

Welcome to all families of the St. Ladislaus Catholic School community!

This handbook has been designed for the parents, teachers, and students. All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. It should serve as a guide to the policies and procedures which help make St. Ladislaus Catholic School both a strong academic and faith filled community.

After carefully reading this handbook, please discuss it with your child/children, and should you have questions feel free to phone your Principal Mrs. Linda L. Brusky, at (773) 545-5600. Then sign the final page.

The partnership of home and school helps create a bond that provides an excellent education, with a deep spiritual development. Thank you for your prayers and confidence as we all, together, begin this new St. Ladislaus Catholic School year.

SCHOOL HOURS

6:30 A.M. – 7:50 A.M.....Before School Program/Breakfast
7:50 A.M. – 8:00 A.M.....Arrival
8:00 A.M.....Entrance Bell
8:10 A.M.....Tardy bell/Class begins
11:15 A.M. – 11:55 P.M.....Lunch and Recess
2:45 P.M.....Dismissal Bell
2:45 P.M. – 6:00 P.M. (SHARP!).....After School Program*
On half days dismissal is at 11:30 A.M.

*Before/After School Programs: A pre-paid card must be purchased for the before and after school programs. The cost is \$2.00 per hour per child.

ADMINISTRATIVE TEAM

Mrs. Linda L. Brusky – Principal
Mrs. Patricia McAleer - Assistant Principal
Mrs. Darlene Connelly – Administrative Assistant

* In absence of the principal, the Assistant Principal assumes the responsibilities.

Table Of Contents

Absence and Attendance.....	9
Academic Rationale.....	5
Accident Insurance.....	7
Administrative Team.....	1
Admissions.....	7
Admission Policy.....	7
Aids.....	11
Annual Notification Guidelines.....	8
Arrival and Dismissal Procedures.....	9
Athletics.....	10
Behavioral Expectations.....	16
Bicycle, Skateboards, Roller Blades.....	10
Certification.....	9
Chain Of Command.....	22
Change of Address/Phone.....	10
Communicable Disease and Extended Illnesses.....	10
Communication.....	6
Conferences.....	6
Curriculum.....	5
Disclaimer.....	21
Discipline.....	18
Electronic Devices.....	11
Emergency Cards.....	11
Emergency Closing.....	11
Emergency Procedures.....	11
Extra & Co—Curricular.....	12
Field Trips.....	12
Food Service Program.....	12
Gang Policy.....	7
Graduation Requirements.....	7
Homework.....	5
Immunization And Physical Examination.....	12
Inspection Policy.....	18
Library Rules.....	13
Lost and Found.....	13
Medication.....	13
Mission/Philosophy Statement.....	4
Money In School.....	13
Notes.....	27
Reporting Child Abuse.....	13
Reporting of School Progress.....	6
Promotion and Retention.....	7
Release of Student.....	13
Re-Registration of Student.....	14
Responsibility Contract.....	21

School Climate.....	16
School Hours.....	1
School Visitation Rights.....	16
Sexual Harassment Policy.....	14
Sickness or Injury.....	14
Student Assessment.....	6
Substance Abuse Policy.....	18
Tardiness.....	14
Technology.....	14
Telephone Usage By A Student.....	15
Textbook Care.....	15
Transfers.....	15
Tuition And Fees.....	15
Uniform Regulations.....	19
Visitors & Volunteers.....	15

MISSION STATEMENT

The Mission of St. Ladislaus Catholic School is to provide a Christ – centered environment for the development of the student spiritually, morally, academically, physically, and socially. Sponsored by St. Ladislaus Catholic Church, its main purpose is to develop the unique potential of its diverse student body through a quality educational program, rooted in Gospel values. The administration and the faculty promote academic excellence, encourage creativity, develop critical thinking, and foster respect for self, our diverse community, and the Church. This mission, building on the values of love, mercy, and justice will be achieved, with the help of God, through the integrated efforts of the administration, teachers, parents, and students.

PHILOSOPHY

We are committed to a Christ centered environment.

