



Parent/Student Handbook

2025-2026

Updated 8/21/25

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**Cathedral of St. Raymond School Staff
2025-2026**

Administration

Rector – Rev. William G. Dewan

Principal -- Ms. Marjorie Hill

Administrative Support

Administrative Assistant – Mr. Tim Hermie

Receptionist/Admissions Coordinator/Bookkeeper – Mrs. Kelly Alt

Teachers

Pre-School – Mrs. Jen Christiansen and Mrs. Michelle Elias

Kindergarten – Mrs. Stephanie Kaput

1st Grade – Ms. Angelina Comella and Mrs. Renee Streicher

2nd Grade – Ms. Brenna Harper and Mrs. Dora Ruiz

3rd Grade – Mrs. Rachel Perczynski

4th Grade -- Mrs. Darcee Wimmer and Ms. Peyton Buss

5th Grade – Mrs. Emily Kazak and Mrs. Christine Morgan

6th- 8th Gr. Math – Mrs. Katie Homolka

6th - 8th Gr. Science – Mrs. Amy Schwert

6th Grade Reading and Writing - Mrs. Lisa Smith

7th & 8th Reading & Writing– Mrs. Lea Hilke

6th-8th Grade Social Studies– Ms. Makenzie Kaput

Gym – Mrs. Heidi Buza

Art – Mrs. Karen Latz

Music – Mrs. Heidi Van De Voort

Spanish – Ms. Kattrin Hoppe

Technology – Mrs. Jill Berry

Library – Mrs. Julie Potocki

Support Staff

Pre-School Aides -- Mrs. Anna Foreman and Mrs. Tracy Pollock

Kindergarten Aide – Mrs. Kathy Blotnik

Resource - Mrs. Nina Doom (4-8) and Mrs. Julie Vitas (K-3)

Maintenance -- Mr. Miguel Barrerra, Buck Services

Athletic Director

Digger Blackburn

HSA Board

Katie Martinez, Sam Ortega Hughes and Jen Baker

hsa@csrn.org

School Board President

Katie Sorg

schoolboard@csrn.org

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

St. Raymond School is a joy-filled community, rooted in the virtues and teachings of Jesus Christ. We partner with parents to help each child reach their greatest academic, social and spiritual potential. Students and families find belonging and value and are invited into lasting relationships that form our community.

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

Admissions: Schools operated under the auspices of the Diocese of Joliet admit students of any race, religion, sex, color, national/ethnic origin, citizenship status, physical or mental disability to all the rights, privileges, programs, and activities generally available to students at the school in accordance with applicable local, state, and federal anti-discrimination statutes to the extent that such antidiscrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Employment: The Diocese of Joliet is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally recognized basis, including, but not limited to race, color, sex (including pregnancy, lactation, childbirth, or related medical conditions), age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, veteran status, uniformed service member status or any other status protected by federal, state, or local law.

Student Cultural Hairstyles: Illinois Public Act 102-0360, also known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and non-public elementary and secondary schools from creating hairstyle-based dress code requirements. Specifically, the Public Act prohibits discriminating against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Modification of Athletic/PE Uniforms: Schools in the Diocese of Joliet allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

History

St. Raymond Parish was founded on 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 outgrown 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 350 students enrolled in pre-school through 8th 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 via FACTS with the required application fee. 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
 - Teacher Recommendation Form (Grades 1-8)
3. **Student Assessment and Shadow Day** - The school office will then contact transfer families to set up a date and time for a shadow day.
4. **Admissions decision is made** –A formal letter of acceptance is sent to families within 72 hours.

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 (either during or at the end of the academic year) in the Joliet Diocese a Student Transfer Form must be completed.

Transfer students may be admitted following receipt from the transferring school of attendance, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within fourteen (14) days of enrollment.

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 via FACTS with the required application fee. 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. **Admissions decision is made** - A formal letter of acceptance is sent within 72 hours.

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 at 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 is needed at the time of registration: the creation of a family portal in FACTS, non-refundable enrollment fee, and the tuition contract.

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.

Pre-School Placement

Our Pre-School program offerings are subject to enrollment. Sessions and timing may be added, cancelled or altered based on enrollment. The class make-up varies from year to year. Some years students are split by their age. If age is a determining factor in deciding class placement, it is possible to have a mixed class with the youngest 4-year olds and the oldest 3-year olds. Other years the classes are split by their attendance of half or full days. In some cases, classes are determined by the student's age and date of birth.

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	25*
1-8	30*

The ratio of adults to the 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 1st, 2nd and 3rd 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, along with approval from the superintendent, make the final decision on maximum class size.

TUITION

Financial Overview

The actual cost to educate EACH student during the 23-24 school year at St. Raymond's was \$5,867 per year. The tuition for that academic year was \$5,750 for one child and \$9,375 for two children. 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 2025-2026 school year. All families must register with FACTS Tuition Management. Families have a choice between the 5th or 20th of each month as their payment date. 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, certified check or money order. In instances where we receive more than one NSF check, the school requires that all future payments be made by cash, certified check or money order. All payments made in the office after May 1st must be cash, certified check 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 1st.

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 Grant and Aid Application no later than April 1st 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 June for the St. Raymond Endowment Scholarships.

Priority is given to families who apply by the 1st of April.

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. The family must submit a written or typed letter to the principal detailing their 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 are forwarded.

In general, no official student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten (10) days of request. Unofficial school records are minimally defined as the last report card. Health records are transferred with unofficial records.

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. (PS-6th grade only)
- **Physical Education** – Gym classes are conducted twice a week for students in grades PS-8th grade. 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 an SEL curriculum, students gain confidence, set and achieve positive goals, collaborate well, and navigate the world more effectively—a highly valued dimension of any classroom.

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 a resource teacher to all students in K-8th grade who may need extra support in order to be successful in the classroom. The resource teacher works with teachers, parents and the 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 resource teacher 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 beyond the resource teacher cannot be provided.

Social Work Services: The school has a licensed social worker from Catholic Charities. 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.

8th Grade Enrichment/JCA Math and Science and Providence Math

JCA provides an opportunity to the 8th 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 80th percentile on a standardized assessment
- An A average for math in the 7th grade
- Honesty, dependability, conscientiousness and maturity
- Recommended by the 7th grade math teacher

St. Raymond School will recommend students at the end of their 7th 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 1st.

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

Providence Catholic High School also offers an enrichment option for rising 8th grade students. During their zero hour class, local 8th grade students may take Algebra. Families attend an information meeting in late March/early April. Students then must take a proficiency exam to determine readiness and acceptance into the program. Information is communicated in NYCU.

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.

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.

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 3rd-8th grade have opportunities to receive the Sacrament of Reconciliation. Mass is celebrated once a week for students in 1st-8th 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.

