determined by student's age and date of birth. Depending on students' birthdates, it is possible to have a class that has both 3 and 4 year olds which typically would be made up of the youngest 4 year olds and the oldest 3 year olds.

**Returning Students:** Every student must be registered each year he or she attends the Cathedral of St. Raymond School. An annual signed tuition contract must be completed before a child is officially registered. The registration fee must also accompany the tuition contract.

## **CLASS SIZE**

Maintaining optimal class size is truly a balancing act between best educational practice and the need to meet our financial obligations. The following parameters have been established for the various grade levels:

Grade	Maximum Number of Students
Pre-School	24*
K	30*
1-8	34*

The ratio of adults to number of students in the preschool program is 1 to 12. For all other grades, it is our goal to limit class size to 30 students; however, a minimum of 20 students is needed for one homeroom. For 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade, because they are still foundational years of learning, if a class goes above thirty the principal will work with the teacher to determine if a morning split or an aide is the best option to meet the academic, spiritual and social/emotional needs of the students.

\*The principal and pastor make the final decision on maximum class size.

## **TUITION**

### *Financial Overview*

The actual cost to educate a child at St. Raymond's is over \$5,087 per year! It is important that parents and guardians realize the tremendous amount of work that is done on the part of the school administration to subsidize this actual cost to make tuition affordable through financial aid to the parents. Such efforts must be matched with parental cooperation in the following areas:

- Keeping financial obligations current
- Volunteering in various ways throughout the year
- Cooperating with administration and staff
- Participating actively in all fundraising events (particularly OktoberFest, Spaghetti Dinner, and Rocket Walk)

Lack of cooperation in these areas may result in the dismissal of the child from St. Raymond School.

#### *Tuition and Fees*

Tuition, fees and directives are listed on the parent/guardian contract and information forms available in the school office and on our school website. Parents must pay the registration fee when registration takes place.

St. Raymond School has partnered with FACTS Tuition to process and collect our families' tuition and fees for the 2019-2020 school year. All families must register with FACTS Tuition. Families have a choice between the 5<sup>th</sup> or 20<sup>th</sup> of each month as their payment date. All information can be accessed online. Payments are accepted in a variety of forms— from recurring bank drafts, credit card payments, or cash/money order/check payments by mail or in the office. Payments will be applied to the oldest outstanding bill. For example, if money is owed for past tuition or after-care a payment will be applied to these outstanding bills before the first tuition payment.

Parents are expected to have payments up-to-date by the end of each month. Failure to pay on time will result in a \$30 late fee from FACTS Tuition.

Checks returned unpaid for non-sufficient funds will be assessed an additional \$30 (per check returned). Payment of the returned check and fees must be made by cash or money order. In instances where we receive more than one NSF check, the school requires that all future payments be made by cash or money order. All payments made in the office after May 1<sup>st</sup> must be cash or money order.

#### *Delinquent Accounts*

In fairness to all families and to continue our mission to educate, we expect families to maintain current tuition accounts. St. Ray's has a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

Tuition payments are considered past due if they are received more than 10 days later than the due date. Tuition payments are considered delinquent if they are received more than 60 days past their original due date.

If a family is delinquent on their tuition, the student(s) will be excluded from school until one month's tuition, plus all fees have been paid. Please note, this could result in missed field trips and other important learning opportunities. Any eighth grader with unpaid tuition or fees may be denied participation in class trips and graduation ceremonies.

Transcripts, report cards, awards and diplomas are the property of the School and will not be issued to the student (or the parents of the student) if your account is delinquent.

Checks will not be accepted for past due accounts after May 1<sup>st</sup>.

#### **Financial Assistance**

It is our goal to provide every family with a Catholic education that believes in the mission of the church and our school. In order to achieve this goal, we know the importance of keeping Catholic education accessible to families. If a family is unable to pay the published tuition, they are encouraged to submit a FACTS application no later than March 1<sup>st</sup> of each year to be considered for the Catholic Education Foundation (CEF) Scholarships (processed through the Diocese of Joliet) and/or the Cathedral of St. Raymond Endowment Scholarship. Notification of awards is made in April/May for the CEF Awards and May/June for the St. Raymond Endowment Scholarships.

Priority is given to families who apply by the 1<sup>st</sup> of March.

Once a family receives their notification letter, if the newly created tuition amount is still unrealistic to a family's budget, there is an option to appeal the decision. Simply submit a written or typed letter to the principal detailing your reason for the appeal.

The contract or appeal letter is due two weeks from the receipt of the letter.

### **TRANSFERRING RECORDS/WITHDRAWAL**

When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to the Illinois School Code. St. Raymond School will release the student records to another school when an official request is made for the records. All permanent records will be forwarded directly to the receiving school within ten days of the request. All financial accounts must be completed before records will be forwarded.

In general, no official student records are transferred until all financial accounts with the school have been settled. Instead, unofficial records are transferred, including the child's health record which cannot be withheld.

Any family requesting to transfer to another Diocese of Joliet Catholic grade school must have a diocesan transfer form filled out and signed by the Cathedral of St. Raymond School principal and rector. In order to obtain these signatures, the family must request a meeting with the principal and rector. Students will not be admitted to another diocesan school without having obtained a transfer form by the principal and rector.

## **ACADEMICS**

### **Core Academic Program**

The principal, as the instructional leader of the school, is responsible for the purpose of Catholic education, i.e., to educate young people in a Catholic community where human culture and knowledge are enlightened and enlivened by Catholic faith and shared in a spirit of freedom and love.

All locally written curriculum is developed cooperatively by principal and faculty, is infused with Gospel values, and is consistent with the curriculum design and framework of the Catholic Schools Office.

The required areas of academic learning include: religion, communication arts, fine arts, physical education, health, human sexuality, mathematics, science, social studies, and technology. Catholic Social Teachings as well as areas that address societal ills, i.e., substance abuse, communicable diseases, violence, etc., are integrated into the curriculum.

Instruction includes the content, skills, values and processes necessary for students to master curriculum goals and objectives and the support for each student to be successful. The instructional program at St. Raymond School is evaluated and revised, as needed, to maximize learning opportunities.

### **Supplemental Programs**

- **Music Program** – Weekly music classes provide instruction in voice and theory, as well as the basic elements of rhythm and harmony.
- **Physical Education** – Gym classes are conducted twice a week for students in grades K-8<sup>th</sup> grade and once a week for PK. Instruction includes exercises for healthy body and games that allow for continued motor and skill development.

- **Visual Art** – The art program encourages students to explore and implement ideas and imagination through various media and across cultural techniques. Instruction in the elements of design, line, color, shape, form, texture, and space is emphasized. This is done through the study of various artists, their media, and through practical application.
- **Library** – Our library curriculum fosters a love of reading through exposure to a variety of literature. The mission of the school library program is to ensure that students and staff are effective users of ideas and information. Additionally, the library serves to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources.
- **Second Step** – Second Step is a social emotional curriculum that teaches students strategies to better understand, manage, and express emotions and empathy, develop positive relationships, and make responsible decisions. Through Second Step, students gain confidence, set and achieve positive goals, collaborate well, and navigate the world more effectively—a highly valued dimension of any classroom.

### **Field Trips**

Field trips have educational objectives and are, therefore, an important part of education. Field trip participation, however, is considered a student privilege. Students who fail to meet academic or behavior requirements can be denied participation.

St. Ray's requires written consent of the parents before a child is permitted to attend a field trip. A form requesting permission will be sent home well in advance of the trip and should be returned promptly to the child's teacher. A phone call from a parent will not be accepted in place of a signed permission form.

Transportation for field trips will be provided by an IL licensed bus company.

Parents that would like to serve as chaperones must complete all necessary diocesan volunteer requirements in order to be allowed to assist in the supervision of children on field trips.

Some field trips have a limited number of spaces for chaperones based on facility or event. If this is the case, all interested chaperones have two days from the time the permission slip was sent home to state their interest at which time a lottery will be held to determine which parents can attend. Parents will be notified by the homeroom teacher either way.

Additional information:

- All grades do not always have the same number of field trips.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Due to liability, only children who are registered students at St. Ray's may go on class/school field trips.

### **Student Support Services**

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

**Learning Resources/Academic Counseling:** St. Ray's offers the services of an academic counselor to all students in PS-8th grade who may need extra support in order to be successful in the classroom. The academic counselor works with teachers, parents and student to create plans that are intended to foster the greatest possible success the student is capable of achieving.

**Special Needs Testing:** St. Ray's academic counselor coordinates an intervention process that includes teachers, parents and school administrators when any of these parties is concerned about a student's academic or behavioral development. If the need is warranted, parents will be asked to have their child tested. If testing is performed, complete test results must be shared with the principal, academic counselor, and the child's teachers. Testing services are available through the Joliet District 86. Parents may also elect to have the testing done by a professional in a private practice. If testing is done through District 86 and a student qualifies for an IEP, the academic counselor and the classroom teacher works with District 86's team to create an Individualized Service Plan (ISP). With the creation of a service plan, certain services can be provided at St. Ray's for the student. In the past, students have been able to receive LD support only. Funding for these services are provided by District 86 through the IDEA Act.

If a parent elects to have private testing done, an accommodation letter is created. Accommodations can be stipulated in the accommodation letter, but services cannot be provided.

**Social Work Services:** The school has the services of social work interns through the University of St. Francis. Students are referred by parents, teachers, and administration. The social worker works with individuals and groups of students on peer relationships, building a culture of compassion, individual and/or family issues, support for students in crisis and any other concern that is necessary.

### **8<sup>th</sup> Grade Enrichment/JCA Math and Science**

JCA provides an opportunity to the 8<sup>th</sup> grade students in the area to take high school level math and/or science. The qualifications for consideration into the program are following:

- Score of at least 80<sup>th</sup> percentile on the IOWA test taken in September
- An A average for math in the 7<sup>th</sup> grade
- Honesty, dependability, conscientiousness and maturity
- Recommended by the 7<sup>th</sup> grade math teacher

St. Raymond School will recommend students at the end of their 7<sup>th</sup> grade year for inclusion in this program. A student must meet ALL the requirements in order to be recommended by St. Raymond School. Parents will receive notification of their child's recommendation through a letter mailed no later than May 1<sup>st</sup>.

Students who do not meet all the requirements may still qualify, but it must come with a recommendation by the math and science teacher.

### **Religious Education**

The Cathedral of St. Raymond School religious education program emphasizes building a community of faith by teaching students to understand and to live in accordance with the doctrine and practices of the Catholic Church, to participate actively in Catholic liturgical life, and to dedicate themselves to serving others, not only at home, school, and in their parishes, but ultimately within society at large. All students are required to participate in all aspects of the religious education program including all prayer and worship services.

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

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

**Prayer:** Prayer is an essential and daily part of each day at St. Ray's. The day begins and ends with prayer and students pray frequently throughout the school day. Students in 3<sup>rd</sup>-8<sup>th</sup> grade have opportunities to receive the Sacrament of Reconciliation. Mass is celebrated once a week for students in 1<sup>st</sup>-8<sup>th</sup> grade as marked on the calendar (Kindergarten attends on the first Friday of the month. Pre-School attends approximately 6 times a year and will be communicated to parents by the teacher). Parents, family, and friends are most welcome and encouraged to be part of this important time.

**Sacramental Instruction:** Students in second grade are prepared for the sacraments of Reconciliation and Eucharist. Eighth grade students prepare for the sacrament of Confirmation. Parents are required to attend informational meetings during the year in which their child is being prepared to receive a sacrament. Participation in these meetings will strengthen the efforts of all. Failure to attend these meetings may disqualify the child from receiving the sacrament.

Transfer students who were not in Religious Education the previous year are required to receive two years of religious instruction before receiving a sacrament.

**Service:** Students assist in liturgical celebrations through lectoring, altar serving, and gift presentation. During the year, different classes participate in various service projects. The purpose of these projects is to encourage students to be aware of those in need and to practice responding to those needs in compassion.

This curriculum offers daily religious instruction including Catholic doctrine, scripture, morality, lives of the saints, social justice, as well as preparation for Liturgy. Each year, the students at St. Ray's have a particular focus of study in terms of Catholic Doctrine and Tradition:

**Kindergarten** – God Loves Me

**Grade 1** -- The Trinity

**Grade 2** – Sacraments of Reconciliation and Eucharist

**Grade 3** – Church and the Liturgical Year

**Grade 4** – Commandments and Beatitudes

**Grade 5** – The Seven Sacraments

**Grade 6** – Old Testament

**Grade 7** – New Testament

**Grade 8** – The History of the Church

**Parents' Role in Faith Formation:** Religious formation goes far beyond the formal instruction of Catholic doctrine and traditions. It involves leading our young people to a life centered on Christ. This is where our partnership is essential. Parents are the first and foremost educators of their children. They are the first to communicate the faith to their children through example and instruction. As catechists, parents communicate these values and attitudes in the following ways:

1. By showing love for Christ, His Church and for each other.
2. By reverently receiving the Eucharist and living in its spirit.
3. By fostering justice and love in all their relationships.
4. By seeking opportunities to serve others.
5. By being actively involved in the parish community.
6. By treating prayer as a natural response in life.

Non-Catholic students are welcomed at the Cathedral of St. Raymond School. The non-Catholic student is expected to understand and agree that St. Ray's exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes but liturgical services scheduled for students during the school year are optional.

## **Technology**

**Introduction:** St. Ray's recognizes that technology and electronic informational literacy skills are integral components of contemporary education. In order to prepare students to meet the state and national educational standards required to live and work successfully in the 21st century, St. Ray's provides access to available technology, to the school network, to the Internet, and to electronic communications for activities that comply with the stated educational mission, goals, and objectives of the School. The computer network, software, hardware, applications and Internet applications are provided to support the instructional, administrative, and informational needs of students, staff, parents/guardians, faculty, and administration. All use of technology is limited to furthering the educational and personal goals of users consistent with the mission of St. Raymond School and its policies. Prior to gaining access to the available technology, every user and his/her parent or guardian must read and sign the Diocese of Joliet Acceptable Use of Technology form, and return it to the school office.

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in suspension or expulsion from school. All students, faculty and staff are required to follow our guidelines for using technology.