We achieve this by:

- prayer and liturgy
- sacramental programs
- values strengthened throughout the curriculum
- modeling of Christian lifestyles

We are committed to the emotional, physical, moral, and social development of the individual students.

We achieve this by:

- recognition of unique learning styles
- recognition of diverse school population
- child-centered environment
- developmentally appropriate educational programs
- integrated curriculum
- cooperative learning

We are committed to quality educational programs.

We achieve this by:

- regularly assessing and updating the core curriculum
- opportunities for professional development
- integration of technology into the curriculum
- assessment and recognition of student achievement and growth
- assisting parents in their role as the primary educators of their children

We are committed to preparing students for Christian responsibilities

We achieve this by:

- opportunities for service
- awareness of environmental issues
- concern for local, national, and global needs

Part 1: ACADEMIC POLICIES

CERTIFICATION

St. Ladislaus Catholic School is fully recognized and certified by the Illinois State Board of Education and the Archdiocese of Chicago, Office of Catholic Schools.

CURRICULUM

The curriculum focuses on religious formation, language arts, mathematics, science, social studies, fine arts, physical education and computer education. Our school curriculum is standards based, developed by the Office of Catholic schools. Curriculum development is an ongoing process. Yearly assessment dictates modifications where needed. Our goal is to prepare our students to be practitioners of their Faith in an ever-challenging society, and to prepare them for future academic endeavors.

HOMEWORK

RATIONALE

Homework is important. It reinforces and further develops those concepts and ideas presented during class. It provides all children with the opportunity to strengthen their independent study skills and allows parents to observe and evaluate the progress of their children on a nightly basis. Homework appears in many forms.

POLICIES

Parents should ordinarily expect that their children have some homework. Guidelines regarding the amount of homework and the types of assignments are reviewed annually.

In the event that an emergency prevents a child from completing a written assignment, a parent may request that the assignment be postponed, but not omitted. The teacher should be contacted.

Contact will be made with the parents of students who fail to do homework by phone or written notice. All students are expected to be responsible for assigned work.

If a child is absent one day –parents are asked **NOT** to request homework. For two or more days of absence – homework requests may be phoned in for pick-up in the office.

HOMEWORK GUIDELINES

Length of time:

Kindergarten: to be determined as needed by the teacher.

Grades 1 and 2: 30 – 45 minutes

Grades 3, 4 & 5: 45 – 60 minutes

Grades 6, 7 & 8: 60 – 90 minutes

COMMUNICATIONS

Education is a cooperative process between the home and the school. As a result, it is necessary that there be frequent communication. Several sources of information available to parents include: Student/Parent Handbook, school bulletin, announcements on the school website, in the parish bulletin, individual fliers for specific events, Parent/Teacher conferences, academic progress reports, quarterly report cards, sacramental meetings and school-sponsored activities information.

Students will bring home the **THURSDAY FOLDERS** with important information and a newsletter. The monthly calendar of school and the monthly tuition envelope are also included.

For public relation purposes, pictures/videos of the students in various school activities may be submitted to the media for publication. Parents not wishing to have their child in the media must annually inform the school within the first month of attendance.

Tests and/or papers may be sent home to be signed and reviewed by the parents, and then returned to school. Parents are urged to contact the teacher if there are concerns about their child's work.

CONFERENCES WITH TEACHERS

Parent-Teacher conferences are scheduled in November and March for the purpose of discussing your child's progress in school or for other matters of mutual concern.

No parent will be allowed to see a teacher during class times. Parents are required to meet with their child's teacher(s) at the two scheduled Parent-Teacher conferences. In addition, parents or teachers may also request conferences at other mutually agreed upon times. For additional parent/teacher conferences, contact your child's teacher. The principal will be present if the teacher considers the matter serious.

REPORTING OF SCHOOL PROGRESS

Mid-Quarter Progress Reports are issued in grades 1 – 8 four times a year. Parents are asked to sign the Progress report and return it to the classroom teacher within two school days.