Technology

Introduction: St. Ray's recognizes that technology and information literacy skills are integral components of contemporary education. In order to prepare students to live and work successfully in the 21st century, St. Ray's provides access to technology, the school network, the internet and 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 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. This must be done annually.

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 Chromebooks 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 Chromebook use.
- The administration, faculty and staff of the school may request the suspension of specific user access for technology-related abuse.
- Technology users at St. Ray's should report any violations, misuse or illegal Chromebook activity.

All students are given instructions for care and 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 viewing material on a Chromebook 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 online 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 Chromebook equipment must be respectful. This means no writing or sending abusive messages or inappropriate language.
- Students may not access social media from the school's Chromebooks 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 must be careful when using devices, keeping water away from them, carrying them safely, etc. Students are not allowed to use another student's ID or password nor use a Chromebook 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 secrets. The use of school Chromebooks 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
- To learn how to organize time and activities
- Develop initiative, responsibility and self-direction
- Stimulate independent thinking
- Foster worthwhile use of leisure time

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.

On the first day of school each student in grades 2-8 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 1st-8th grade. The following chart indicates the total amount of homework to be given daily in each grade:

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

The above homework time does not include independent reading time. Students in K-2nd are expected to read 15 minutes each night, 3rd-4th grade students should read 20 minutes each night and 5th-8th grade students 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.

For students in grades 4-8 who do not hand in homework on the day it is due will have FACTS communication sent to the parents and the student will serve a lunch detention. If a student is late three times in a trimester, a student will receive an X for effort in that subject area on the student's report card which removes the student from honor roll.

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). Instead, students who are feeling well can work on their minutes for i-Ready.

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.

Student Information System

Diocesan elementary schools are required to utilize the FACTS Student Information System (SIS) for the purposes of reporting student progress and communicating student progress to parents/guardians.

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 4th-8th grade report cards for art, music, physical education, and technology.

Grades K-3

Effort/Behavior: ! Outstanding @ Appropriate X Needs to improve

*Virtuous Habits: + Admirable * Evident ~ Developing*

Grades 4-8

*Effort: Only marks you can give are: +, *, or X.*

*Behavior: Is a number 1-11 or a * for appropriate*

Virtuous Habits: @ Admirable # Evident ~ Developing

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/Projects): 60%

Secondary Assessments (Independent class work): 40%

Trimester grades in each subject are based on a minimum of 12 assessments - a mix of primary and secondary.

Grades will be posted by the classroom teachers every Monday no later than 11 PM. (If there is no school on a Monday, grades will be posted on Tuesday no later than 11 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.

Final assessments at each grade level will be as follows:

7th and 8th grade: All content areas

4th-6th grade: Math and Reading

1st-3rd grade: Math

For students in 4th-8th 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

A classroom teacher must assign a grade that reflects a student's relative mastery of the standards 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 2 missing homework assignments for that assessment period or they become ineligible to retest.
3. Tests will be given back within two days of taking the assessment.
4. No more than 14 calendar days can lapse between initial assessment and the retest. A retest form is due no later than Monday following the return of the test.
5. The retest will be taken before or after school. This will be communicated at the beginning of the year. 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 Study Plan form must be shown to the teacher responsible for giving the test. If a student does not fully demonstrate their relearning of the content (notecards not provided, test corrections not done, etc.), a teacher can deny the retest. Another opportunity to retest that assessment will not be given to the student.

8. Students caught cheating on the original assessment are not eligible for a retest.
9. Tests given in the last week of the trimester are not eligible for a retest.

Retests are only given in Math, Science, and Social Studies.

Students are only allowed one retest in 4th and 5th grade and two retests in junior high each week.

Honor Roll

Honor roll is reserved for students in 7th and 8th grade only. It is a recognition given to student who not only achieved high academic standards, but also held themselves to the highest level of character, conducting themselves always with respect and integrity in all areas of schooling, including, but not limited to special classes, lunch room, extra-curricular activities, EDS, etc.

The criteria for honor roll placement are as follows:

- 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) or ~ (developing) cannot be present on the report card or it makes the student ineligible for honor roll, regardless of the students’ grades.
- Any student caught cheating or plagiarizing is automatically removed from honor roll for that trimester, regardless of the students’ grades.
- Any student placed in an in- or out -of - school suspension is automatically removed from honor roll for that trimester, 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. Report cards are published on FACTS. If a parent would like a paper copy of the report card, they may request it through the office. Please allow a maximum of 2 days to process the request.

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 K-8 in the Diocese of Joliet are required to take the i-Ready.

i-Ready is an online program for reading and/or mathematics that will help your student’s teacher(s) determine your student’s needs, personalize their learning, and monitor progress throughout the school year. i-Ready allows your teacher(s) to meet your student exactly where they are and provides data to increase your student’s learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction.

The i-Ready Diagnostic is an adaptive assessment that adjusts its questions to suit your student’s needs. Each item a student sees is individualized based on their answer to the previous question. For example, a series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier questions. The purpose of this is not to give your student a score or grade, but instead to determine how best to support your student’s learning.

i-Ready Personalized Instruction provides students with lessons based on their individual skill level and needs, so your student can learn at a pace that is just right for them. These lessons are fun and interactive to keep your student engaged as they learn.

i-Ready is given to students in K-8 three times a year—August/September, December/January and April/May. For more information, visit <https://i-readycentral.com/>

ACRE

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 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 8th grade will meet with parents of students by the middle of the second trimester of the school year to assess student progress and conference with parents regarding the student's growth, 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 1st 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 1st, 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.

Student Volunteer Requirements for Graduation

St. Raymond holds four core values at the center of the work we do here. Through a focus on these values, we aim to develop young people who understand and reflect respect, integrity, service and excellence.

In order to develop a servant’s heart, students are required in 7th and 8th grade to perform 18 hours of service. Nine of these hours will be done in 7th grade and the other nine hours will be done in 8th grade. Our goal is to give students a plethora of opportunities so that they can discover passions they didn’t know they had, increase their empathy toward the human experience, and be the hands and feet of Christ.

The following requirements must be met:

1. Students in 7th and 8th grade must complete a minimum of 3 service hours each trimester.
2. Every trimester’s hours must serve across three categories: one category is service to home, the second category is service to school/church, and the third category is service to community.
3. These hours can be used to meet the requirements of Confirmation.

To meet the expectation of a volunteer experience in each category it is quite possible that a student will do more than the minimum 3 hours of service. For example, if a student is an altar server and in the first trimester they serve 8 times, they will acquire 8 hours. But this student still is required to perform more hours because they need to do volunteer hours at home and in the community.

All volunteer hours and experiences will be tracked on a form provided to students.

ATTENDANCE

CALENDAR REQUIREMENTS

The school day and school calendars shall be scheduled by the administration, within the requirements of state law and regulations to offer the greatest educational advantage and reflect at least 180 full instructional days. Of the 180 full instructional days, four (4) days can be used for local Staff Development. A school calendar should have at a minimum 176 total student attendance days. This may also be counted as 968 hours. Hours are allowed per Illinois School Code.