- The use of computers are for school related activities and are consistent with the goals of our school.
- The internet will be used to support the school curriculum, the educational community, projects between schools, communication, and research for school students, teachers, and administrators. The school administration will determine what is inappropriate computer use.
- The administration, faculty and staff of the school may request the suspension of specific user access for information-related abuses.
- Any technology user at St. Ray's should report any violations, misuse or illegal computer activity.

All students are given instructions for care of use of the equipment. Students are responsible for appropriate behavior while using the school equipment. The student or his or her parents or guardians must replace any equipment purposely damaged by a student.

**General rules on safe and ethical use of online services at school:**

- Students should never use their own or anyone else's name, address, phone number, city, or any other personal identification when using any online service.
- It is understood that St. Raymond School has a right to monitor internet activity and review any files, data or information stored on, scanned or printed using St. Ray's technology resources and to report misuse to the principal.
- Users of email should be aware that it is never private.
- Material viewed on online services and the internet should be age appropriate. This includes appropriate viewing material on a computer monitor for others nearby. No viewing of the following types of materials is allowed at the school: offensive materials, hate mail, discriminating remarks, or obscene or pornographic material.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.), the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- Users of computer equipment must be polite. This means no writing or sending abusive messages or inappropriate language.
- Students may not access chat rooms or newsgroups from the school's computers unless for a specific assignment given by a faculty member.
- Students must be responsible stewards of the equipment they are using. Students should not waste or take supplies such as paper, printer cartridges, headphones, etc. that are provided by the school.
- Students are not allowed to use another student's ID or password nor use a computer that another user is logged in to.
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The

use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

### **Homework**

Homework provides a means of extending students' classroom experiences. It is designed to relate meaningfully to classroom learning and should be designed to fulfill one or more of the following purposes:

- Strengthen basic skills and give extra practice on work that has been introduced in class
- Extend and enhance school-learned knowledge and skills
- Reinforce study habits
- Develop initiative, responsibility and self-direction
- Stimulate independent thinking
- Foster worthwhile use of leisure time

Homework counts as 5% of a student's overall grade. Homework is essential to the mastery of classroom learning. The more a student practices the skills and strategies of classroom learning, the greater the chance at success in formal assessments.

Students who do not hand in homework on the day it is due will lose 10% off their grade. They will email their parents as well as cc their teacher to tell them the assignment was not turned in. After two days, the homework will no longer be accepted and will be entered as a 50% in the gradebook.

On the first day of school each student in grades 3-8 will receive an assignment notebook. Each day students are to write down all of their homework in this notebook. This is one way for teachers to communicate with parents. Parents are asked to review the assignments and completed work. This assignment notebook should last the whole year. If an assignment notebook has been missing for 3 days, a new one must be purchased for \$5 in the school office.

Homework is assigned on a daily basis from Monday-Thursday, with infrequent homework assigned over the weekend for students in 1<sup>st</sup>-8<sup>th</sup> grade. The following chart indicates the total amount of homework to be given daily in each grade:

1 <sup>st</sup> Grade – 10-15 minutes	5 <sup>th</sup> Grade - 50 minutes
2 <sup>nd</sup> Grade – 20-25 minutes	6 <sup>th</sup> Grade – 60 minutes
3 <sup>rd</sup> Grade – 30 minutes	7 <sup>th</sup> Grade – 70 minutes
4 <sup>th</sup> Grade - 40 minutes	8 <sup>th</sup> Grade – 80 minutes

The above homework time does not include independent reading time. Students in K-2<sup>nd</sup> are expected to read 15 minutes each night, 3<sup>rd</sup>-4<sup>th</sup> grade should read 20 minutes each night and 5<sup>th</sup>-8<sup>th</sup> grade are expected to read 30 minutes each night as part of their homework.

Please contact your child's teacher if the amount of time spent on homework greatly exceeds these recommendations.

### **Absentee Homework**



When a student is absent for three or more days, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up from 2:30 – 3:30 PM. No homework will be sent home for short absences (1 or 2 days).

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Homework will not be provided prior to a student leaving for vacation.

## **Grading and Assessment**

The following is the code officially approved by the Diocese of Joliet Catholic Schools Office:

### **Grading Scale—Grades K-3**

**4 – Work Exceeds Expectation** ~ Student demonstrates an in-depth understanding of concepts, skills, and processes that exceeds the grade level expectation of the curriculum.

**3 – Work Meets Expectation** ~ Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with *little* teacher assistance. (Most students will achieve in this range.)

**2 – Work Approaches Expectation** ~ Student’s work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires *some* teacher assistance: prompts, directions, and reminders.

**1 – Needs to Improve** ~ Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires *significant* teacher assistance with prompts, directions, and reminders.

**NG** – Not Graded

\* – Not Offered

### **Grading Scale—Grades 4-8**

The following codes are to be used on report cards:

A+ = Superior	100
A = Superior	96-99
A - = Superior	93-95
B+ = Above Average	91-92
B = Above Average	88-90
B- = Above Average	85-87
C+ = Average	83-84
C = Average	79-82
C- = Average	77-78

D+ = Below Average	75-76
D = Below Average	72-74
D- = Below Average	70-71
F = Unsatisfactory	69 and below

**Note: Any grade entered in a teacher’s grade book below a 50 will be averaged as a 50 when figuring out a student’s grade at report card time.**

The CR (credit earned) is available for teachers to use when requirements have been satisfied but which do not readily lend themselves to the conventional grading system. CR is noted on the 4<sup>th</sup>-8<sup>th</sup> grade report cards for art, music, physical education, and technology.

*Key for Effort/Behavior marks:*

+	Outstanding
✓	Appropriate
X	Needs to Improve

The NG (not graded) could be used where a certain subject area is not taught at the school or is not taught in a given quarter or trimester, but is dealt with at another time of the year. A mark of NG must be approved by the principal prior to placing it on the report card.

Incomplete grades may be issued. The work for an incomplete grade in any subject area must be completed for a grade on the permanent record. Failure to complete the work within one week of the card issue date will result in a letter grade of “F” for the assignment and the appropriate grade will be given.

**Grading Category Weights—Grades 4-8**

Not all student assessments are weighted the same. The following overall categories are used in determining a student’s final grade on the report card.

- Primary Assessments (Quizzes/Tests/Products): 55%
- Secondary Assessments (Independent class work): 40%
- Homework: 5%

Trimester grades for math, science, reading and writing are based on a minimum of 12 primary and secondary assessments with some additional grades for homework. Religion and Social Studies grades are based on a minimum of 10 primary and secondary grades for each trimester.

Grades will be posted by the classroom teachers every Monday no later than 9 PM.

**End of Year Assessments**

At the end of the third trimester, we will bring closure to our year and provide an opportunity to synthesize and celebrate the incredible amount of learning that has occurred during the school year by taking an end of year

assessment. For students in 4<sup>th</sup>-8<sup>th</sup> grade, **end of year assessments** count as a primary assessment test grade. End of year assessments are not sent home with students; however, a slip of paper will be attached to the student's report card to let parents know how a student performed on each test. Parents can request to view the final assessment in the presence of an office staff member.

Final assessments are not eligible for retests.

### **Test Corrections, Bonus Points and Extra Credit**

Questions on assessments vary in difficulty in order to ascertain how deeply a student can think through a concept. Question levels can be as simple as recall and reproduction and as difficult as strategic or extended thinking. The definition of learning demands that a student apply their thinking to new situations. Therefore, test corrections, bonus points and extra credit will not be offered to raise a student's grade. These three practices do not allow a student to showcase a transfer level mastery of content curriculum.

### **Retest Policy—Grades 5-8**

A classroom teacher must assign a grade that reflects a student's relative mastery of the curriculum as closely as possible. To support this philosophy, St. Ray's will allow students who did not meet mastery of a unit with the opportunity to retest in order to demonstrate their level of mastery with the curriculum.

Why are we letting students retake tests?

If we believe the following about learning, then our policies and practices must align with our beliefs.

1. All students can learn.
2. Students learn in different ways.
3. Students learn in different timeframes.
4. Errors are inherent in the learning process.

Allowing students the opportunity to retest provides students with the opportunity to reflect on their mistakes and improve their understanding of the concepts being assessed. **Extra credit and bonus points will not be allowed** to improve a student's grade. These two practices do not allow a student to showcase a transfer level of mastery of content curriculum.

The intent of the retest policy is to allow students the opportunity to demonstrate mastery of a topic. Students who earned 79% or higher on the initial assessment have mastered the standards of that unit. Only students who score 78% or less are eligible for a retest. The higher grade replaces the previously recorded lower grade up to an 82%. Final assessments are not eligible for a retest.

Students are allowed to retest if all of the following guidelines are met:

1. A student has one opportunity for a re-test of an assessment.
2. A student may not have more than 4 missing homework assignments for that unit or they become ineligible to retest.
3. Tests will be given back within two days of taking the assessment. There is a minimum wait period of 3 days before taking the retest.
4. No more than 8 calendar days can lapse between initial assessment and the retest. If a test is given back on a Monday, Tuesday or Wednesday, the retest will be taken the following Wednesday. Test given back on Thursday or Friday will be taken the next Wednesday.
5. The retest must be taken during Explore. No other scheduled times are allowed.

6. If you schedule a retest and don't show for the retest, you forfeit your eligibility of a retest.
7. A Retake Ticket must be filled out and three learning activities must be done to be retested.
8. Students caught cheating the original assessment are not eligible for a retest.
9. The request to retest must be handed in within two days of receiving the assessment back.

### **Honor Roll**

For students in 7<sup>th</sup> and 8<sup>th</sup> grade, students have the opportunity to earn placement on an honor roll each trimester. Performance will determine the level of placement. The criteria for honor roll placement are as follows:

- All graded classes are used in determining student grade point average.
- Students awarded "High Honors" must achieve all A's.
- Students awarded "Honors" must achieve all A's and B's in any combination.
- A 'X' (needs to improve) cannot be present on the report card or it makes the student ineligible for honor roll, regardless of the students' grades.
- Any grade of a "C", "D", "F", or "incomplete" makes a student ineligible for honor roll.
- Students enrolled in JCA Algebra/Biology must maintain an "A" or "B" grade in order to earn/maintain Honor Roll status.

### **Report Cards**

Report cards are issued three times a year. Parents pick up their child's 1<sup>st</sup> trimester report card at their scheduled parent/teacher conference. Second trimester report cards are sent home in the Thursday folder one week following the end of the trimester. Third trimester report cards are distributed to students on the last day of school at the end of our final school mass.

### **Standardized Assessments**

The Catholic Schools Office requires its schools to take an annual standardized assessment for the purpose of measuring student achievement and to assist in improving student curriculum and teacher instruction. All students in grades 3, 5 and 7 in the Diocese of Joliet are required to take the Cognitive Abilities Test and the Iowa Assessments. In addition to the mandated grades, St. Ray's chooses to give the Iowa Assessments to grades 4, 6, and 8.

Children's Progress Academic Assessment (CPAA) is an online standardized assessment that uses audio and visual to gain insight into a student's skill levels. Child's Progress is given to students in K-2 three times a year—September, January/February, and May. A detailed parent report is sent home each trimester with a student's report card.

Students in grades 5 and 8 are administered the ACRE Testing annually. The ACRE assessment is a standardized assessment put out by NCEA (National Catholic Educators Association) designed to assist in the evaluation of catechetical/religious education programs in Catholic schools and parishes. As an integrated assessment tool, NCEA IFG: ACRE provides faith knowledge questions (cognitive domain) and questions related to religious beliefs, attitudes, practices, and perceptions (affective domain). The ACRE Assessment is typically given in February.

### **Summer School**

Satisfactory progress in all major content areas is a requirement for every student to pass to the next grade level. If a student does not make satisfactory progress, summer school is required before a student is allowed to pass to the next grade. The following conditions warrant required summer school:

1. A student receives an overall grade of an F either in reading and/or math
2. A student receives a D or an F in both the second and third trimester for any major subject area

Teachers can also recommend summer school for students who are teetering and may need the extra help over the summer.

If summer school is recommended or required, you must register your child in an accredited American parochial, public, or private school. Your child is to attend all classes for the full session. Submission of official transcripts or documentation verifying passing grades in summer school, are required by the school. If the principal deems it necessary (due to low multiple D and/or F averages), you may be advised that your child will require being retested in August at St. Raymond School before being advanced to the next grade.

Tutoring by a current St. Raymond faculty member to replace summer school attendance is possible ONLY in the event the family cannot find a summer school for their child, or by special exemption by the principal. Students may be re-tested by their tutor or the school, as deemed appropriate by the principal.

### **Retention of a Student**

Assessment of a child's ability to learn concepts and educational material needed to have success at the next grade level is a serious responsibility of the professional staff. Staff members base their decisions about student advancement and ability to learn, in the student's best interest.

Teachers of Kindergarten through 8<sup>th</sup> grade will meet with parents of students within the first six to nine weeks of the school term to assess student progress and conference with parents regarding the student's progress, ability and probability for success. Early intervention to assist student's learning is our goal. Parents are encouraged to consult with their child/children's teachers often in regard to student's progress. Any student that is experiencing a serious lack of ability to learn or master educational concepts will be referred for evaluation to determine needs for special or prolonged assistance. Retention after 1<sup>st</sup> grade is not encouraged, but the use of "special services" to help students be successful will be encouraged.

### **Graduation Requirements**

In order to receive a diploma that indicates satisfactory completion of the required courses at St. Raymond School, a student must have a passing average in all subjects where a letter grade is given during the eighth grade year.

This is an average of all three trimester grades. The average must be a minimum of a 70 percent. In addition to a minimum grade average, all required work must be completed and the student must make passing marks on the United States and Illinois Constitution tests.

A student not fulfilling the minimum requirements will be awarded a certificate of attendance at the graduation ceremony. The diploma will not be given to the family until the student completes the entrance requirements for the high school they are attending or August 1<sup>st</sup>, whichever is later. The report card will indicate a student is "placed" in grade 9 on the third trimester report card. In extreme cases, the student will be required to repeat eighth grade.

Parents need to make arrangements for completing payment of tuition and fees prior to graduation.