STUDENT ASSESSMENT

Assessment takes a variety of forms which may include:

- Tests/Quizzes
- Daily Work\
- Homework
- Class Participation
- Standardized Testing (Terra Nova)
 - Observation

STUDENT RECOGNITION:
Principal's List
Student of the Quarter (Grades PreK – 8)

- Christian Attitude
- School Spirit
 - Effort
- Most Improved

Academic Excellence (Grades 1 – 3)
Honor Roll (Grades 4-8)

PROMOTION AND RETENTION

Students are expected to satisfactorily complete all the work from one grade before being promoted to the next. Summer school or private tutoring may be recommended for students needing additional help in a particular area of study

GRADUATION REQUIREMENTS

Graduation requirements for 8th grade are the following;

- Satisfactory completion of the required course of studies
- Passing grades on the U.S. and Illinois Constitution tests
- Fulfillment of all financial responsibilities

Part II: GENERAL SCHOOL POLICIES

ACCIDENT INSURANCE

Accident insurance is made available through the Markel Insurance Company. Envelopes explaining the two available plans are distributed to all families during September. We recommend that parents read this information and make a choice. Even if you do NOT wish to take advantage of this school insurance, please sign the envelope and return to the school office.

ADMISSION POLICY

St. Ladislaus Catholic School does not discriminate and admits students of any race, color, sex, national and ethnic origin, and religious denomination to all the rights, privileges, programs and activities generally accorded or made available to students in this school. Even though we try our best to accommodate students, there may be times when we are unable to meet a child's needs. We would be unable to accept/keep a child who fits into this category.

- A student entering Pre-Kindergarten must be three years of age and toilet trained on or

- before September 1st.
- A student entering Kindergarten must be five years of age on or before September 1st.
 - A student entering first grade must be six years of age on or before September 1st.

In order to provide a standard for determining eligibility for acceptance at Ladislaus Catholic School, the following order is adopted:

- A. Children of parishioners
 1. Children from families with children already enrolled
 2. Children now reaching school age
- B. Transfer students from other Catholic schools
 3. From schools that are merging or consolidating
 4. From schools not offering full programs PreK-8
- C. Transfer students of non-parishioners and/or public schools

The school may make discretionary exceptions to these priorities in favor of fostering cases of social justice and personal spiritual development.

Students applying from a Junior High public school may be accepted based on an interview with the principal.

It is expected that each family become actively involved in St. Ladislaus Catholic School and Church, in order to reinforce the values and attitudes for living a truly Christian life. Each school family is expected to act in accordance with these values and attitudes. Annually each school family sign a contract and agrees to cooperate with the school's recommendations.

APPLICATION

Applications for St. Ladislaus Catholic School are accepted year round and require the following before acceptance:

1. Registration with the parish, if applicable
2. Completion of the registration form and registration fee paid
3. A student's baptismal certificate, birth certificate and social security number must be presented when a student first applies.
4. Request for transfer of records from previous school
5. Current medical, eye, and dental forms completed by a doctor
6. Annual school contract must be signed
7. Acceptance signature of Student/Parent Handbook

Applications for students in all grade levels will be confirmed by the principal

ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools has adopted Guidelines for School Records according to the Family Educational Rights & Privacy Act (FERPA). These Guidelines describe your rights to your child's records maintained by the Archdiocese of Chicago Catholic Schools.

These rights include:

1. Right to inspect: Parents have the right to look at all their child's records maintained in your child's permanent records. St. Ladislaus procedures include making an appointment to see the records.
2. Right to prevent disclosure: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information has not been requested to be kept confidential, or (3) the request for the information meets one of the limited circumstances described in the Guidelines.
3. Right to request correction: You have the right to present evidence that the school shall amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the records, you may insert an explanation into the record.