A full day of instruction for grades 1-8 shall consist of at least five- and one-half hours (5 ½) hours per day, excluding time for lunch, recess periods, class bathroom breaks, announcements, etc. In the Diocese of Joliet this accounts for the five (5) hour requirement from the Illinois State Board of Education plus an additional one half (½) hour for daily religion instruction.

All members of the professional staff shall be expected to be on duty before and after regular school hours to plan and to carry out their individual professional responsibilities.

Student attendance days totaling less than five- and one-half hours (5 ½) hours may be taken but will only count for a half day of the 176-day student attendance total.

Our school calendar meets these requirements.

Hours

Office Hours, M-Th	7:30 AM – 3:30 PM
Office Hours, F	7:30 AM – 3:00 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, M-Th	3:05 PM
School Dismissal, F	2:15 PM

*Any student not picked up by 3:15 (or 2:25 on Fridays) will be directed to Extended Day (EDS) and parents will be charged.

Half Day Dismissal		11:30 AM
After-Care Hours (fee charged)		From dismissal to 6:00 PM
Lunch Hours, M-Th	Pre-School	11:05-11:35
	K-2	11:00-11:25
	3 rd - 5 th	11:35-12:00
	6 th -8 th	12:10-12:35
Lunch Hours, F	Pre-School	11:05-11:35
	K-2	10:55-11:20
	3 rd - 5 th	12:05-12:30
	6 th -8 th	11:30-11:55

Compulsory Attendance

A daily student attendance record must be kept in each school. Attendance in class is an essential aspect of our educational program. Illinois law requires that whoever has custody or control of any child between the ages of six (6) and nineteen (19) (and in high school) must ensure that the child attends school the entire time school is in session

during the regular school term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the daily attendance of their children in school.

The Catholic Schools Office requires that parents/guardians ensure the regular attendance of their children, consistent with Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required upon the child's return to school.

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 gym.

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 3:05 Monday through Thursday and 2:15 on Fridays. An authorized adult must pick up a pre-school child and siblings from door #6 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. Parents will be notified if their child becomes ill during the school day and will be expected to make arrangements for an immediate pick up. **Students who leave at any time during the course of the school day due to fever, diarrhea, vomiting or pink eye must stay home the following full day.** Students may then return after that full day, provided that there has been no fever, diarrhea, and/or vomiting in the last 24 hours. In the case of pink eye, students must be on medicated eye drops for at least 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.

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 unexcused days of school a year are considered excessively absent (an average of one day per school month).

Excused Absences

An excused absence can be defined as, but not limited to:

1. Medical appointment verified by a medical note
2. Testing and assessment
3. High school shadow day (7th and 8th graders)
4. Illness confirmed by a medical note (including mental or behavioral health of a student)
5. Illness confirmed by a call/note from a parent/guardian (parent/guardian verified absences may not be excused if the total amount of absences are in excess of nine days per year)
6. Wake and/or funeral (confirmed by a parent/guardian)
7. Family Emergency
8. School sponsored activities
9. Extenuating circumstances that have been approved by administration
10. Observance of a religious holiday

Additionally, a student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

Unexcused Absences

An unexcused absence can be defined as, but not limited to:

1. Any absence that is not confirmed with a parent/guardian or medical staff
2. Truancy (absence from school without verification from the parent/guardian)
3. An illness which lasts for more than three consecutive school days that is not verified by a medical note
4. Vacation days taken with family
5. Non-school sponsored sports activities or events

To reduce and prevent excessive absenteeism, the school maintains a procedure to:

- Track and provide early identification of potentially harmful attendance practices.
- Provide a progressive, multi-level plan toward remediation of the problem.
- Provide supportive services to truant or chronically truant students including parent conferences, student counseling, family counseling and information about existing community services.

Truancy

According to 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 10% or more of regular attendance days (9 or more days) 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-8th 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.

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 has 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.

High School Shadow Days

Seventh grade students are allowed shadow days at two different schools. Eighth grade students are allowed one shadow day in the fall. These shadow days will not be marked as absences on their permanent file.

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 and email through FACTS.
2. A message on Facebook will appear.
3. A complete list of closings is also available at 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 FACTS and posted on the television, radio, and internet by 6:00 AM. If nothing is posted, school is open.

E-LEARNING DAYS

The health and safety of students and staff is a primary concern for every school principal. Occasionally conditions beyond the control of the principal that pose a hazardous threat to the health and safety of students and staff, including adverse weather such as snow, ice, extreme heat or extreme cold, etc. may result in a school closure.

If schools are able to provide e-learning instruction for students, then that day can count as a day of instruction and does not need to be made up. In accordance with the Illinois State Board of Education, the Catholic Schools Office will allow up to five (5) e-learning days to be used per school year.

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 15th or a child may be excluded from school. Dental is due no later than May 15th.

All New Students: State of IL Certificate of Child Health Examination

Kindergarten: State of IL Certificate of Child Health Examination and Dental Form (due May 15th), Kindergarten Eye Exam

Grade 2: Dental Form (due May 15th)

Grades 5, 7, 8: Sports Physical Form

Grade 6: State of IL Certificate of Child Health Examination

EXEMPTION TO IMMUNIZATIONS: Parents/guardians are able to exempt their child from state-required medical examinations in two ways: through either a medical or a religious exemption.

Medical immunization Exemption Guidelines can be found at the Illinois Department of Public Health website.

If the physical condition of the child is such that any immunization should not be administered, the examining physician, advanced practice registered nurse or physicians' assistant responsible for performing the health examination shall endorse this fact on the student's Certificate of Health Examination form.

Religious objections to immunizations shall be provided to the school from the parent/guardian in writing and must set forth the specific religious belief which conflicts with each immunization.

The parent's statement of religious objection should be attached to the student's Certificate of Health Examination form. The principal shall determine whether to accept or deny the immunization exemption request. As required by Illinois state law, parents/guardians must be informed by the local school authority of a measles outbreak control exclusion procedure with the Illinois Department of Public Health Guidance and Control of Communicable Diseases at the time such an objection is presented.

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 the *Parent's Request to Administer Medication* Form, which is available in the school office or fill out the Prescription/OTC Meds in the medical tab of FACTS Student Information System. Doctor authorization must be attached to this parental consent form.
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, school nurse 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.

Diocesan Hold Harmless Statement

In allowing the school to distribute medication to your child, you release and indemnify the Cathedral of St. Raymond School and its staff, volunteers and the Diocese of Joliet, from any and all liability arising from claims of any kind or nature whatsoever arising from the dispensation of the medication.