## **ATTENDANCE**

### **CALENDAR REQUIREMENTS**

Illinois State Code requires that the school be open for 176 full instructional days. Diocesan regulations require a minimum of 4 days be set aside for teacher in-service days. Our school calendar meets these requirements.

### **Hours**

Office Hours

7:30 AM – 3:30 PM

Before Care Hours (fee charged)	7:00 AM – 7:30 AM
Morning Arrival	7:30 AM-7:45 AM
Tardy Bell	7:55 AM
School Dismissal	3:00 PM (PreSchool and Kindergarten) 3:05 PM (1 <sup>st</sup> -8 <sup>th</sup> Grade)

\*Any student not picked up by 3:15 will be directed to Extended Day (EDS) and parents will be charged.

Half Day Dismissal	11:15 AM	
After-Care Hours (fee charged)	From dismissal to 6:00 PM	
Lunch Hours	Pre-School	11:15-11:45
	K-2	11:05-11:35
	3 <sup>rd</sup> - 5 <sup>th</sup>	11:45-12:15
	6 <sup>th</sup> -8 <sup>th</sup>	12:25-12:50

### **Attendance Policy**

The school day starts at 7:55 AM. Children are permitted to be dropped off at school beginning at 7:30 AM. Two teachers are on duty to supervise these early arrivals. Any student dropped off prior to 7:30 AM must enter St. Ray’s Before Care Program and will be charged the hourly rate. Homeroom teachers pick up their class at 7:45 AM from either the safety lot or if the weather is severe (heavy rain, snow, or below zero temperatures) from the commons.

One of the major goals of St. Ray’s is to provide an academically excellent environment for our school. In order to accomplish this goal, the teachers need every minute of the day for instructional time. **Therefore, we ask that you do not enter the classrooms in the morning unless you have a pre-scheduled conference with your child’s teacher or you have business in the office to attend to.** If there is something you need to share with your child’s teacher, please send a note.

Dismissal occurs at 3:00 for students in pre-school and K and 3:05 for students in grades 1-8. An authorized adult must pick up a pre-school child from door #1 and a kindergarten student from door #26. The Valet Line is not an option for student pick up in Pre-School or Kindergarten. All other students are dismissed from the safety zone. Any student not picked up by 3:15 will be sent to after-care and will be charged for the first hour.

On regular days of full attendance, students arriving after 10:00 AM will be marked absent for one-half a day. Students leaving before 1:00 PM will be marked absent for one-half of a day. Consistent attendance and punctuality is key to academic success. The basic responsibility for daily attendance and punctuality of the student lies with the student and parents/guardians.

The following procedures and expectations are to be followed for the protection of your child.

**ILLNESS:** If your child appears ill before the start of the school day, the child should remain at home. If a child becomes ill during the school day, parents will be called at home or work. Parents are responsible to have the child picked up and taken home. The child will not be dismissed from school without an authorized adult to accompany him/her home. The parent or authorized adult must sign the child out in the school office.

**If your child has been vomiting, diarrhea, a sore throat, earache, a heavy discharge from the nose, skin rash, eye infections, or an elevated temperature, he or she should be at home.** Temperature must be normal, without medication, for 24 hours, and there must be no vomiting for 24 hours before returning to school. To protect your child and his/her classmates, it is important to cooperate with the school following the rules of the Board of Health for Isolation and Quarantine Requirements of Communicable Diseases.

1. **Strep Throat.** Keep child at home until medication prescribed by doctor has been given for a 24-hour period. Remember to send medication to school with a doctor's written note describing the amount and time of dosage.
2. **All Communicable Diseases.** Children must remain home during the quarantine period, three or more days, and a doctor's note is required for the student to return to school. Communicable diseases include: chicken pox, scarlet fever, German measles, mumps, measles, and whooping cough. Have a doctor see the child and notify the school. Children who have been in contact with disease need not be kept at home. Parents of other children will be notified.
3. **Worms and Lice.** Keep child at home until symptoms disappear, including the eggs. Children must be nit free in order to return to school. Lice require careful, special shampooing and house cleaning.
4. **Impetigo.** Have your child seen by a doctor and keep your child home until symptoms disappear.
5. **Conjunctivitis.** Keep your child home until the symptoms disappear.

CHILDREN MUST HAVE A NOTE FROM THEIR DOCTOR IF THEY ARE TO REMAIN INDOORS DURING GYM OR RECESS.

**HEAD LICE:** The following will be required of a student who suffers from head lice:

1. Provide proof of treatment -- i.e., container or box from the medication used.  
OR
2. Present to the school a signed statement from a physician or nurse that the student is no longer afflicted with head lice.
3. For a student to return to school,
  - a. There must be an absence of crawling forms,
  - b. All nits must be removed

**Please call in student absences by 9:00 AM to 815-722-6626 x1.** When you call, please be prepared to give the following information:

1. Student's name, grade and homeroom teacher
2. Name of the person calling and the relationship to the student
3. Reason for the absence

If a parent does not notify the school office, school staff will call the home or work numbers to verify the absence. When a student is absent from school, he/she is not to participate in any after-school activities that day or evening.

**Students must be fever free for 24 hours before returning to school. If a student has had a contagious disease, a doctor's note must be presented to re-enter school.**

**School Work Missed During an Absence:** In all cases, students who are absent from school are responsible for all school work missed. A student will not be penalized for an absence, whether excused or unexcused, and will be allowed one day per day of school missed to make up missing school work (to a maximum of five school days).

### **Excessive Absences**

According to the Illinois School Code, students who miss more than ten days of school a year are considered to be excessively absent (an average of one day per school month).

### **Truancy**

According to School Law of Illinois, it is the parent's responsibility to see that their child attends school on a daily basis. The Illinois School Code Section 3-13, a truant is defined as a child subject to compulsory school attendance and who is

absent without valid cause for such attendance for a school day or portion thereof. A chronic truant is any student who misses 18 or more days of school without proper excuse. In the case of truancy, the family will be referred to the Will County Regional Office of Education's Truancy Officer.

### **Tardiness**

Punctuality is an important life skill. Being on time teaches students the importance of responsibility, respect, and the value of their education. At St. Ray's, we work in partnership with parents to provide an academically and socially challenging curriculum. We want to make every minute count so that students can reach their fullest potential. On time arrivals give students the chance to hear important announcements, organize their belongings, and confer with teachers one-on-one before the day gets started.

When students are late, it doesn't just cause them to feel a step behind, but it disrupts classroom instruction and causes the teacher to have to repeat their instructions. This instruction will most likely have to be rushed and in no way can be repeated at the same level it was given the first time. Habitual tardiness is not acceptable and families should make adjustments to their bed time and morning routines to ensure students arrive on time.

Students in pre-school must arrive no later than 7:55 AM. Students in Kindergarten-8<sup>th</sup> grade must be in their seat, ready to learn NO LATER than 7:55 AM. This means families should aim to arrive by 7:45.

Tardies will be marked in two categories:

**Excused tardies:** Medical/Dental appointments, religious holidays, funeral, appearance in court, school sponsored activity (will only be marked excused with appropriate documentation)

**Unexcused tardies:** Traffic, weather, waking up late, lost keys/shoes/backpacks/etc.

Please note, students in middle school will still be given demerits for not being in their seat when the tardy bell rings. If a student arrives between 7:55 and 8:10 consistently in middle school, the child can still earn a detention, if all demerits—for tardies and/or other infractions—equals 7 or more.

Any student who has 9 or more tardies in a school year is ineligible for the end of the year Perfect Attendance award.

### **Early Release Procedures**

If a student must dismiss early from school, the parent/legal guardian should send an email to the teacher AND the office by 8 AM the day of the early release. If an email cannot be sent, a written note should be given to the teacher by the student first thing in the morning. The communication should include the reason, the time and the person to whom the student is to be released. When the appropriate time for dismissal occurs, the child should be signed out by the parent or guardian and picked up at the main office. No child will be permitted to leave the school early unless accompanied by an adult.

### **Vacations During the School Year**

The St. Ray's calendar is published with scheduled vacations. Parents are asked to schedule family vacations within these time periods. Because of the serious disruption to a child's learning process, vacations during the school year are strongly discouraged. "Making up the work" never substitutes for the actual classroom experience and the expert instruction of a teacher. Likewise, grades invariably slip as a result of such vacations.

If parents do arrange such a vacation, however, advance written notice should be given to the main office, stating the exact days the child will be absent. The school takes no responsibility for the learning missed during the absence, nor are teachers required to prepare work to be done during the trip. When the child returns, he/she is to ask each teacher what work/test have to be made up. It is the responsibility of the parents to see that the child learns the material, makes up the work, and prepares for the tests.



## **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a safety risk has been created by unusual circumstances. Please use your best judgment in determining whether or not it is safe to transport your child(ren) to school.

Should conditions necessitate school closing, several systems are in place to communicate this to faculty, staff, parents, and students:

1. Parents and students are notified via a text message through School Speak.
2. A message on Facebook will appear.
3. A complete list of closings is also available at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). At the emergency closing website you may also request an email be sent to you when school is closed. You may also call 847-238-1234 from a touch-tone phone and enter the school's phone number, 815-722-6626.
4. You can also access this information on the radio (WGN Radio 720 AM, WBBM Radio 780 AM) or television (CBS Channel 2, NBC Channel 5, ABC Channel 7, WGN-TV, FOX Channel 12, or CLTV).

Information stating that school will be closed will be sent via School Speak and posted on the television, radio, and internet by 6:00 AM. If nothing is posted, school is open.

## **Medical Information**

### **Immunizations**

The Illinois School Code requires the following grades to have updated health, dental and vision documentation. Health and vision are due no later than October 15<sup>th</sup> or a child may be excluded from school. Dental is due no later than May 15<sup>th</sup>.

Any new student regardless of what grade they are entering: Health

3 year old pre-schoolers: Health

Kindergarten: Health, Dental and Vision

2<sup>nd</sup> grade: Dental

6<sup>th</sup> grade: Health and Dental

Student Athletes: Physical

**EXEMPTION TO IMMUNIZATIONS:** Beginning October 16, 2015, any parent or legal guardian requesting a religious exemption to immunizations or examinations must complete the IL Certificate of Religious Exemption. A separate form must be used for each child. This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions (Public Act 099-0249 enacted August 3, 2015).

### **Medication**

In compliance with Illinois School Code, St. Raymond School does not have authorization to administer or make available any medication. The only medical attention the school can administer is routine first aid. With the exception of an inhaler or epinephrine auto-injector (EpiPen), no medication is to be kept in a student's possession. When a student requires medication, the primary responsibility for administering such medication rests solely upon the parents. We recognize that some short and long term conditions can be controlled or corrected only when medicated at intervals which may include school hours. In those instances, when a doctor has determined that administration of medication during school hours is necessary, St. Raymond School endorses the following procedure:

1. Only medication necessary to maintain a child in school shall be administered during the school day.
2. A parent must complete a Diocesan Parent's Request to Administer Medication Form, which is available

in the school office.

3. Medication must be in the original container or prescription bottle that is appropriately labeled by the pharmacist, physician or manufacturer.
4. Medication will be stored in the school office in a safe place.
5. Only the principal or his/her designee may administer medication.
6. Any certified employee may administer a student's medication in an emergency situation if, under the circumstances, the principal or designee cannot be available.

**Special Note:** Students who have allergies that may lead to anaphylactic shock must have more than one EpiPen in the school. In addition to the one carried by the student, a second EpiPen must be registered in the main office. A spare EpiPen stored in a backpack/locker is not a good idea, as it is not easily accessible in the event of an emergency.

### **Vision and Hearing Screening**

The Illinois Department of Public Health works to prevent the detrimental effects of hearing and vision loss in children by implementing the Illinois Child Vision and Hearing Test Act (410 ILCS 205), which mandates vision and hearing screening programs for preschool and school age children. Screenings are mandated at specific age and grade levels and must be done by technicians/nurses trained and certified by the Department.

**Vision and Hearing Screening Mandates:** Hearing screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second and third; are in special education class; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private, and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second and eighth grades; are in special education class; have been referred by a teacher; or are transfer students. Such screening services shall be provided in all public, private and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

Screening instruments, test procedures and referral criteria are defined in the Illinois Administrative Code. Children whose test results meet referral criteria are referred to an eye doctor or family physician for further evaluation.

### **Food Allergies**

St. Ray's recognizes that food allergies are a growing concern in American society. Faculty, staff and administration also realize that any food could cause a potentially fatal anaphylactic reaction, and not all children experiencing anaphylaxis have been previously diagnosed with a life-threatening food allergy. The health, safety, and inclusion of all children is important.

Avoiding food-allergic reactions requires the committed efforts of parents, students, teachers and administration. While it is impossible to guarantee an allergen-free environment, St. Ray's policy provides a framework for partnering with all

families to build a safe, loving, and supportive environment for children suffering from life-threatening food allergies and their classmates.

The following precautions are in place at St. Ray's:

1. Maintaining a unified emergency procedure for addressing life-threatening allergic reactions including obtaining **personalized emergency action plans** for any student identified with a potentially life-threatening allergy and making certain that all faculty, staff and volunteers who are responsible for that student are aware of said emergency action plan. In addition, all St. Raymond faculty and staff have been educated in food allergy awareness and trained in the use of an EpiPen. Medications (including an EpiPen) and a copy of the student's emergency action plan must accompany the student to all classrooms he or she attends;
2. Limiting, supervising, and monitoring all food consumed or used in the classroom so as to avoid the possibility of contamination of safe learning zones for allergic children. Teachers make it known to all students that **sharing food items is prohibited both in the classroom and throughout the school**. Snacks and treats to be consumed in the classroom or passed out to other students is prohibited. **Food for classroom parties will be approved in advance by administration**. Snacks or treats containing the allergen will be sent home with the student bringing it or given back to the student for his or her consumption in the school cafeteria, away from the allergy safe zone;
3. **Creating and preserving an allergy safe zone in the school cafeteria where children with life-threatening allergies can enjoy their lunches safely in the company of their friends**. All lunch monitors will be educated in keeping an allergy safe zone clean from cross contamination and in following through with personalized emergency action plans should and unexpected reaction occur;
4. **Separate nut safety zone** table for all daily lunches will be designated. Students without food allergies may join friends in the designated zone, but must refrain from bringing peanut butter/nuts in lunches. A cleaning rag and water bucket separate from that used to clean all other tables will be used in the zone.
5. **Educating the students as to how to protect their allergic friends** from accidental exposure and not tolerating any form of discrimination or alienation of any kind of an allergic child by other students, faculty, staff or volunteers;
6. Soliciting the cooperation of a participating parent;
7. **Maintaining safety procedure on field trips such as:** following parental approval of a field trip, the office staff will consult with the administration in considering the safety of students with life-threatening allergies. Medications (including an EpiPen) and a copy of the students' emergency action plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. An adult chaperone carrying the EpiPen will be identified and introduced to the student and the other chaperones.