If emergency treatment is required, and the parents or legal guardians cannot be reached immediately, your signature on the tuition contract and the handbook acknowledgment form empowers the school authorities to exercise their judgment to transport your child to a hospital emergency room.

ADMINISTRATION OF MEDICAL CANNABIS

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student demonstrates his/her son or daughter is a “registered qualifying patient,” has an individual who is a “registered designated caregiver,” and both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

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

OPIOID ANTAGONIST

Public Act 103-348 requires schools to maintain a supply of an opioid antagonist on campus. An opioid antagonist such as over-the-counter Narcan will suffice. This can be found in the nurse's office.

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.

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 (i.e., lunchroom). Food for classroom parties are provided by HSA and have been approved by administration. Party prizes/goodie bags are created with donations from parents. Items that are approved for goodies bags are as follows:**

- ☐ Pencils, erasers, or stickers
- ☐ Mini notebooks or coloring sheets
- ☐ Temporary tattoos
- ☐ Glow sticks or bracelets
- ☐ Small toys (bouncy balls, stampers, figurines)
- ☐ Cuties/Oranges
- ☐ Applesauce Pouches
- ☐ Fruit cups
- ☐ Enjoy Life Chocolate
- ☐ Made Good Granola Minis
- ☐ Fruit Snacks (Annie's, Welch's, Mott's, Black Forest)
- ☐ Fruit by the the Foot
- ☐ Oreos
- ☐ Smarties
- ☐ Dum Dum Lollipops
- ☐ Jolly Ranchers
- ☐ Gushers
- ☐ Swedish Fish

- ☐ Sour Patch Kids
- ☐ Airheads

Snacks or treats containing that is not on the approved list will be sent home with the student bringing it;

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 procedures 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

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector.
- Written authorization from the pupil's physician, physician assistant or advanced practice registered nurse.
- The parents/guardians of the pupil provide to the school the prescription label, (which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered).

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription 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 parent permission and the copy of the prescription will be held on file at the school where the student attends. Parents/guardians should be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

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.

Concussion Management – Return to Learn

A student's best opportunity for a full recovery from a concussion depends on immediate implementation of cognitive and physical rest and then a gradual return of cognitive exertion. It is recommended that a student be on complete physical and cognitive rest for 24-48 hours after a diagnosed concussion, thus not attending school. But as soon as a student feels well enough to attend, he/she should return to school with accommodations and a gradual increase in workload as symptoms allow. The immersion into a normal routine with social interaction will help the student not feel isolated and aid in recovery. It is important to ease a student back to a full academic workload while the brain is still healing. Return to learn does not happen immediately and is not considered accomplished until a student has returned to a full academic load without accommodations (that were not needed prior to the concussion).

Guiding principles in the Return to Learn Protocol include the student attending school, working below symptom threshold, gradually increasing workload, and making adjustments at home as well as at school. The most important part of Return to Learn is that it is individualized.

Student Behavior

The student behavior and conduct code is designed to help students uphold the mission of St. Raymond School by ensuring the school environment is based on self-respect, concern for others, and to our Catholic faith. We believe all students have the right to learn and all teachers have the right to teach.

All St. Raymond School students are expected to adhere to the following school-wide behavioral expectations:

Respect: I will respect and celebrate the differences in others.

Integrity: I will do what is right and courageous.

Service: I will be kind in every way.

Excellence: I will do my best to be my best.

This pledge to the St. Raymond way is what helps us achieve greatness in our academic, social and spiritual potential.

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/or class expectations 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/Redirect
2. Verbal warning and/or Written Incident Report
3. Individual class consequence (see addendum J for the current year’s discipline plan by grade level)

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 (not all inclusive):

Level	Examples (Not inclusive)	Consequence
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Level 1-Expected Behaviors	<ul style="list-style-type: none"> -Chewing gum -Uniform Violation -Loud voice/yelling/noises -Inappropriate language/gestures not directed to one particular person -Inappropriate/foul language/dirty jokes -Littering -Failure to return required signed papers -Eye make-up -Inappropriate computer use -Unprepared for class* -Excessive time away from class -Tardy to class for unexcused reason -Disrespect -Inappropriate bathroom behavior -Misbehaving in Church 	--Demerit
Level 2—Behaviors that will be given a redirect and a warning	<ul style="list-style-type: none"> -Uniform Violation -Off-task behaviors -Out of seat -Not following classroom or school procedures/expectation -Distracts other students -Inappropriate use of a fidget* -Disruptive action -Passing papers in class -Talking during teaching -Ignores correction -Disrespect -Misbehaving in Church 	<ol style="list-style-type: none"> 1. Redirect 2. Verbal Warning and/or Incident Report (*See description below) 3. Demerit
Level 3—Major behavior infractions	<ul style="list-style-type: none"> -Blatant defiance of authority -Pushing/shoving others with intent to hurt -Physical contact with intent to hurt -Refusal to do work -Lying to a teacher -Racial slurs -Leaving school grounds without permission -Skipping class - Misuse of Chromebook and/or inappropriate internet searches -Pulling out a chair from another student -Behaviors unbecoming of a Rocket student -Disrespect 	<p>Automatic dean referral. These behaviors carry a weight of 2 demerits. In addition, a student can receive one of these consequences:</p> <ul style="list-style-type: none"> -Detention -Loss of privileges -Loss of recess -Loss of extracurricular activities/social events/field trips -Restorative conversation or action -Zero given on a test or assignment -Suspension -Behavior contract -Payment for damages or injury

Level 4-Behaviors that result in an automatic detention	<ul style="list-style-type: none"> -Repeated disregard of classroom or school procedures/expectations -Stealing -Destruction of property/vandalism -Drawing sexually explicit images -Possession of explicit literature -Plagiarism -Cheating -Inappropriate/foul language used toward another student -Taking pictures or video without consent -Use of non-school issued electronic devices -3rd case of having cell phone in student possession, whether it is being used or not 	<p>Automatic Detention</p> <p>In addition to detention, a student may face these consequences:</p> <ul style="list-style-type: none"> -Payment for damages or injury -Research/paper to increase knowledge -Zero on an assignment -Apology -Restorative conversation/action -Suspension
Level 5—Grounds for Out of School Suspension/ Expulsion	<ul style="list-style-type: none"> -Inappropriate or illegal use of technology -Cyberbullying, in or out of school -Harassment of teacher or other school member -Throwing food in cafeteria (i.e., food fight) -Repeated actions from above -Fighting and/or physical abuse of a student and/or teacher -Threatening the use of a weapon or violence (this includes a student posing their hand like a gun) -Possession/sale of weapon, alcohol, drugs and/or dangerous instruments -Sexual harassment/Sexting/ misconduct -Gang activity -Tampering with fire, matches, or any form of fireworks -Pulling fire alarm 	<ul style="list-style-type: none"> --Out of school suspension (marked on student's permanent record) --Expulsion --Police notified** --Non-public graduation

Incident Reports: An Incident Report is a record in FACTS used by faculty or staff to document behaviors, academic concerns, or uniform violations. Three incident reports in the same category will result in an automatic demerit.

The purpose of incident reports is to partner with parents so that we can work together to guide the student toward better decision-making.

In the event a behavior warrants a demerit, an incident report will not be filed. Teachers are to be respected for the decisions they make.

* Fidgets are usually suggested by an Occupational Therapist as self-regulation tools to help with focus, attention, calming, and active listening. If used properly, movement can be re-directed and it can enhance learning. Fidget tools are beneficial to kids who require extra sensory input to achieve and sustain a calm and alert state during a learning experience. Students who use these tools typically have a documented diagnosis from a certified health care provider.

Therefore, fidgets may only be used with an approved doctor's note or as a result of a parent/teacher conference that discusses the expectations of using a fidget. This accommodation would most likely be part of a larger accommodation plan. If a student is caught with an unapproved fidget, the teacher will confiscate the fidget and the parent must retrieve it from the office.

Honor Code

An **honor code** is a set of principles and rules that guide students to act with honesty, integrity, and responsibility. It covers things like:

- **Academic honesty** – not cheating, plagiarizing, or lying about work.
- **Personal integrity** – treating others with respect and being truthful in words and actions.
- **Accountability** – taking responsibility for your choices and reporting serious violations when necessary.

It's meant to create a school culture of trust and fairness, where everyone is expected to live by the same high standards.

The Honor Code reflects our call to live as disciples of Christ by acting with honesty, respect, and responsibility. It reminds students and families that integrity in our words, actions, and academic work is essential to building a community rooted in Gospel values. By following the Honor Code, we honor the dignity of every person and strive to grow in virtue as faithful members of our school family.

St. Raymond School Honor Code

As a Rocket committed to personal integrity, I will do my own work, be truthful in my learning, give credit to others, and use my God-given talents with honesty and effort, so that my studies honor God and help me grow in wisdom.

Academic Integrity Policies

The goal of St. Raymond School is to establish an atmosphere in each classroom that promotes academic integrity. St. Ray's defines academic dishonesty as any action taken by a student that is intended to obtain credit for work which is not his/her own. The following are a few of the actions that would violate this policy:

Cheating and Plagiarism:

Cheating—such as copying someone else's answers, using notes when not allowed, or letting another student copy—does not show what a student has truly learned.

Plagiarism: A piece of writing that has been copied from someone else or AI and is being presented as your own is a serious offense and will not be tolerated.

Any student found to be cheating or plagiarizing on classwork, homework, or tests will redo the assignment* during lunch and be given a zero grade or a 1 in our standards based reporting system. Parents will be contacted. A detention will be served. The cheating will be documented in FACTS.

*Even though the student received a zero grade, he/she will be required to complete the work for the sake of his/her own academic progress.

Forgery: Any student who forges their parent's signature will receive a demerit and the parent will be contacted.

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 of Harm and/or Acts of Violence Against Oneself or Against Others: The administration takes every threat and/or act of violence, including violence toward self, seriously. Students who make 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 when the student may be re-admitted. Written documentation by a certified therapist is a requirement for re-admittance. When appropriate, law enforcement, the Catholic Schools Office and the rector of St. Raymond are informed of the incident.

Diocesan Policy: Our Catholic faith calls on us to respect the human dignity of all. We teach and model this key tenet not only in religion class but throughout the day in our words and actions. Yet we can't insulate our students from other influences, such as social media, popular culture, and politics.

We hear with increasing frequency news reports of acts of violence near and far every day. Personal anxiety levels are high, causing simple, everyday interactions to take on a new dimension. Careless comments can be made.

It's important to remember – for our students and ourselves – that words matter. Whenever a student makes a comment that is even slightly tinged with potential violence against others or him/herself, we take it very seriously. Diocesan protocol calls for school officials to immediately call the police, and then notify the superintendent of Catholic schools and the diocesan general counsel. The student making the threatening comment is removed from school and may only return with a letter from a licensed mental health professional stating the student is not a danger to others or him/herself.

Repeated/Serious Discipline Issues

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. The following chart provides possible consequences for continued inappropriate behaviors:

Demerit/Withdrawal System	Consequence
3 demerits	Detention
Every 3 additional demerits moving forward results in a detention (6 demerits)	Detention *Extra-curricular probation (Probation is for 2 weeks without another detention or a major behavior infraction)

9 demerits	3 rd Detention Parent conference and Behavior Contract *Suspended from practice and games from the day after the 9 th demerit is given and lasts two weeks
12 demerits	4 th Detention + 3 Service Hours *Suspended from practice and games
15 demerits	In-school suspension and Parent Conference *Loss of extracurricular activities *Loss of 8 th grade privileges
18 demerits	Out of school suspension and Parent Conference with the Rector *Expulsion a possibility

Detentions will take place on the 2nd Tuesday of each month from 3:05-3:45pm. Families will need to pay \$5 for detentions to cover the cost of supervision. **Failure to attend the detention results in an automatic in-school suspension on Wednesday.**

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 three steps to the expulsion process. Short of the kinds of misbehavior that require immediate expulsion, a documented conference will be held between the principal, the dean of discipline, the faculty or staff member, the family and student to resolve the problem. If the problem is not solved, next steps are taken, which can include suspension. 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 twelve weeks. If expelled, the Principal will inform the Superintendent of Catholic Schools and the parents of the decision.

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

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.

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.

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.

Note on Social Media: Students and their parents or guardians are advised that the Diocese of Joliet Catholic schools may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The school principal may conduct an investigation if there is reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

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 (targeted over a period of time), 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.

Conflict	Rude	Mean	Bullying
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	

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.

We have established a uniform dress policy that will give our students a look which is neat, clean, age appropriate and befitting the image of a Catholic school. 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.

Official Uniform Provider

For the sake of uniformity, all school uniform items are to be purchased at School Belles or Coey's Closet. 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 or phone orders are accepted by calling 1-888-637-3037. The Cathedral of St. Raymond School ordering number is # S0718.

If you choose to purchase uniform items from other vendors, you risk having to purchase a uniform item twice if it doesn't match our vendor's exact look.

Kindergarten – 5th Grade Female Students

Option 1: Jumper

Regulation plaid accordion folded jumper (must come to the top of the knee - no upper leg showing)
Solid white blouse (no polos/knit type shirts); choice of long or short sleeves with Peter Pan collar

(If you do not buy your child's blouse at School Belle, please find an exact match.)

Solid red or navy blue sweater cardigan (Optional)

Quarter, Fold over ankle, Crew, Knee High Socks or tights – solid red, white, or navy

Dress Shoes or Athletic Shoes

Option 2: Skirt (4th and 5th grade only)

Regulation plaid accordion folded skirt (must come to the top of the knee - no upper leg showing)

Solid red knit shirt with Cathedral of St. Raymond School logo, short or long sleeved

(Do not buy your polos at other stores and have them embroidered somewhere. We have a very specific red.)