### Asthma

As per public act 92-0402 of the school code, students with asthma may have immediate access to asthma medications. Children, therefore, may carry and self administer prescribed asthma medications provided all above documentation is presented to the school office. Children must understand the need for the medication and the necessity to report to school personnel any unusual side effects. He/she must be capable of using the medication independently. The parent and the physician must sign they know the student is capable of effective self administration. A back up inhaler should be kept in the school office. 105 ILCS 5/10-20.14b, 10-22.21b, 22-30

### Diabetes

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include: allowing students to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site where the student attends.

#### **Diabetes Care Plan Requirements:**

- It is the responsibility of the student’s parents or legal guardians to share health care provider instructions concerning the student’s diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.
- A diabetes care plan shall be submitted to the local Catholic School at the beginning of the school year, upon enrollment, or immediately after a student’s diagnosis, or when a student’s care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

*105 ILCS 145* states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

## **Student Behavior**

### **Code of Conduct**

As a community dedicated to helping our children reach their fullest potential in an environment that is inspiring and based on self-discipline, the faculty and staff have created a code of conduct that provides a clear understanding of what is expected of all students at St. Raymond School. The following acronym has been created to remind students what they should do to achieve their personal best.

**R**espect

**I**ntegrity

**S**ervice

**E**xcellence

It has been said, “What you are is God’s gift to you, what you become is your gift to God.” Our School Code of Conduct—RISE to Greatness-- embraces God’s calling to be the best person we can be, to consider WHO we are as a person and how this is truly the gift we give to God each day.

## DISCIPLINE PROCEDURES

Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and calls upon us today to “love one another as I have loved you.”

Great effort is made to promote a peaceful, positive, and proactive approach to discipline. We believe the root of discipline is to “Disciple” and draw out the giftedness of each child. All of this begins with the ability to examine one’s words and actions in light of our faith and to take personal responsibility to be the person God created us to be.

Students will, therefore, not be allowed to deprive themselves or others of the opportunity to learn in an orderly environment that is conducive to learning. Respect is demanded at all times. Respect does not mean the same thing as affection--while affection refers to one’s feelings for someone, respect means understanding how one ought to behave toward another person, regardless of feelings. Respect for teachers, classmates, and the rules of the school and classroom makes this possible; lack of respect hinders the basic functioning of a classroom. Should a student fail to be respectful, disciplinary action will be taken.

At the beginning of the school year, teachers collaborate with students to create class mission statements and thoroughly explain and practice procedures and expectations. When a student fails to meet the expectation given by an adult in the building, all classrooms adhere to the following 3 level discipline system:

1. Reminder of the expectation
2. Verbal warning
3. A mark on a teacher created incremental step system that often involves reflection (this could be stoplight, a color continuum, Class Dojo, etc.)

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

**The following chart provides possible consequences for inappropriate behaviors:**

Level	Examples (Not inclusive)	Possible Consequences
1—Minor Offenses	--Gum chewing --Uniform violation --Refusal to do work --Missing homework --Off-task behavior --Out of seat --Loud voice/yelling --Indirect, inappropriate language/gestures --Lying --Inappropriate/foul language/Dirty Jokes --Consistent disregard of school or classroom rules --Unprepared for class --Lateness for school or class	--Negative point on Class Dojo --Could lead to a detention (see chart above) --Phone Calls Home

	<ul style="list-style-type: none"> <li>--Littering</li> <li>--Failure to return required signed papers</li> <li>--Passing notes in class</li> <li>--Eye make up</li> </ul>	
2—Major Offenses	<ul style="list-style-type: none"> <li>--Blatant defiance of authority</li> <li>--Destruction of property/Vandalism</li> <li>--Harassment of teachers/students</li> <li>--Inappropriate/foul language used towards another student</li> <li>--Drawing of sexually explicit images</li> <li>--Continual disruptive behavior</li> <li>--Racial slurs</li> <li>--Plagiarism</li> <li>--Cheating</li> <li>--Forging signatures</li> <li>--Throwing food in cafeteria</li> <li>--Inappropriate or illegal use of technology</li> <li>--Leaving school grounds without permission</li> <li>--Theft</li> <li>--Pushing/shoving others</li> <li>--Biting</li> <li>--Possession of explicit literature</li> <li>--Verbal or written communication of any threatening or potentially violent story or gossip</li> <li>--Taking pictures or video without consent</li> <li>--Cyber-bullying, in or out of school</li> <li>--Use of electronic devices</li> <li>--2<sup>nd</sup> detention in a year</li> </ul>	<ul style="list-style-type: none"> <li>--Office Referral</li> <li>--In-school suspension</li> <li>--1-3 days of out of school suspension (record placed in student's file)</li> <li>--Loss of extracurricular activities and/or social events</li> <li>--Loss of attending field trips</li> <li>--Zero given for the assignment or test</li> <li>--Behavior contract</li> <li>--Payment for damages or injury</li> </ul>
3—Grounds for Out of School Suspension/ Expulsion	<ul style="list-style-type: none"> <li>--Repeated actions from above</li> <li>--Fighting and/or physical abuse of a student and/or teacher</li> <li>--Threatening the use of a weapon</li> <li>--Possession/sale of weapon, alcohol, drugs and/or dangerous instruments</li> <li>--Sexual harassment/Sexting/misconduct</li> <li>--Gang activity</li> <li>--Tampering with fire, matches, or any form of fireworks</li> <li>--Pulling fire alarm</li> </ul>	<ul style="list-style-type: none"> <li>--Out of school suspension (marked on student's permanent record)</li> <li>--Expulsion</li> <li>--Police notified</li> <li>--Non-public graduation</li> </ul>

**Cheating:** Any student found to be cheating on classwork, homework, or tests will receive an automatic zero on their work, be required to attend a conference with the teacher and parent(s), and depending on the nature of the offense, will be required to serve a detention or a suspension.

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

**Forgery:** Any student found guilty of the offense of forgery must attend a conference with the parent(s) and teacher and serve a detention or one day in-school suspension.

**Police Referral:** Students who are involved in substance abuse, sexting, vandalism, theft, unprovoked attack, fighting, assault and/or battery or any other serious offense on school property or at a school related activity may be referred to local law enforcement authorities in addition to the consequence given to the student by the school administration.

**Threats and/or Acts of Violence:** The administration takes every threat and/or act of violence, including violence toward self, seriously. In the case of a threat, the principal determines whether or not it is credible. Students who make credible threats or engage in a violent act will be removed from school and required to receive a psychological assessment, at the family's expense. The administration determines whether the student is suspended or remains at home until re-admitted. Written recommendation by a certified therapist is a requirement for re-admittance. Parents of the offending child are informed (in writing) that further offense may result in expulsion. The Catholic Schools Office and the rector at St. Raymond School are informed of the incident. **PRIVACY NOTE:** When the local school board is given information pertaining to students, it is in an "executive session" and strict confidentiality is maintained. The board is given information in enough detail to assure them that the situation is being handled appropriately by the school. Information shared may include specific facts regarding the situation, who is being consulted, and procedures being followed in attempt to remedy. Information shared with parents is of a less detailed nature. Information shared may include general facts regarding the situation, consultation procedures and precautions taken to insure the safety of their children. Care is taken to protect the privacy of those involved. If the media becomes involved, special care is taken to protect the privacy of those involved.

**Disciplinary Probation:** A student who has been suspended is automatically placed on disciplinary probation for a period of nine weeks. Any misbehavior during the probationary period may be grounds for expulsion.

**Expulsion:** A student expulsion is a very serious matter and is only invoked as a last resort, when all other reasonable consequences have failed, or when the safety of a member or members of the St. Raymond community has been unreasonably compromised, or when the student's continued presence would seriously compromise the ability of the school to fulfill its mission or obligations.

Expulsion can be the result of a series of actions on the part of the student or the result of a single, very serious action. The following are examples of the kinds of misbehavior that generally result in immediate expulsion: 1. Participation in seriously disruptive or malicious activities as part of a group or gang; 2. Possession, use or delivery of narcotics, tobacco, alcohol, or otherwise illegal controlled substance; 3. Possession, use, or concealment of a weapon on school property or at a school-related event; 4. Threatening bodily harm or assaulting a member of the St. Raymond community; and 5. Vandalism of school property or the property of others. It is important to realize that this is not intended to be an exhaustive list.

**Expulsion Process:** There can be as many as four steps to the expulsion process. Short of the kinds of misbehavior that required immediate expulsion, a documented conference will be held between the Principal, faculty or staff member, and the student to resolve the problem. If the problem cannot be solved, the student will be suspended. Following the decision to suspend, a documented conference will be held between the Principal, faculty or staff member, and the student's parents. If no solution is reached, a third conference is held with the rector present. After this third conference, the rector and the Principal will decide whether to readmit or to expel the student. If readmitted, the student will be on disciplinary probation for a period of nine weeks. If expelled, the Principal will inform the Superintendent of Catholic Schools and the parents of the decision.

In certain very serious cases the rector and the principal may decide that immediate expulsion is necessary. In which case, the Superintendent of Catholic Schools and the parents will be informed.

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

## **6th-8th GRADE DEMERIT SYSTEM**

Junior High is an opportunity for students to intensely prepare for the rigors of high school. This not only includes a solid academic background, but also the honing of skills that will promote respect, responsibility, organization and self-discipline. We believe that children can be taught these important life-skills. Once taught and established as an expectation, students are held to the highest level. If students do not hold themselves to the stated expectations, consequences are given. For students in 6<sup>th</sup>-8<sup>th</sup> grade, these consequences are in the form of demerits (or withdrawals).

To track and communicate a student's behavior an online app system called **Class DoJo** will be used.

### **How Does Class DoJo Work?**

Teachers (content and specials) award points for positive (deposits) and negative (demerits/withdrawals) behavior by clicking a student's icon on the ClassDojo app or website. ClassDojo then tracks the behaviors that are recorded in class and provides instant notifications for each student throughout the day. As time goes on, the report on your student will grow, develop, and allow both student and parent to track progress and address needs.

Using a unique and private access code on the ClassDojo app or website, each parent/guardian will be able to view their student's, and only their student's, progress in real time. Each student also receives a unique access code so that they may view their own progress or change their avatar.

### **How Will ClassDojo Be Used at St. Ray's?**

At St. Ray's, we will be using this tool for two purposes.

- Demerits/Withdrawals. Every relationship that a student engages in is like a bank account. We can add deposits to the relationships or we can take out withdrawals. Deposits are actions that develop a strong and positive relationship. Withdrawals are those actions that can hurt or begin to diminish a relationship. Examples of deposits and withdrawals are listed below.
- Communication. By using an open communication tool like ClassDojo, we are helping to keep our students accountable and engaged in their own learning and behavior.

### **Deposit Opportunities:**

Students can earn positive points for (not all inclusive):

**RESPECT** (On task, staying focused, showing gratitude)

**INTEGRITY** (Persistence, knowing when to ask for help)

**SERVICE** (Team Work, helping others, doing something without being asked)

**EXCELLENCE** (Participation, working hard, thinking outside the box)



If a student earns 10 positive dojo points or has zero withdrawals for the month, students will earn a special privilege, i.e., dress down day, out of uniform socks, etc.

**Demerit/Withdrawal Policy:**

The following are a list of infractions that warrant a demerit/withdrawal (not all inclusive):

- Gum chewing
- Talking during teacher instruction
- Talking in the hallway
- Not prepared for class
- Not using time wisely/refusing to do work
- Disrespecting a school policy
- Inappropriate use of the Chromebook
- Dress code violation
- Tardiness

A teacher should give a reminder of the expectation and a verbal warning prior to giving a student a demerit. In some cases, a negative dojo point may be given without warning.

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

A mark in Class DoJo should stop the inappropriate behavior from occurring again. However, if the behavior continues the following consequence system has been established:

**Demerit/Withdrawal System:**

Demerit/Withdrawal System	Consequence
7 demerits	Detention *Extra-curricular probation
+3 Additional demerits (10 total) within the month	Parent conference *Suspended from practice and games
+6 Additional demerits (13 total) within the month	In-school suspension *Dropped from extra-curricular activity
2 detentions	Parent Conference and Behavior Contract
3 detentions	In-school suspension
4 detentions	Out of school suspension and Parent Conference *Loss of 8 <sup>th</sup> grade privileges

Detentions will take place the first Wednesday of each month during EXPLORE. **Failure to attend detention results in an automatic in-school suspension.**

Each student's data will be reset at the end of the month for a fresh start.

**Persistent Behavior Concerns:** The attendance at a detention is serious and should not be taken lightly. If a student continues to disregard the system in place, these additional consequences can occur:

1. Two detentions will result in an out of school suspension, which is marked on the student's permanent file.
2. A third detention will then result in a three day out of school suspension.
3. The fourth detention will result in a parent, teacher, administrative conference that will determine whether the student would be a better fit at another school. Expulsion or voluntary transfer could be the end result.

## **POLICY ON BULLYING**

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. At St. Ray's, we want to ensure students can learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is:

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

### **Cathedral of St. Raymond School Definition of Bullying**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.

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

**Cyber bullying** includes repeated calling or messaging – especially to threaten someone, hacking into accounts, posting rude/unwanted messages or pictures on a person's social media page, or any activity that could likely damage or ruin someone's reputation.

E-mail, blogs, online messaging, social media, cell phones, and video game networks are all potential vehicles for cyber bullying.

### **Bullying acts or conduct described above can include the following:**

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;

- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual positioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at school sponsored or school-sanctioned events or activities
- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment.