Solid red or navy blue sweater cardigan-knitted only (Optional)

Quarter, 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 1st – October 31st only)

Solid red knit shirt with Cathedral of St. Raymond School logo, short or long sleeved

(Do not buy your polos at other stores and have them embroidered somewhere. We have a very specific red.)

Solid red or navy blue cardigan sweater (knitted only) (optional)

Solid color belt (Kindergarten-3rd grade students are not required to wear a belt)

- Belt may not have an oversize buckle, any design or medal studs

Ankle, quarter or crew socks-solid red, white or navy

Dress Shoes or Athletic Shoes

Kindergarten – 5th Grade Male Students

One option only: Slacks or Shorts

Navy blue dress slacks OR navy blue walking shorts (April 1st – October 31st only)

Solid red knit shirt with Cathedral of St. Raymond School logo, short or long sleeved

(Do not buy your polos at other stores and have them embroidered somewhere. We have a very specific red.)

Solid navy blue cardigan sweater (knitted only) (optional)

Solid color belt (Kindergarten-3rd grade students are not required to wear a belt)

- Belt may not have an oversize buckle, any design or medal studs

Quarter, Ankle or Crew socks-solid red, white, navy or black

Dress or athletic shoes

Junior High Female Students

Option 1: Skirt

Regulation plaid accordion fold skirt (must come to the top of the knee - no upper leg showing)

Solid red or black knit shirt with Cathedral of St. Raymond School logo, short or long sleeved

Solid red or navy blue cardigan (Optional)

Quarter, 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 bermuda shorts (April 1st – October 31st 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)
Solid color belt – belt may not have an oversize buckle or any design or medal studs
Ankle, Quarter, Crew, or Knee High 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 1st – October 31st 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)
Solid color belt--belt may not have an oversize buckle, any design or medal studs
Ankle, Quarter, or Crew Socks –solid red, white or black
Dress or athletic shoes

GYM UNIFORM

(Can be purchased at Coey's Closet or SchoolBelles)

Boys and Girls, Grades 4-8

- Red T-shirt with St. Ray's PE imprint
- Black sweatpants or shorts (April 1st – October 31st only) with St. Ray's imprint
- Solid color red, black or white socks
- Gym shoes

SWEATSHIRT/JACKET OPTIONS THAT CAN BE WORN IN CLASSROOM

Boys and Girls, All grades

- Red or Black Sport-Tek Full Zip Wick Jacket (can be purchased at Coey's Closet or Schoolbelles)
- Red or Black A+ ¼ Zip Pullover Sweatshirt (can be purchased at Coey's Closet or Schoolbelles)
- Red or Black St. Raymond Applique Sweatshirt (can only be purchased at Schoolbelles)
- Red or Black A+ Fleece Jacket (can only be purchased at Schoolbelles)
- Red or Black St. Raymond Rocket Hoodie Sweatshirt (on gym days only; can only be purchased at Coey's Closet)
- St. Raymond Spirit Wear Sweatshirt (on gym days only)

The following jewelry may be worn:

The following are **not allowed:**

- Spirit wear with regular uniform.
- Dri-fit polos.
- Designs or swirls cut into hair.
- No unnatural hair color.
- Bangs below the eye brow.
- Make-up (including eyeliner and mascara), glitter.
- Artificial nails.
- Earrings on boys, mismatched earrings.
- Boots, light up sneakers or "heelys".

- ✓ Simple post earrings only (nothing can hang below the ear)
- ✓ 7th and 8th grade privilege: huggies (or hoops smaller than pinkie finger may be worn)
- ✓ A simple, religious necklace
- ✓ A religious bracelet
- ✓ A simple watch

The following is expected with the uniform:

- Polo shirts with shorts, pants, and skirts must be tucked in.
- Socks must be easily seen. If a student chooses to wear high tops, socks must come above the high top.
- Hair must be off of the face.

Dress Down Days

Coming to school out of uniform is a privilege granted to the student. We ask students to come dressed appropriately. Final decisions concerning the dress code on dress down days come 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.
- ✓ Leggings may be worn with a regular length t-shirt/shirt.
- ✓ Clothing should be neat and clean—not torn or cut.
- ✓ Flip flops and shoes with heels higher than two inches may not be worn.
- ✓ If students are scheduled for gym on a dress down day, they must either wear gym shoes or bring a change of gym shoes.
- ✓ Printed tee shirts must not be derogatory, suggestive, or inflammatory.
- ✓ Skirts and dresses must come to the top of the knee.
- ✓ The only shorts that can be worn for dress down days are the school uniform or P.E. shorts. (Grades 6-8)
- ✓ 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.
- ✓ Clothing with “cut-out” areas is not permitted.

Dress Up Days

Boys should wear dress pants/dress shorts, dress shoes/sneakers, and shirts with collars. Girls can wear dresses (tank top dresses with the thick straps are approved for dress up days), skirts that come to the knee, or dress pants/shorts.

Shoes with heels higher than two inches may not be worn. Flip-flops and crocs are not allowed on dress up days. Dress up sneakers are allowed (no high tops).

Failure to adhere to the official dress code will result in uniform violation notice. Repeated violations will result in a loss of dressing down for the month.

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

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 is 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 our 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	Rector
School rules or procedures	Principal	Rector

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. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, St. Raymond School expects the behavior of each parent/guardian to adhere to the standards of conduct set forth below.

General Guidelines

- Teachers, administrators and parents/guardians want all children to learn in a safe, Christ-centered environment
- Teachers, administrators and parents/guardians value a home/school partnership and will work together for the benefit of all students
- All parents/guardians and visitors, as well as members of the school community, deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern before public criticism

Expected Behaviors of Parents

- (a) When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
- (b) If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian is also acceptable.
- (c) If a parent has questions or issues related to the classroom or a class, they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where their concerns can be discussed.
- (d) All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
- (e) Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the person or persons whom the parent has an issue with.
- (f) It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the appropriate personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.

Prohibited Behaviors

In order to live out our mission and provide a peaceful and safe school environment, St. Raymond School prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by email or text/voicemail/phone or other written or verbal communication
- Personal attacks on school employees, fellow parent/guardians, or students
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others
- Disruptive behavior that interferes or threatens with school operations
- Threats to do bodily harm to a school employee, visitor, fellow parent/guardian or student
- Threats to damage the property

- Damage or destruction of school property
- Excessive unscheduled campus visits, emails, phone messages or other written or oral communication

If a parent develops a pattern of approaching administrators, faculty, staff, or other community members in a manner contradictory to the guidelines above, 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. A parent or family may be given a warning or placed on probation. If, in the opinion of the principal and rector, 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.**

For the second trimester, a **student-led conference** will take place. During a student-led conference, students tell their story of success. Instead of the teacher sharing the progress of the child, students describe their successes and struggles. They do this by sharing with parents work samples from the 1st and 2nd trimester. The focus of a student-led conference is on LEARNING which means report cards are distributed either before or after the conference.

Here is a general layout of a student-led conference, although every teacher may make some slight variation to it:

1. Prior to the student-led conference (SLC), parents will be provided with a set of questions that would be appropriate to help guide the SLC.
2. Student will welcome their parents and if appropriate and applicable, they may read an introduction.
3. Students will present different work samples that show their strengths and areas of growth for the school year. Work samples will include not only include end products, but the process they went to get to the end product. For example, you won't only see a published writing piece, but you may see what your child did during the prewriting stage, the various drafts, and the revisions made. In math, you won't only see the final chapter test, but you may see parts of their notebook that shows the steps they took to learning and how those stepped helped them. Again, we want to look at the learning and all the growth that occurred because of what they were taught.
4. The conference usually ends with some goals that the student, teacher, and parent agree to focus on for the 3rd trimester.

Because the student is leading the conference, the teacher acts as a facilitator. They do a simple check in. This allows for multiple conferences to happen at one time. As many as four conferences can occur at once in the same room.

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.

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 has the right to 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 or September 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. 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.

FACTS TEXTS: FACTS 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 approval for text messages in FACTS.

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 occasionally. 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 2-8. 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. **Every family is asked to give a minimum of 20 hours of their time. Every family is required to give 2 hours to either OktoberFest or Spaghetti Dinner.** Failure to volunteer these two hours will result in a \$100 penalty fee. (Approved by School Board on 3/8/22)

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)

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 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 new family liaison. 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 meets three times a year. 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 fundraisers. The HSA meets three times a year. Please check the yearly red calendar for meeting days and times. 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 every other month on the second Tuesdays, September through May. If a parent(s) wish to attend a School Board meeting, they must contact the school board president one week 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 Packet Pick Up 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 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 1st of each month and payment is drawn on the 15th 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.

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.

All athletes in grades 4-8 must show proof of an annual sports physical. This is a state requirement. Students will not participate in practices or games if the physical requirement has not been met.

Academic Eligibility

In order for students to participate in St. Ray's sports and extra-curricular programs, certain academic, attendance, and conduct standards must be met. The following process will be used to determine eligibility:

Academics*

Student athletes in 5th through 8th grade are required to maintain a minimum of a 70% in each class during the athletic season.

Here are the steps to be followed for eligibility:

1. Step #1: Check during the first week of the month
Grades checked. If a student has an F in any subject or has more than 5 missing homework assignments, the student is placed on probation. The student may still practice/play/participate.
2. Step #2: Two weeks later
If a student continues to average below a 70%, the student is declared ineligible beginning the Wednesday following the latest grade check and remains ineligible for two weeks, even if the grade has been brought up before the end of the two weeks. The student may not participate in practices or games during those two weeks.
3. Step #3: Two weeks later
If an ineligible student has raised their grade(s) and has maintained their grades in all other major subjects, s/he is reinstated. If not, the student remains ineligible for an additional two weeks. The student may not participate in practices or games for two weeks.
4. Step #4: Two Weeks Later
At this point, if a student remains ineligible, s/he is dropped from that sport for the remainder of the season.

The fall dates for checking grades and behavior are: September 30 and October 28.

The winter dates for checking grades and behavior will be: January 13 and February 17.

The spring dates for checking grades and behavior will be: March 24 and April 21.

**Consideration will be given to those students with identified academic needs. School administration reserves the right to determine eligibility in all cases. School administrators will notify coaches/supervisors of student status.*

Attendance

Students must attend school 70% of the school day in order to participate in or practice for school related activities scheduled for that day or night. This means a student may not participate in a school related activity if they come later than 10 AM or leave earlier than 1 PM. 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.

A student who is absent from school or who leaves during the school day for illness may not participate in any extra-curricular activities, including practices, games, rehearsals, etc. A week long practice, rehearsal and/or game suspension will result for anyone who does not adhere to this policy.

Conduct

Students are expected to live up to the highest standards of personal conduct and sportsmanship, both in the classroom and on the field/stage. If a student fails to live up to these expectations and must attend two detentions, the student will be placed on probation. If a student earns an additional 3 marks on behavior management system, they will be suspended from practice and games. An additional 3 marks could result in the removal of the student from the extra-curricular activity.

School pride, loyalty, sportsmanship, and respect toward the opponent and the opponents' school should always be displayed. Unbecoming behaviors will result in a probationary status. Another example of inappropriate behavior will terminate the student's participation on the team.

Participation

At each level of every sport, players must recognize and appreciate that playing time may be affected by attendance at practice, behavior, effort and attitude. Please understand that participation on an athletic team demands a commitment that involves both dedication and sacrifice and that you also appreciate the commitment and sacrifices made by parents and coaches to permit a child to participate in sports. Practice is the most important part of the season and off season. Effective practice requires a student's attendance, concentration and dedication. Demonstrating a level of physical conditioning and fitness sufficient to participate competently at practice and in games is very important. Parents and students will accept and respect the decisions of our coaches and recognize that coaches are acting in the best interest of the team.

Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following:

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure in head"

Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not "feel right"
Can't recall events prior to hit or fall	Concentration or memory problems
Can't recall events after hit or fall	Confusion

REMOVAL AND RETURN TO PLAY

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols. A sample acknowledgement is found in the link below:
[http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)
- A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

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

Clubs and Extra-curriculars

Depending on interest, St. Ray's hosts a variety of extracurricular and enrichment programs for our students after school hours. 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 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.

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.

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. Cell phones may not be used until the student is in the presence of their parent or if they are a walker, at the corner of Douglas and Raynor.

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

1st time – Warning and parent informed;

2nd time – Confiscation and pick up by parent;

3rd time – Detention 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 detention and loss of privilege.

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 several times throughout the year with annual reviews from the local fire department and police department. Tornado drills are conducted once 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. 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.

8th 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, 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 8th 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.
- ☐ The student has earned 18 demerits during 8th grade year.
- ☐ 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 ensure 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 2nd 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 \$15 for hardcover will be assessed. If this fine is not paid by May 30th, all report cards and transfers of files are withheld until full payment is made.

LUNCHES

For the 2025-2026 school year, St. Raymond has partnered with Kiddos Catering. Kiddos Catering is a modern school lunch service focused on bringing fresh, scratch-made, and restaurant-partnered meals to students in schools across the U.S. Ordering is done on line and must be placed by midnight of Wednesday the week before. More information and links are sent home in NYCU.