All allegations and threats of bullying/harassment are taken seriously, promptly investigated and dealt with appropriately. In cases of reported bullying, the principal or designee shall interview all students involved (i.e., the aggressor(s) and the victim(s) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences. Appropriate disciplinary consequences will be enforced:

1. **If it is determined that a child is bullying, he/she will be placed on an In-School suspension immediately and will be required to complete the day’s assignments. In addition, any student participating on an athletic team who is bullying may be suspended from the team.**
2. Continued incidences of bullying can result in mandated counseling (both for the student and/or the family) or expulsion.

Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child’s attendance at that school is guilty of a Class A misdemeanor.

### **Conflict, Meanness, Rudeness, Bullying What’s the Difference?**

When a child is having a problem with his or her peers, it can be hard for parents to know what is really happening – is it bullying? Or is it something else?

Elementary and middle school students are still in the process of learning to navigate social situations. What we call things matter. In order to properly classify student behavior, the chart below can help in identifying a child’s motive and guide adults to respond accordingly and appropriately.

<b>Conflict</b>	<b>Rude</b>	<b>Mean</b>	<b>Bullying</b>
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Reaction to a strong feeling or emotion; intentional	Is planned and done on purpose

All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
There is a possible solution to the disagreement; all parties want to work things out	Based on thoughtlessness or poor manners	Child trying to assert themselves; it may be aimed at any child	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted	The bully blames the target
Can be resolved through mediation	Social skill building could be benefit	Needs to be addressed quickly, firmly and respectfully/should NOT be ignored	

### **STUDENT MENTAL HEALTH**

Students’ mental health is just as important as their physical well-being and academic achievement. On occasion, the school may contact the parent regarding concerns that have arisen. These concerns could stem from:

- Student reported troubling activity (online or in class)
- Student behavior interferes with his/her ability to participate in or benefit from services, activities, or privileges provided by the school.
- Student behavior interferes with his/her academic performance.

If student behavior is determined by school administration to be a cause for concern, the parent must submit official documentation verifying that their child has been seen by a licensed and qualified mental health professional and that their child is not a threat to him/herself or others.

### **DRESS CODE/UNIFORM**

A school uniform is an outward sign of a student’s duty to live in unity with his or her classmates. A uniform also removes the distractions and competitiveness that tends to accompany free dress, distinguishes St. Ray’s students, is an opportunity for them to convey pride in their school, and encourages them to focus more on personality and talents than on externals. Additionally, students who understand and who follow the uniform code demonstrate that they are ready to live up to the academic and behavioral standards at St. Ray’s.

Students are required to be in uniform nearly every day of the school year. The few exceptions are called dress down days. Although every faculty and staff member is charged with enforcing the uniform code, it is primarily and naturally the responsibility of the parents to make sure that their children are properly attired to attend school.

Uniforms can be purchased at School Belles ([www.schoolbelles.com](http://www.schoolbelles.com), code #S0718). In addition to Schoolbelles, parents may also purchase the uniform at Sharp Sports located in Shorewood.

#### **Kindergarten – 5<sup>th</sup> Grade Female Students**

##### **Option 1: Jumper**

Regulation plaid accordion folded jumper

Solid white blouse; choice of long or short sleeves with Peter Pan collar

Solid red or navy blue sweater cardigan (Optional)  
Fold over ankle, Crew, Knee High Socks or tights – solid red, white, or navy  
Dress Shoes or Athletic Shoes

Option 2: Skirt (4<sup>th</sup> and 5<sup>th</sup> grade only)

Regulation plaid accordion folded skirt supplied  
Solid red knit shirt with Cathedral of St. Raymond School logo, short or long sleeved  
Solid red or navy blue sweater cardigan-knitted only (Optional)  
Red or black Cathedral of St. Raymond logo ¼ zip sweatshirt (optional)  
Red or black Cathedral of St. Raymond logo fleece (optional)  
Fold over ankle, Crew, Knee High Socks or tights – solid red, white, or navy  
Dress Shoes or Athletic Shoes

Option 3: Slacks or Shorts

Solid navy blue dress slacks OR Navy blue walking shorts (April 1<sup>st</sup> – November 1<sup>st</sup> only)  
Solid red knit shirt with Cathedral of St. Raymond School logo, short or long sleeved  
Solid red or navy blue cardigan sweater (knitted only) (optional)  
Red or black Cathedral of St. Raymond logo ¼ zip sweatshirt (optional)  
Red or black Cathedral of St. Raymond logo fleece (optional)  
Solid color belt (Kindergarten and 1<sup>st</sup> grade students are not required to wear a belt)  
▪ Belt may not have an oversize buckle, any design or medal studs  
Ankle socks-solid red, white or navy  
Dress Shoes or Athletic Shoes

**Kindergarten – 5<sup>th</sup> Grade Male Students**

One option only: Slacks or Shorts

Navy blue dress slacks OR navy blue walking shorts (April 1<sup>st</sup> – November 1<sup>st</sup> only)  
Solid red knit shirt with Cathedral of St. Raymond School logo, short or long sleeved  
Solid navy blue cardigan sweater (knitted only) (optional)  
Red or black Cathedral of St. Raymond logo ¼ zip sweatshirt (optional)  
Red or black Cathedral of St. Raymond logo fleece (optional)  
Solid color belt (Kindergarten and 1<sup>st</sup> grade students are not required to wear a belt)  
▪ Belt may not have an oversize buckle, any design or medal studs  
Ankle socks-solid red, white, navy or black  
Dress or athletic shoes

**Junior High Female Students**

Option 1: Skirt

Regulation plaid accordion fold skirt  
Solid red or black knit shirt with Cathedral of St. Raymond School logo, short or long sleeved  
Solid red or navy blue cardigan (Optional)  
Red or black Cathedral of St. Raymond logo ¼ zip sweatshirt (optional)  
Red or black Cathedral of St. Raymond logo fleece (optional)  
Ankle, Crew, or Knee High Socks – solid red, white, or navy  
Dress Shoes or Athletic Shoes

Option 2: Slacks or Shorts

Solid khaki dress slacks OR Khaki walking shorts (April 1<sup>st</sup> – November 1<sup>st</sup> only)  
Solid red or black knit shirt with Cathedral of St. Raymond School logo, short or long sleeved Solid red or black cardigan sweater (knitted only) (optional)  
Red or black Cathedral of St. Raymond logo ¼ zip sweatshirt (optional)  
Red or black Cathedral of St. Raymond logo fleece (optional)  
Solid color belt – belt may not have an oversize buckle or any design or medal studs  
Ankle socks-solid red, white or black  
Dress Shoes or Athletic Shoes

### **Junior High Male Students**

#### **One option only: Slacks or Shorts**

Khaki slacks OR khaki walking shorts (April 1<sup>st</sup> – November 1<sup>st</sup> only)  
Solid red or black knit shirt with Cathedral of St. Raymond School logo, short or long sleeved  
Solid black cardigan sweater (knitted only) (optional)  
Red or black Cathedral of St. Raymond logo ¼ zip sweatshirt (optional)  
Red or black Cathedral of St. Raymond logo fleece (optional)  
Solid color belt--belt may not have an oversize buckle, any design or medal studs  
Ankle socks-solid red, white or black  
Dress or athletic shoes

#### **The following are **not** allowed:**

- ✓ Spirit wear.
- ✓ Dri-fit polos.
- ✓ Logos on socks.
- ✓ Designs or swirls cut into hair.
- ✓ Dyed or artificially colored hair.
- ✓ Long hair on boys (nothing below chin).
- ✓ Bangs below the eye brow.
- ✓ Make-up, glitter.
- ✓ Artificial nails.
- ✓ Earrings on boys, mismatched earrings.
- ✓ Boots, light up sneakers or “heelys”.

#### **The following jewelry may be worn:**

- ✓ Simple post earrings
- ✓ A simple, religious necklace
- ✓ A simple watch

### **Gym Uniforms**

Students in grades 4-8 change for gym in the locker rooms. It is expected that students bring their gym uniform to school on the days they have gym. Students are expected to wear black shorts and a St. Ray’s gym shirt or spirit wear shirt. They must also wear athletic shoes in order to fully participate in the activities.

Students in pre-school through 3<sup>rd</sup> grade remain in their uniform (or for preschool the clothes they wore to school), but they should have a pair of gym shoes they can change in to for gym class.

If a student does not bring the required gym uniform, a reminder is given to the child. A second time a child out of uniform violation will result in a uniform violation notice that is to be signed by the parent.

### **Dress Down Days**

Coming to school out of uniform is a privilege granted to the student. We ask the students come dressed appropriately. Final decisions concerning the dress code on dress down days comes under the authority of the principal. Parents will be called to bring an appropriate change of clothing if it is deemed necessary.

### Boys and Girls, Grades K-8

Students must wear appropriate clothing for school. The following are acceptable:

- ✓ Jeans, slacks, shorts, and tee shirts are appropriate.
- ✓ Clothing should be neat and clean—not torn or cut.
- ✓ Flip flops and shoes with heels higher than two inches may not be worn.
- ✓ Printed tee shirts must not be derogatory, suggestive, or inflammatory.
- ✓ Shorts, skirts, and dresses may not be more than two inches above the knee.
- ✓ Pants, jeans, skirts should not be hip-hugging or low riding styles.
- ✓ T-shirts, blouses or shirts should be long enough to cover the waistline.
- ✓ Spaghetti straps are not allowed to be worn at any time.
- ✓ Tank top dresses are acceptable for girls in pre-school through 4<sup>th</sup> grade.
- ✓ Clothing with “cut-out” areas are not permitted.

### Dress Up Days

Boys should wear dress pants, dress shoes, and shirts with collars. Girls should wear dresses or skirts that are not more than two inches above the knee, are respectable and adherent to all other dress code notations.

Shoes with heels higher than two inches may not be worn. Sneakers and flip-flops are not allowed on dress up days.

Failure to adhere to the official dress code will result in uniform violation notice. Repeated violations will result in a loss of privileges.

*Final decisions concerning the dress code are under the authority of the principal.*

#### **Official Uniform Provider**

For the sake of uniformity, all school uniform items are to be purchased at School Belles or Sharp Sports. No alternative brands, colors, or styles are allowed. Socks and shoes of the appropriate styles may be purchased at any location. A brochure listing the required and optional items available from School Belles is provided every year as a reference. Orders may be purchased online at [www.schoolbelles.com](http://www.schoolbelles.com) or phone orders are accepted by calling 1-888-637-3037. The Cathedral of St. Raymond School ordering number is # S0718.

#### **Dress Code Violations**

The dress code is well defined in content. Sometimes “judgment calls” must be made. If your child is not in compliance with the dress code, your child will be given a uniform violation notice which is to be signed by a parent or guardian. All uniform attire must be REGULATION as stated in the dress code. If it not regulation, it is a violation. Decisions and/or “judgment calls” rest with the administration. Three citations of a uniform violation in one month will result in a child losing the privilege of dressing down on dress down days.

## **Parent/School Partnership**

### **Guiding Principles**

We firmly believe that the process of education here at the Cathedral of St. Raymond School is a mission shared with parents. We assume that each child’s parents or guardians are supportive of the values of learning as expressed in the

philosophy of education/beliefs and lived out in all aspects of the life of St. Raymond School. This partnership includes supporting the school’s policies, procedures, traditions and decisions and/or being willing to communicate directly with appropriate school personnel whenever concerns or questions arise. To accomplish this, the school asks that you follow the procedure outlined below:

## Communication Policy

The administration and staff of St. Raymond School is committed to effective and appropriate communication. We feel that effective communication will foster a spirit of understanding and cooperation between school administration, staff and parents. Our goal is to build collaborative relationships between school personnel and parents. This team paradigm is an essential element in our educational model and facilitates an ideal learning situation for our students.

Communication can be either very constructive or at times even destructive. The purpose of this policy is to act as a guide for professional, constructive, and effective communication. We encourage our school parents to communicate freely with our school administration and staff. We need to hear about the positive elements of our school program and staff. We need to affirm our staff and build upon their gifts. We also need to hear about those issues that concern our parents. We need to receive those concerns in helpful and constructive ways so that we can grow and improve.

The following guidelines are supported and endorsed by not only local parish and school administration, but also by the Joliet Diocesan Schools Office.

### 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 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, who to involve next:
Student’s performance	Student	His/her teacher
Teacher	Involved teacher	Principal
Unfair discipline	Person who disciplined the child	That person's supervisor
Conflict with another student	Supervising/Homeroom Teacher	Principal
Principal	Principal	Pastor



School rules or procedures	Principal	Pastor
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**Verbal vs. Written communication:** A verbal "face-to-face" meeting is a most effective form of communication. This type of communication allows for a dynamic exchange and sharing of ideas. It allows for questions, clarification, and collaborative solutions. Written communication is one sided and rarely settles an issue. At St. Raymond's School our preferred form of communication is always a personal "face-to-face" meeting. We will readily receive and give written communication our sincere consideration. All letters must be signed. Any letter that is received that is written anonymously or contains derogatory or insulting comments against any person will not be given any consideration.

**Guidelines for conferences/meetings:** The following guidelines are set forth for all conferences or meetings between parents and school personnel.

1. Any parent wishing to have a conference should make an appointment. Setting up a mutually convenient time helps to provide for a setting where all parties can focus on the issue(s) without frequent disruption.
2. The Principal and teachers know that it is healthy to separate their professional career from their homes and families. We ask that parents please respect their privacy. Please arrange so that all phone calls or scheduled meetings take place during school days and normal hours of operation.
3. All conferences with teachers should be on school days, either before or after school hours. The meeting should take place in a private room conducive to such a gathering.
4. All meetings with other school/church personnel can take place at a mutually convenient time. The meeting should take place in a private room conducive to such a gathering.
5. At the beginning of each conference, a mutually agreed upon agenda should be established. The focus of the discussion should remain faithful to the agenda.

**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 will also inevitably involve non-affected families. To involve non-affected families does not solve 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 each other both our joys and our difficulties. When someone feels that he/she needs to share their concerns or frustrations with others, then please find friends and family members that are not part of the St. Raymond's School community.

Confidentiality is a very essential element in fostering effective communication and respect. *All discussions, conferences, and resolutions should remain only with involved parties.* For example, issues involving adults should not

be discussed or reviewed in the presence or within the earshot of a child. The details of a conference between a teacher and a given family is not a matter for other non-involved parties. *Maintaining confidentiality will encourage respect, cooperation, and will help to foster more effective resolutions.*

**Staff Concerns:** When addressing concerns about an individual member of the staff, please assume good faith and positive intentions on the part of the individual(s) in question, and that faculty always attempt to act with the best interests of your child in mind, in compliance with applicable policies. St. Ray's prides itself on its caring, committed staff, whose goal is the education and care of its students.

## **PARENT-SCHOOL COVENANT**

*"Children develop character by what they see, what they hear, and what they are repeatedly led to do."*

--James Stenson

Working together, parents and school professionals exert a strong influence on children. At the Cathedral of St. Raymond School, we acknowledge the vital collaboration between parents and educators, and hope that all of us will practice these fundamentals of communication and constructive behavior.

### **Parents, teachers, administration, and staff will. . .**

- Approach each other with mutual respect
- Recognize the importance of ongoing dialogue
- Avoid harmful speech and gossip
- Acknowledge the legitimacy of differing opinions
- Work toward building mutual trust
- Share a commitment to working together toward solutions
- Promote our school positively to the larger community

### **At St. Ray's, teachers, administration, and staff do their best to. . .**

- Fulfill the school's mission and beliefs
- Maintain a safe and secure school environment
- Create a culture that promotes healthy value and consistent discipline
- Provide students opportunities for success and the building of confidence
- Offer thoughtful feedback to parents regarding their child's academic and personal growth
- Articulate clearly and openly school policies and procedures
- Communicate promptly and regularly regarding school events and student life
- Safeguard the privacy of students and families
- Invite parents to become involved in their child's education and the life of the school

### **At St. Ray's, parents do their best. . .**

- Actively embrace and support the school and its mission
- Send children to school ready to learn: nourished, rested, on-time, in uniform, with books and supplies
- Resist over-scheduling and provide a quiet place for study at home
- Allow children the opportunity to learn from mistakes, as well as experience success
- Communicate honestly and openly with the school regarding their child
- Read school communications thoroughly and respond to school requests promptly
- Seek information from reliable school personnel
- Acquaint themselves with and follow school policies and procedures
- Participate in the life of school by attending school meetings and volunteering regularly

## **PARENT/GUARDIAN CONDUCT**

Our faith in Jesus Christ calls each of us – administrators, faculty, staff, students, and parents – to a deep and abiding respect for the dignity and worth of each person. It is imperative, therefore, that members of the community treat each other with thoughtfulness and charity. In situations of frustration or disappointment, one must guard against disregarding the value inherent in the culture of our school. If a parent develops a pattern of approaching administrators, faculty, staff, or other community members in a manner contradictory to the values reflected in our mission and beliefs, the administration will invite the parent to meet and evaluate whether the values and mission of the school are consistent with those of the family. If, in the opinion of the principal, the parent/school partnership is irretrievably broken, the school reserves the right to require the parent/guardian to withdraw his/her child(ren) from the school, or to refuse to accept registration for the next school year.

## **PARENT/TEACHER CONFERENCES**

Scheduled parent teacher conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. Following the first trimester, a traditional 15 minute parent/teacher/student conference will be scheduled. The teacher will present the data they collected that provide insight into a student's strengths and areas that could use attention. Report cards will be distributed during the conference. Since the discussion centers around the student, the student should be present. **All parents are expected to schedule and attend a 1st Trimester parent/teacher/student conference.**

An optional spring parent/teacher conference will occur following the second trimester. Sign-ups will occur through School Speak.

If additional conferences are needed outside fall and spring conferences, an appointment may be made with the teacher which will occur before or after school. Teachers will not be interrupted during class for conferences or phone calls (this includes the beginning of the day or homeroom time). You may leave a message in the school office or send a request via email. Please allow a minimum of 24 hours for a response.

## **EMERGENCY CONTACT INFORMATION**

Each family must have an emergency form on file in the school office. The form includes the following information:

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

Parents/guardians should notify the school promptly in writing of any change of home address, or home, emergency or work and or cell phone numbers.

**If your child states they are feeling ill, nauseous, dizzy and/or has experienced a head injury and we cannot get in touch with the parents/guardians or any of the emergency contacts, the school will call 911 and transport your child via ambulance to the hospital for medical care.**

## **SCHOOL COMMUNICATION**

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

**ANNUAL BACK TO SCHOOL NIGHT:** Parents are required to attend the annual Open House during the month of August for the purpose of providing parents with the opportunity to receive important information, learn tips on how to make this a successful year, and meet the school faculty.

**THURSDAY FAMILY FOLDERS:** Family folders are sent home on Thursdays with every child in the school. The folder contains important school information, including after-school signs ups, flyers, and other notices which pertain to your child and what is happening at school. One of the most important ways to make this a successful year is by being informed. The folders are to be sent back on Friday with any information that needs to be returned to the school. On the inside flap of the Family Folder, a signature is required to acknowledge receipt of the papers in the folder. A \$5.00 fee will be assessed to replace a lost folder.

**NEWS YOU CAN USE (NYCU):** Each Friday an email from the principal will be sent to parents. These emails include important reminders, deadlines, and other relevant school news. These emails also include the link to the online version of the Thursday Family Folder. In order to be kind to the Earth not all papers are copied and distributed. It is expected that all families read the email and check the online family folder.

**SCHOOL SPEAK TEXTS:** School Speak also has the capability to send text messages. This option will be used to remind families of important events or announcements. In order to receive these messages, the parent must indicate their cell phone provider in School Speak.

**PARENT INFORMATION NIGHTS:** Parents are the first educators of their children. We know the work done here at school must be followed through at home for the greatest success. Therefore, parent nights will be scheduled ever so often. These parent nights will relate to our school wide goals and will fall in line with our mission and philosophy. Knowing these events take people's time, effort, and financial resources in planning, we strongly encourage a parent or parent representative to attend these evenings.

**WEBSITE:** Our school website is a fabulous resource which houses valuable information and materials relevant to our school life and community. Please take some time to familiarize yourself with what's there!

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

**WRITTEN COMMUNICATION:** Teachers and parents can write quick and efficient notes back and forth through the use of student planners in grades 3-8. Handwritten and electronic communication is also another means to maintain contact. All teachers and staff members have assigned St. Ray's e-mail accounts. Although teachers are often able to respond quicker, please allow 24 hours for a response.

## **MASS ATTENDANCE**

At St. Raymond, Christ is the heart of all that matters; Christ is at the heart of all that we do. And, it is at the celebration of the Eucharist, at Mass, where our hearts touch His in a visible way and where, through Him, our hearts can touch one another's hearts in a visible way. At Mass we are energized by the faith of one another and enabled to keep our focus on Christ and His being at the heart of all that we do.

Because Mass is so important and so central to who we are and what we do as a Catholic School, students and their parents are expected to participate in the Eucharist, to attend Mass every week, and to take an active part in Family Masses throughout the year.

For non-Catholics this Covenant is an agreement to attend weekly church services in your denomination.

## **VOLUNTEERING**

A school is only as strong as the partnership that is created between home and school. At St. Ray's we believe in our mission of educating our students in a diverse and challenging environment. To this point, we look to parents for their leadership in providing their time and talent to aid in our efforts to reaching this point of excellence. Every family is encouraged to make a meaningful commitment of time and energy to St. Raymond School and Parish. This is particularly important in staffing our signature fundraising events, including OktoberFest, Spaghetti Dinner and Rocket Walk. Other opportunities include chaperoning field trips, acting as room parents, assisting a teacher, office work, organizing, handi-work around school, tutoring, etc. While volunteer hours are not required, we ask that every family give a minimum of 10 hours of their time.

Beginning with Illinois State Senate Bill 143, effective July 1, 2007, and mandates set forth by the Office for the Protection of Children and Youth, Office of Assistance Ministry, Office for Child Abuse Investigations and Review and the Safe Environment Office, St. Raymond Parish and School will meet the requirements mandated by state law and the diocese's mission to promote and protect the dignity of children.

Each volunteer must have the following information completed and on file in the school office:

1. Virtus Training (Protecting God's Children)
2. Criminal Background Check completed (must be renewed every 5 years)
3. Written acknowledgement of *Pastoral Policy Regarding Sexual Abuse of Minors* and the *Standards of Behavior for Those Working with Minors* (both documents may be downloaded at [www.dioceseofjoliet.org/protecting](http://www.dioceseofjoliet.org/protecting))

At St. Raymond School, volunteering is a privilege. If a parent is unable to uphold the Parent-School Covenant he/she can be denied volunteer status by the principal or rector.

### **Room Parents**

Each year we select one or two parents who act as the main liaison between school and home for each homeroom. If there are no candidates, last year's room parent(s) may be return as current room parents. Room parents are usually associated with one homeroom. Special circumstances may require a room parent to be associated with two homerooms.

There are three main responsibilities involved with being a room parent. They are: communication, party coordination, and celebration/appreciation of our community. Mass communication sent by the room parents must be informative in nature and may not contain personal messages or opinions. Mass communications must have the administration copied.

### **Parent Boards**

**Athletic Board:** The philosophy of the St. Raymond Athletic Board is to ensure participation and fun for all student athletes and to enhance their physical, emotional, and spiritual growth in a Christian environment. The Athletic Board typically meets the second Wednesday of each month, August through May. Please check the yearly red calendar for meeting days and times.

**Home and School Association:** The Home and School Association (HSA) aims to promote communication among parents, teachers, and administration; to promote good will and cooperation between and among parents, faculty, administration, school board, and the parish; and to direct and coordinate parental support to the school through student activities social functions, and fund raisers. The HSA meets on the first Wednesday of the month. All families are encouraged to be members.

**School Board:** A Catholic school board is a body whose members are selected, discerned/or elected to participate in decision-making in 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. As part of the Joliet Diocese, principals are accountable to the Bishop through the Superintendent of Catholic Schools.

In the Diocese of Joliet, school boards are consultative in nature. The Cathedral of St. Raymond School Board provides advice and counsel to the administration on matters of policy and procedures, on finances and the budget, and the growth and advancement of the school. Consultation implies that the (pastor/principal) will listen to the advice of the board in certain designated matters prior to a decision being made. The operating principle is that the pastor/principal will not act contrary to the advice which has been given, especially when there is a consensus, unless the pastor/principal has an overriding reason. It is customary, but not obligatory, for the administrator(s) to communicate this reason to the consultative body.

The school board is composed of parents of students attending the St. Raymond School and other active parishioners. These members serve a three-year term. The pastor and principal serve on the school board as ex-officio members. Board meetings are open to the public and are held on the second Tuesdays of most months, August through June. If a parent(s) wish to attend a School Board meeting, they must contact the school board president two weeks in advance to arrange to be scheduled on the agenda.

## **SUPPLEMENTAL PROGRAMS**

### **Before- and After-School Care – E.D.S.**

St. Ray's offers both before- and after-school care to our school families on days when school is in session. All parents must complete the registration form for these services which includes a non-refundable \$35 fee. Information is available at the back-to-school barbecue or in the school office. The program begins on the first full day of school. The before-care program is offered from 7:00 AM until 7:30 AM. The after-care program begins at dismissal and ends at 6:00 PM. Students left after 6:00 PM will be charged a rate of \$5 for every five minutes late. Parents that disregard the 6:00 PM pick-up or do not pay the late fee will result in suspension of service for their child. To contact a member of our after-care staff by phone, please call the main school number—815-722-6626 then dial x4.

After-care is not available on half days of school.

E.D.S. Payment: The Cathedral of St. Raymond School uses an online billing and payment system for E.D.S. All bills for E.D.S. will be sent to parents electronically. Parents must provide an email address when registering for E.D.S. This will be the address that all bills will be emailed to.

All families will be given a code, at the time of registration that is unique to the family. This code will be used, by parents, when picking students up from E.D.S. For billing purposes, parents will enter the code to establish the time that students are picked up. Because there is only one fee for dropping students off at E.D.S. in the morning, the E.D.S. staff will enter the code for the family in the morning.

All families will be required to provide an online form of payment (credit card, debit card, or checking account) to enroll in E.D.S. Families will be billed on the 1<sup>st</sup> of each month and payment is drawn on the 15<sup>th</sup> of each month. Should a parent not want to use the online payment method, they must provide payment to the school office prior to the pre-specified date.

### **EXPLORE!**

Every Wednesday school dismisses at 1:35 in order for teachers to participate in professional development. We understand that not every family will be able to pick their child/ren up at that time. EXPLORE! is an option for families that is of no additional charge. EXPLORE! offers meaningful opportunities for our students to engage in from 1:35-3:00. On these days, students have the opportunity to attend elective classes and explore new learning topics. In the past fine

arts, vocal and instrumental music, physical education, critical thinking games, arts and crafts, etc. have been offered. In addition, during this time families have the opportunity to sign up their child for some of our after school programs. Additional information regarding EXPLORE! is communicated in News You Can Use (NYCU).

### **Athletics**

Our athletic program is an integral part of the St. Ray's experience. We view the athletic activities on the playing fields and courts as an extension of the classroom. It is in this context that students of all skill levels develop collaborative skills, strengthen their bodies, and create a healthy competitive spirit. Various sport teams are available in the fall, winter, and spring seasons for students in grades 5-8. To participate, a child must have written parental permission, proof of insurance, a physical examination and pay an athletic fee which covers the cost of referees, field rental fees, uniforms, and equipment. At least one parent must attend the Athletic Director's parent meeting held at the beginning of each season.

In order to participate on a sports team, students must maintain academic eligibility and exhibit positive behavior. A detailed set of eligibility requirements can be found in the Junior High Handbook Highlights.

Students must attend school 70% of the school day in order to participate in or practice school related activities scheduled for that day or night. Exceptions to this policy may be made at the discretion of, and with the specific approval of, the principal. Situations such as visits to a doctor, or attending a funeral would be examples of qualifying exceptions. Documentation of such circumstances is necessary.

### *Intramurals*

Intramurals were created for students to connect and try out basketball. It is for students in 1<sup>st</sup>-4<sup>th</sup> grade. Intramurals emphasizes basic skills and promotes teamwork, commitment, a sense of belonging, and physical fitness in a fun setting.