If students bring lunch from home, it is recommended that lunch boxes and lunch bags be labeled with the child’s name. Carbonated beverages are not allowed in student lunches. Candy and junk food are discouraged. Students may not share food/drink items.

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 Thursday and 7:30 a.m. to 3:00 p.m. on 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 (turning left) 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 in the Valet Line exit to Douglas Street.
- **Students should only exit once your car is in the alley even if the valet line has stopped.**

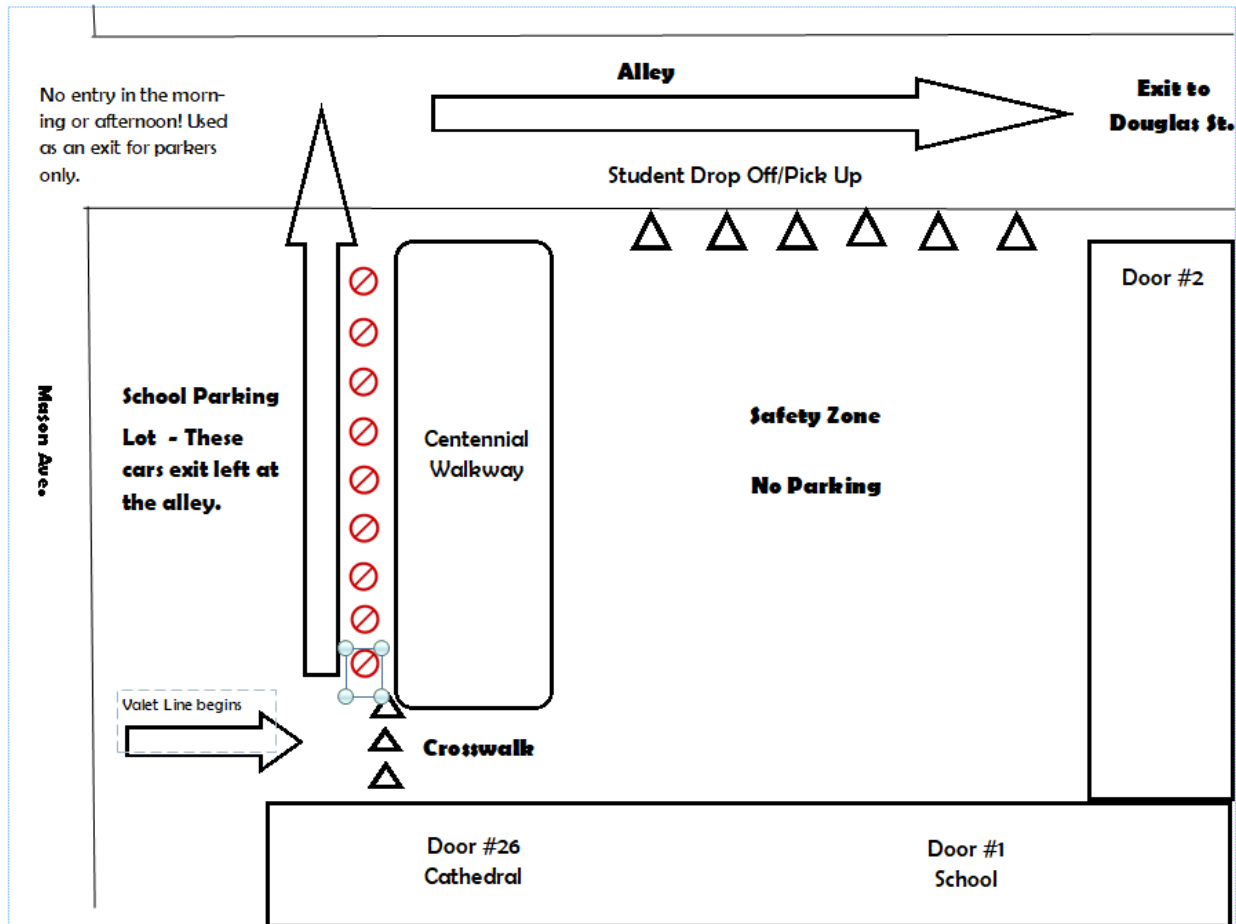
School Dismissal – Valet Line and Parking:


- 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 in the Valet Line 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.
- DO NOT cut diagonally through the parking lot to get to a parking spot or to enter the alley.
- Do NOT enter through the Cathedral parking lot.
- If you are the first car in the Valet line, please do not move into the alley and wait for your child to dismiss until 3:02.
- Cell phones or hand held electronic equipment while driving in the parking lot or on school ground is prohibited.
- Students may not use their cell phones until they have entered their car. For students who are walking, they may not use their phone until they have gotten to the corner of Raynor and Douglas.
- **The Centennial Walkway should not be used as a crosswalk. If families are picking up their child/ren from the safety zone, they must cross at the designated cross walk.**
- Pets are not allowed in the student safety zone.

- There should be no foot traffic in the alley.
- Please be considerate of residents with garages on the alley.



 Parents and students should NOT cross the Centennial Walkway to get to and from the parking lot and the safety zone.

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 can 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 Joliet Police Department 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 through door #1 and exit the building through door #10.

SCHOOL PICTURES

All students from PreSchool to grade 8 have their individual school photos taken in the fall. These pictures are used for student identification cards and the 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 go through the office and present a driver's license. 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.
- 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 pre-school 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 20 degrees or below;
- 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;
- There is visible lightening and/or rainfall
- 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 receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g., principals, teachers, aides, secretaries, custodians) 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. Additionally, all incidents of battery should be reported to the superintendent. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

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. According to Illinois School Code licenses/certificates may be suspended and/or

revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it. 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. The school notifies the parents or guardians of students in possession of drug violations. (9105 ILCS 5/10-27.1B)

FIREARM FREE ENVIRONMENT

No firearms are allowed on school property.

REPORTING FIREARMS ON SCHOOL PROPERTY TO AUTHORITIES

Upon receiving any report from any school personnel regarding a known or suspected incident involving a firearm in a school or on school-owned or leased property, the principal shall immediately notify the superintendent or their designee and shall report such firearm-related incident to the local law enforcement and to the Illinois State Police no later than 24 hours after the occurrence of the incident. . The school will immediately notify the parents or guardians of students in possession of firearms on property or within 48 hours of becoming aware of the incident if off-property. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

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.

PHOTOS AND VIDEOS OF STUDENTS

School employees may take pictures of students with personal cell phones or cameras provided photos are not posted on social media until obtaining approval from administration. Photos with school-owned devices are permissible for official reasons, and if the permission of the parent/guardian has been granted through a Photo/Video Release Form.

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 rector/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 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
Appendix I – Annual Asbestos Letter
Appendix J – 25-26 Discipline Plan
Appendix K – Emergency School Procedures

Cathedral of St. Raymond Parent/Student Handbook

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, August 29, 2025.

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 _____