### **Clubs and Extra-curriculars**

St. Ray's is proud to host a variety of extracurricular and enrichment programs for our students after school hours. Depending on the nature of the activity, there may be an additional fee required. These programs include student leadership, altar servers, and various creative and academic clubs. Programs for which additional staff compensation or the purchase of materials are necessary, there will be an additional cost. After school programming changes from year to year based on interest, but in the past imaginative play, music lessons, engineering and chess have all been offered. Please contact the school office, visit our website, or check your Thursday Family Folder for more information on current costs and schedules.

### **CO-CURRICULAR AGREEMENT**

In order for students to participate in athletics, clubs or other after-school activities, they must adhere to the participation agreement below. All coaches and club leaders must also sign the agreement.

**As students, parents, and activity leaders in the Cathedral of St. Raymond Co-curricular Activity Program, we agree to the following:**

#### As a student I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect coaches, leaders, teammates, opponents, parents, officials, judges, and spectators.
4. Put my studies first by devoting as much time as necessary to schoolwork.
5. Show up on time for all practices and events.
6. Respect my school by keeping equipment and other property in good condition, returning it on time and keeping activity areas in order.
7. Understand that discipline may be necessary if my actions are unacceptable at practices, games, or events.
8. Play fair and have fun.

As a parent I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect coaches, leaders, teammates, opponents, parents, officials, judges, and spectators.
4. Make a good faith effort to have my child on time for practices and events.
5. Know and apply the policies set forth in the Cathedral of St. Raymond Handbook.
6. Support and participate in any disciplinary action that may be needed.
7. Agree that an unexcused absence will result in one game/match penalty for my child.
8. Communicate with coaches and leaders in a proper manner by being open and honest, avoiding criticism immediately after a situation that triggers a concern and discussing the situation at a time and place that allows for a private conversation.
9. Understand that the chain of communication regarding concerns begins with the coach or activity leader. Any unresolved concerns should then be communicated to the athletic director.

As a coach or activity leader I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect other coaches, leaders, teammates, opponents, parents, officials, judges, and spectators.
4. Recognize and encourage the efforts of all students regardless of results.
5. Know and apply the policies set forth in the Cathedral of St. Raymond Handbook.
6. Know and apply the rules and regulations of the activity.
7. Keep competition in the proper perspective.

## **NON-ACADEMIC AFFAIRS**

### **BIRTHDAYS TREATS/CELEBRATIONS**

Birthday parties are not allowed during the school day. Balloon and floral arrangements delivered to school will be held in the school office for the student or parent/guardian to pick up at the end of the school day. Students may dress down on the day of their birthday.

Unless all the children or all the boys or all the girls are invited, party invitations are not to be passed out at school. Students should not exchange individual gifts at school. The same goes for thank you notes as a result of the birthday party.

### **BUILDING SECURITY**

All exterior doors are kept locked beginning at 7:55 AM. The main entrance is controlled by a buzzer system. All visitors, including parents, volunteers and vendors, are required to check in at the school office upon arrival.

### **CARE OF PROPERTY**

As part of our mission to exercise responsible stewardship, members of the St. Raymond community remind themselves that the school building and grounds belong to the Catholic Church, are blessed and dedicated to God, and have been built and maintained by the generous contributions of numerous people. As such, students are asked to demonstrate appreciation by helping to keep the school building, campus, furniture, equipment, educational materials, and other school property clean and free from damage of any kind.

Because of the serious nature, students are required to report any violations of this policy to a member of the faculty or staff or directly to the Principal.



Parents/guardians of students will be held responsible for the replacement of property damaged, and materials damaged or lost through the negligence of their children.

**Textbooks:** Students are expected to take proper care of their textbooks, which remain the property of the school. All hardcover textbooks should be covered with a book cover at all times. No writing is allowed in any hardcover books. Lost or damaged books are to be replaced by the student's family. Fines will be imposed for books damaged beyond what is expected in the normal use for a year.

**Chewing Gum:** Due to the unsanitary conditions and the damage caused by its improper disposition, chewing gum is not permitted on school premises. Students who are caught with gum will be asked to properly dispose of the gum. Disciplinary action will be taken for repeat offenders.

**Personal Belongings:** An unseemly number of personal items are lost every year because they have no identification. Parents are strongly encouraged to ensure that their child's personal items, such as jackets, sweaters, lunch boxes, and the like, are clearly marked with his or her name.

The school is not responsible for personal property; therefore, students are discouraged from bringing valuable items or large sums of money to school. This includes expensive toys.

**Permanent Markers:** Students are not to have in their possession any form of permanent marker.

### **CELL PHONES/ELECTRONIC DEVICES**

Students are permitted to bring cell phones to school with the intent that they are needed after school. Each day students are required to check their cell phone in with their homeroom teacher upon arrival. They will be redistributed to students prior to going home for the day.

Students found in possession of a cell phone during school hours, whether being used or not used, will receive the following consequences:

1<sup>st</sup> time – Confiscation & pick up by parent;

2<sup>nd</sup> time – Confiscation, pick up by parent, and detention assigned;

3<sup>rd</sup> time – In-school suspension assigned, as well as loss of the privilege of bringing/using a cell phone on school property for the remainder of the school year.

Refusal to turn over a phone when requested by any staff member will result in an immediate suspension and loss of privilege.

Once a student arrives to school this policy goes into effect. Students may not begin to use their cell phones until they are fully dismissed (either in their car with an authorized adult or at the corner of Raynor and Douglas as a walker).

The Cathedral of St. Raymond School bears no responsibility for lost or stolen cell phones.

Smart watches are not permitted to be worn during school hours.

### **CHANGE OF ADDRESS**

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so we can maintain accurate school records. Should an emergency arise, it is extremely important that we are able to contact parents/guardians in the quickest manner possible.

## CRISIS PLAN

The Cathedral of St. Raymond School has a Crisis Plan that includes evacuations (both on our property and relocating to the University of St. Francis), shelter in place and lock-downs. Evacuation drills are conducted monthly with annual reviews from the local fire department and police department. Shelter in place are conducted once a year and lockdown drills are conducted two times a year.

Evacuation is necessary when conditions inside the building are more dangerous than outside the building including when a fire alarm sounds. When it is determined that remaining on or near our school property is dangerous and there is a need to relocate to an alternative location, we will walk our students to the University of St. Francis Sullivan Center, where we have established an emergency partnership.

Shelter in place is typically necessary when the threat is weather related and it is not safe to remain in the classrooms near windows. The school is equipped with a civil defense monitor which is in constant operation. In the event of a tornado warning, all teachers, students and visitors will move to designated shelter areas and will remain in the shelter area until clearance is given.

Lock-down is necessary when a serious event has or could occur in or around the building. During a lock-down it is determined that it is safer to lock the students in the classroom than it is to evacuate them or move them to an alternative location.

## 8<sup>th</sup> Grade End of the Year Trips

Traditionally eighth grade culminates their years together with two end of the year class trips. In the past this included an excursion to Chicago to explore Navy Pier and attend a play, as well as a trip to Six Flags.

These end of the year activities are privileges that the students have and will earn with hard work and dedication. As both of these trips provide the students with independence and freedom, while still under the supervision of school chaperones, it is necessary that we are confident that each student is able to display maturity, leadership and good decision making before taking the trip.

A student may not attend the 8<sup>th</sup> grade activities if:

- The student is failing a major subject at the time of the event.
- The student has not handed in a major assignment.
- More than 7 dojos related to behavior are received in the month preceding the event.
- The student has engaged in any behavior in the 3rd trimester that resulted in a suspension.

## LOCKERS

Students in grades 6, 7 and 8 are assigned locks and lockers free-of-charge. They are not to damage lockers by slamming or kicking them or by forcing the door to close when items are in the way. Only magnets may be used to hang personal items on the inside of a locker door. Lockers are not to be decorated on the outside. The replacement fee for a lost lock is \$5.00. Students are encouraged not to share combinations or lockers. The fee for new locks issued as a result of sharing combinations is \$5.00. Wheeled book bags are not permitted as space is limited in hallways. School officials retain the right to inspect lockers to insure they are being maintained properly. Inspection will be at the discretion of school administration and may be called for among other things, to prevent, impede or help reduce the risk of an interference with school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or violation of state law or school rules.

## LOITERING

Students are not permitted to “hang around” before school or after-school anywhere on St. Ray’s property without teacher and parent permission for a specific reason (tutoring, project work, after school activity, etc.). Students on school grounds after student dismissal without a pre-arranged reason for staying after will be placed in the after-school program and the parents will be charged accordingly. Non-students are not permitted on school grounds at any time unless they have been registered as official guests in the school office.

### **LOST AND FOUND**

“Lost and Found” can be found in the stairwell adjacent to the 2<sup>nd</sup> grade classroom – room 301. Students should check the lost and found box for misplaced items. To avoid missing items, all student clothing and personal items should be labeled with the child’s name and current grade level. Unclaimed items will be donated to local charities at the end of each trimester.

### **LOST/LATE LIBRARY BOOKS**

Checking out books from our school library is a privilege offered to students of St. Ray’s. It is important that all books are cared for and treated properly. All books should be returned on time so that the next patron can enjoy the book. This is also an important lesson in responsibility. If a book is lost or so severely damaged it needs to be replaced, the child and his/her family is responsible for paying for the cost of the book. A fee of \$5 for paperbacks and \$10 for hardcover will be assessed. If this fine is not paid by May 30<sup>th</sup>, all report cards and transfers of files are withheld until full payment is made.

### **LUNCHES**

Students bring lunch daily. All lunches must be labeled with the child’s name and homeroom number. Students may not share food/drink items. We ask that lunch from fast food restaurants not be brought in. If fast food is brought in, the student will sit on the bench outside the office to eat their lunch.

Milk may be ordered and paid for during the first week of the school year. Forms for eligibility for free milk are available in the main office.

Fun lunches are offered by HSA once a month. Order forms go home in the Thursday folder about two weeks before the fun lunch.

### **OFFICE HOURS**

Official office hours are 7:30 a.m. to 3:30 p.m. Monday through Friday when school is in session.

### **OFFICE PHONE**

The office phone is available for students to use in cases of emergency. All after school arrangements should be made before students come to school. Permission must be granted by an employee of St. Ray’s before a child may use the phone.

## **PARKING LOT PROCEDURES – Before and After School**

### School Arrival – Valet Line and Parking:

- Cars will enter the valet line and school parking lot through the School Parking Entrance off of Mason Ave.
- Cars will proceed into the school parking lot and have the option of parking and walking students to the Safety Zone or dropping students off in the valet line.
- Parents who choose to park should enter the parking lot and park in spaces to the north of the Centennial Walkway. **All students must be walked by parents, using the crossing zone (by Door #26), into the Safety Zone.** Cars that are parked will exit the parking lot going north in the alley back to Mason Ave.

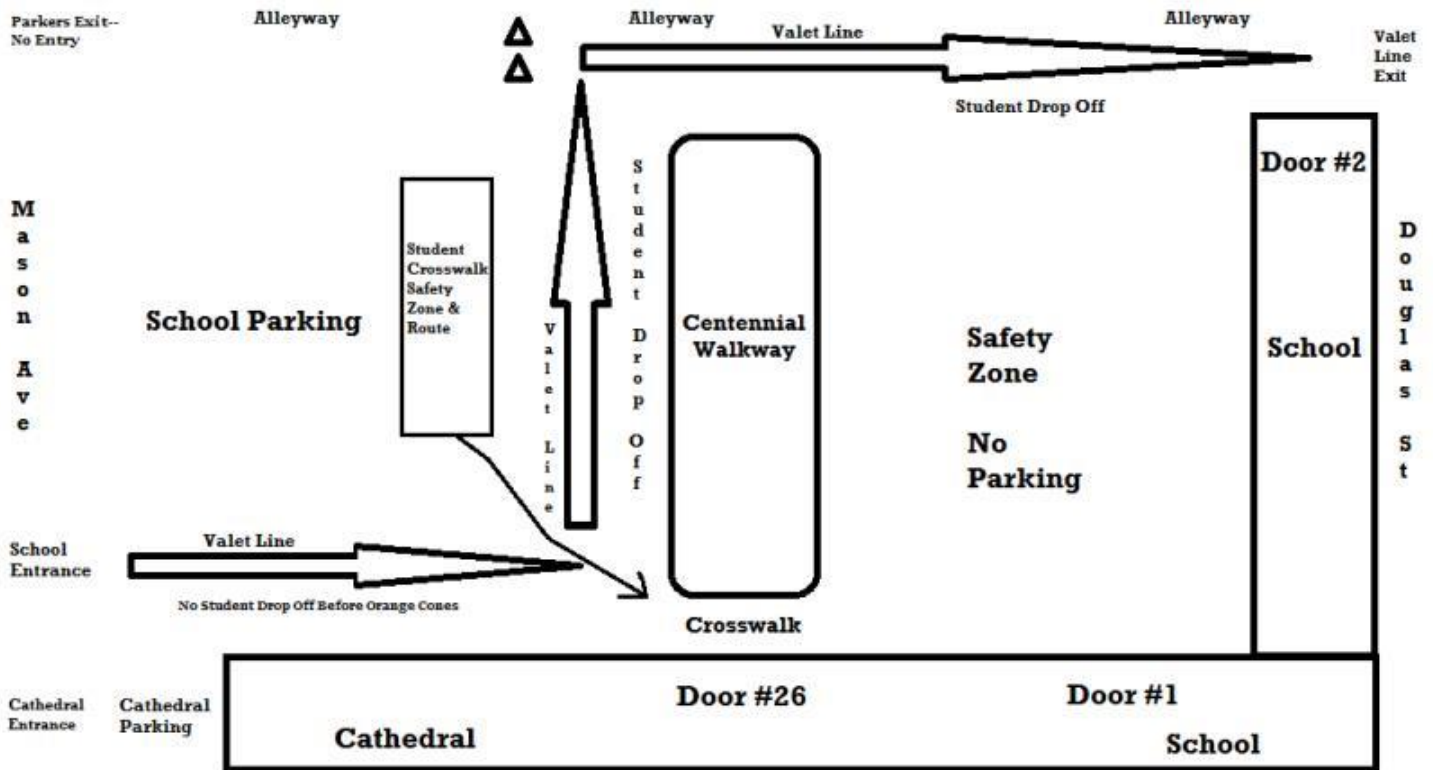
- Parents dropping off in the valet line will follow along the Centennial Walkway and turn right into the alley. Cars in the Valet Line will follow the Line until it stops. Once the Valet Line stops, all students should unload from the passenger side of the vehicle and proceed to the Safety Zone. All cars exiting the Valet Line will use the alley going south and exit to Douglas Street.
- **Students should not be dropped off before the orange cones even if the valet line has stopped.**

#### School Dismissal – Valet Line and Parking:

- Cars will enter the valet line and school parking lot through the School Parking Entrance off of Mason Ave.
- Parents have the option to pick up students using the valet line or by parking and picking the students up from the Safety Zone.
- Students, once dismissed, are to proceed towards the alley and remain in the designated Safety Zone and wait for their rides or for their parents to escort students to the car.
- Parents who choose to park should enter the parking lot and park in spaces to the north of the Centennial Walkway. **All parents must exit the car and walk to the Safety Zone using the crossing zone (by Door #26) to pick up students. No student will be permitted to leave the Safety Zone without a parent or carpool.** Cars that are parked will exit the parking lot going north in the alley back to Mason Ave.
- Parents dropping off in the valet line will follow along the Centennial Walkway and turn right into the alley. Cars in the Valet Line will follow the Line until it stops. Once the Valet Line stops, students can load into cars. All cars exiting the Valet Line will use the alley going south and exit to Douglas Street.
- **No car may be left unattended in the Valet Line.**
- **When waiting in the Valet Line for school to dismiss, do not park in the alley.**

#### Additional Valet Line and Parking Lot Procedures:

- Please use caution when driving in the parking lot. All procedures have been set with student safety as the top priority. Please follow and obey all staff directions when driving through the parking lot or valet line. Our staff members are outside, helping assure that your children arrive and leave school safely.
- Please do not move into the alley and wait for your child to dismiss until 3:05.
- Refrain from using a cell phone or hand held electronic equipment while driving in the parking lot or on school ground.
- **Pets are not allowed in the student safe zone.**
- There should be no foot traffic in the alley.
- Please be considerate of residents with garages on the alley.



## RECESS

All students have recess daily. It is our goal to provide students a safe and well supervised environment for outdoor play. Students must remain in designated play areas. Contact games, dodge ball, and other non-cooperative, unsafe games are not permitted. If weather does allow students to go outside, they will be kept inside or will play in our school gym.

## RECESS EQUIPMENT

Students have the opportunity to bring items from home to use at recess. The school takes no responsibility for lost, stolen or damaged items that are brought for recess. Because of the number of students utilizing the recess space, students are only allowed to bring nerf balls, including but not limited to footballs, soccer balls, kick balls, etc.

## SEARCH AND SEIZURE

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

## SCHOOL ARRIVAL/DISMISSAL – BIKE RIDERS AND WALKERS

An adult crossing guard provided by District 86 is stationed at the Douglas/Raynor Avenue traffic light to assist students who ride bicycles or walk to school. Bicycles must be locked to the bicycle rack in the rectory parking lot. Both bike riders and walkers are to enter and exit the building through door #17. Upon arrival, students must proceed to the hallway to the Student Safe Zone in the school's parking lot. Bike riders and walkers are the only students allowed to enter and exit the building through door #17.

## SCHOOL PICTURES

All students from PreSchool to grade 8 have their individual school photos taken in the fall. Please note, these pictures are used for St. Raymond's annual yearbook.

## **VALUABLES**

Because it is often impossible to recover stolen personal possessions, the school does not recommend that students carry money or valuables to school and store them away from their persons. The school administration and faculty cannot be responsible for the valuables that students bring to school. If special circumstances make it necessary for a student to bring a substantial amount of money or other important possessions to school, s/he can leave these items at the school office for safekeeping. Students who do decide to bring valuable items to school (cell phones, hand-held games, etc.) assume full liability for any loss.

## **VISITOR POLICY**

For security and the safety of all our children, all school visitors (including parents) must sign-in in the office. A visitor's pass must be worn while in the building. Office staff will direct visitors to their destination and will notify the teacher of the visitor's arrival. Teachers have been instructed to ask visitors without a name tag to return to the office.

Parents are not to enter a classroom to talk to a teacher during classroom instruction time. Parents must schedule an appointment to formally speak to a teacher.

## **WELLNESS POLICY**

St. Ray's is committed to providing a learning environment that supports, promotes, and models good nutrition and active lifestyle. We recognize the relationship between good nutrition, physical activity and the capacity of students to develop and learn. Therefore, we have implemented the following health-promoting policies in compliance with the goals for student wellness established by the Diocese of Joliet.

### *School Lunches*

- Parents are expected to provide healthy lunches for their children. To remain consistent with our commitment to promoting healthy behaviors, candy and junk food are discouraged.
- Carbonated beverages are not allowed as a lunch drink. Glass beverage bottles are not allowed.

### *Food and Beverages at School*

- In order to stay hydrated and to maximize their learning potential, students are encouraged to bring a water bottle each day and have it on their desk.
- Faculty and staff are discouraged from using food and candy as rewards.
- Food and beverages are not to be withheld as a punishment.
- Upon consultation with and approval by the principal, occasional sweet treats and foods that do not meet all dietary guidelines may be served or sold at school events and activities.
- For classroom parties (Halloween, Christmas, Valentine's), receptions and all school gatherings, if treats are being served, fruits and vegetables must also be an option. In keeping with efforts to provide a healthy environment, small portions are encouraged at all times.

### *Snacks/Treats*

- Students in PK through Kindergarten have a mid-morning snack. Snacks should come from the approved snack list and should be nut-free (see Early Childhood Handbook).

### *Physical Activity*

- All students participate in weekly physical education classes and daily supervised recess.
- Standard practice: Participation in recess or physical education class is not withheld as punishment. On occasional circumstances when needed, teacher or administrators may require students to sit out for a period of time from recess or PE classes. Students may also be asked to walk laps so that they can expend energy.

→ Students are encouraged to participate in school-sponsored extracurricular activities and sports.

#### *Implementation*

- The principal is responsible for monitoring the overall implementation of St. Ray's Wellness Policy.
- All faculty, staff, and parents share responsibility for implementing this policy in classrooms and at student activities and events.
- School faculty and staff and parents are encouraged to model healthy eating and physical activity as a valuable part of daily life.

### **Extreme Weather and Recess**

At the Cathedral, we will follow the guidelines adopted from *Children's Outdoor Play Environments*, to determine when students need to stay inside for recess.

Students will not go outside in the following conditions:

- The actual temperature or the wind chill is below 20 degrees;
- The actual temperature is above 90 degrees – some classes may take short breaks outside (not to exceed 15 minutes) during the cooler parts of the day when the temperature is between 90 degrees or greater;
- There is visible lightening and/or rainfall or snowfall
- Other conditions include the condition of the play lot and the presence of precipitation

In the event of illness or injury, students will be permitted to stay indoors. Parents may write a note requesting that their child be excused from going to outdoor recess for up to two days. After two days, a doctor's note is required.

## **DIOCESE OF JOLIET POLICIES**

### **ATTACKS ON SCHOOL PERSONNEL**

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

### **CHILD ABUSE/NEGLECT ALLEGATIONS/SUSPICIONS**

School personnel are mandated reporters to the State of Illinois Department of Children and Family Services (DCFS) regarding allegations or suspicions of child abuse and neglect. Thus, school personnel are required by law to report even the suspicion of abuse or neglect. School personnel of the Cathedral of St. Raymond School follow the law. If any parent has concerns about the safety of a child, the DCFS reporting hotline is: 1-800-ABUSE.

### **CHILD CUSTODY**

#### *Policy*

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary.

Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent the exclusive custody.

#### *Procedures*

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regard to parents' right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records. Release of school records to the non-custodial parent cannot be conditioned upon the approval of the custodial parent without court order.

It is the responsibility of the custodial parent to provide the administration with a certified copy of the court order. Unless informed in writing with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to the non-custodial parent after school hours or allow said parent to visit a child outside of school hours.

Upon request, the school will offer a non-custodial parent the opportunity for a parent-teacher conference at a time other than that of the custodial parent.

## **DRUG VIOLATIONS**

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.*

- a. 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 The school notifies the parents or guardians of students in possession of drug violations.

## **FIREARM FREE ENVIRONMENT**

No firearms are allowed on school property.

## **HARASSMENT**

The rector, administration, and staff of the Cathedral of St. Raymond School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.



The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

## **INSURANCE**

Students participating in our sports program(s) must have proof of insurance.

## **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.

## **SEXUAL HARASSMENT**

Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment. Any person who has a complaint of a sexual harassment by a student must bring that complaint to the attention of the school Principal. All such complaints will be promptly investigated. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Catholic Schools Office.

Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy.

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

## **SMOKE/DRUG FREE ENVIRONMENT**

St. Raymond School is a smoke/drug free learning environment. Smoking is NOT permitted on school grounds.

## **STUDENT RECORDS**

St. Raymond School keeps a permanent record of each student's grades, attendance, and test results. The Buckley-Pell Act, PL93-358, was signed into law in December 1974. This act provides access on the part of parents/guardians to student records maintained by an educational institution. The Cathedral of St. Raymond has adopted Guidelines for School Records as a means to describe what the parents' rights are.

These rights include:

1. The right to look at all of your child's records maintained in the official school file.
2. The right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless

- (a) you consent in writing prior to the disclosure, or
- (b) the information is directory information which you have not requested be kept confidential, or
- (c) the request for the information meets one of the limited circumstances described in the Guidelines.

3. The right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise violates the student's rights. If the school decides not to change the record, you may insert an explanation into the record.

Once a student turns eighteen, he or she alone obtains all the above rights.

Your request to view the records must:

1. Be in writing
2. State the specific record desired
3. State the reason for the request. Within ten (10) days of the receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent/guardian.

Requests from attorneys for a student's attendance or academic records are granted provided:

- > The attorney submits a release signed by the student's parent(s)/guardian(s) or the student if the student is 18 years of age or older; OR
- > The attorney submits a Court Order which states the records to be released and provided that PRIOR TO SUCH RELEASE OF RECORDS a copy of the Court Order and the records that are proposed to be released to the attorney are provided to the student's parent(s)/guardian(s) or student, if the student is 18 years of age or older, at least 7 days prior to such release in order to give parent(s)/guardian(s) or student, if the student is 18 years of age or older, an opportunity to challenge the release of such records.

Private and parochial schools do have the right to withhold official records such as: credits, official transcripts, diplomas, etc., upon transfer of a student to another school when the student has debts still outstanding. Health records may never be withheld.

## **SUBSTANCE ABUSE**

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

## **VANDALISM**

Willfully damaging or destroying school property or equipment is cause for immediate suspension and possible expulsion. In particular — students must exercise special care with textbooks, Chromebooks, computer equipment, and classroom book libraries; these items tend to suffer the most damage during the school year and need to be used again the next year. Classroom libraries especially, whether of individual titles or entire sets of novels, hold a place of central importance in our school and must be treated with utmost care by every student who uses them, regardless of which class they belong to. The school requires any damages be paid before a student is allowed to return to class. If a student accidentally causes damage, s/he should report it to the teacher or principal immediately so that the damage is not misconstrued as vandalism.

## **VIDEO/PHOTOGRAPHS/WEBSITE**

From time to time, promotional videos, brochures, and flyers may be made by our school. During packet pick up, a form detailing the policy of the Diocese of Joliet on photographing and videotaping students is included. If you do not wish for your child to be published in marketing materials and other electronic media, you must indicate this on the form. If your family does not return the form, it is assumed you grant permission and your son/daughter will be included in any publications.

## **WEAPONS**

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

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

School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

Incidents involving threats or assaults to school staff and the possession of drugs or firearms in school must also be reported to the IL State Police by the principal on the **Student Information Reporting System (SIRS)**.

The Catholic Schools Office is notified within 24 hours.

Appendix A – Parent Guide: Understanding and Preventing Child Sexual Abuse

Appendix B – Pastoral Policy Regarding Sexual Abuse of Minors

Appendix C – Diocese of Joliet Standards for Behavior for Those Working with Minors

Appendix D – Acceptable Use Policy, Grades K-3

Appendix E – Acceptable Use Policy, Grades 4-8

Appendix F – Anti-Bullying Policy

Appendix G – Social Media Policy

Appendix H – DOJ Videotaping and/or Photographing of Students Policy

# Cathedral of St. Raymond Parent/Student Acknowledgment Form

This Parent/Student Handbook is a guide to help you become more knowledgeable of our policies and procedures at the Cathedral of St. Raymond School. Its purpose is to strengthen an already close relationship among students, parents, teachers, and administration. It reflects changes that have taken place this year, and details policies that serve as a guideline to the daily operation of our school.

The policies in this handbook were established to help each child grow to their highest potential. We ask that you cooperate in upholding these policies in order for us to reach this goal. We ask that you read this handbook carefully and keep it for reference during the school year. We depend on your trust, understanding, values, and cooperation between home and school. In that way, we can better meet the individual needs and differences of each child socially, spiritually and academically.

After you have read the handbook and have reviewed its contents, we ask that you return this page signed to your child's homeroom teacher. We must have a signed copy of this letter on file for every family.

Thank you in advance.

Sincerely,



Ms. Marjorie Hill, Principal

Return to the main office no later than Friday, September 13, 2019.

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Our family has read and discussed the Cathedral of St. Raymond Handbook and we agree to be in full compliance with the outlined policies and procedures.

Family Name \_\_\_\_\_

Student Signature (Grades 3-8) \_\_\_\_\_ Gr. \_\_\_\_\_

Student Signature (Grades 3-8) \_\_\_\_\_ Gr. \_\_\_\_\_

Student Signature (Grades 3-8) \_\_\_\_\_ Gr. \_\_\_\_\_

Student Signature (Grades 3-8) \_\_\_\_\_ Gr. \_\_\_\_\_

Mother/Female Guardian Signature \_\_\_\_\_

Father/Male Guardian Signature \_\_\_\_\_