St. Ladislaus abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

ARRIVAL AND DISMISSAL PROCEDURES

- Students are asked to arrive on the school premises at 7:50 A.M.
- The "Before" School Program begins at 6:30 A.M.
- Students are to line up by 7:50 A.M. on the parting lot in front of their designed entrances for respective grades.
- Parents are reminded NOT to double park on Roscoe or Henderson. The "drop off" is in the parking lot via Roscoe St. It is a one-way procedure and cars should enter from Roscoe and exit on Lockwood. Cars may NOT enter on Henderson. Students walking to school are asked to enter the school grounds using the convent and rectory sidewalks. Neither students nor cars are to enter on Lockwood.
- Dismissal is at 2:45 P.M. Students not picked up will be brought to the After School Program.

ABSENCE/ATTENDANCE

State law requires that a student attend school between the ages of 5 and 17. **To insure your child's safety, it is required to call the school (773) 545-5600 before 9 A.M. to report a student's absence.** An absence note is required upon the student's return to school. After 2-3 days of unreported absence, the student is considered truant and the school will contact the home and authorities.

A physician's note is required if a student misses three consecutive days of school. After an absence due to a communicable disease, a note of re-admission from a physician is also required.

Vacations during school time are discouraged. It is the responsibility of the parents when making this decision, not the school. In particular, parents should know the academic status of their child/children when considering a lengthy absence from school. Parent's will be required to complete a Vacation Release form in the office. It is the student's responsibility to acquire and complete the missed assignments in a reasonable amount of time. The teacher is not responsible for providing assignments in advance. It is the parents' responsibility to make the vacation an educational experience.

ATHLETICS

A successful athletic program depends on the leadership and involvement of dedicated family involvement of dedicated families. Student athletes are expected to fulfill all academic and behavioral requirements.

Programs may include but are not limited to:

- Girls Basketball
- Boys Basketball
- Girls Volleyball

BICYCLES, SKATEBOARDS, ROLLER BLADES

Students who ride their bicycles to school are required to park and lock them in the designated area. Students are never allowed to ride bicycles on school grounds before, during or after school. Bicycle riders are subject to the State Vehicle Code and must conform accordingly. Violations result in loss of privilege. Use of the bicycle rack is the sole responsibility of the student. Lost or stolen bikes are not the responsibility of the school.

Skateboards, roller blades, heelies and scooters are not permitted on the school/parish grounds or in the school building **at any time**. Skateboards/Roller Blades, heelies and scooters will be confiscated and a parent/guardian must reclaim them.

CHANGE OF ADDRESS/PHONE

Kindly notify the office secretary and classroom teacher regarding any change of phone or address information.

COMMUNICABLE DISEASE AND EXTENDED ILLNESSES

Any child absent from school with a communicable disease, such as measles, mumps, chicken pox, pink eye, etc. or absent due to illness for five days or longer **MUST** present a note from a physician to return to school.

AIDS

Current law protects the rights of privacy of parent/child regarding the AIDS virus. However, the parent/guardian should report to the school administration when their child has been diagnosed as having AIDS, ARC, or any other illness caused by HIV. St. Ladislaus Catholic School follows Archdiocesan Policy responding to this disease.

ELECTRONIC DEVICES

- Pagers, recording devices or laser pointers are not permitted in the school at any time. These will be confiscated if they are brought to school.
- **Personal electronics (portable CD players, IPOD, hand held games) are not allowed without teacher approval.**
- **Cell phones, with parental permissions, may be brought to school, turned off, and given to the homeroom teacher at the beginning of the school day. If a student fails to turn a phone in, the phone will be confiscated and parents will be required to reclaim the phone in the office the next day.**

EMERGENCY CARDS & CRISIS CARDS

Emergency cards and Crisis cards will be distributed to the students and **MUST** be returned the first week of school. Please be sure that your child's emergency card and crisis card are always up to date, especially if parents are working. Notify the school office immediately if there is a change in home or work phone numbers. It is also necessary to indicate several neighbors or relatives who can be called to pick up an ill student if parents cannot be reached. Kindly inform these persons that they may be called.

EMERGENCY PROCEDURES

SCHOOL CLOSURE

Announcements will be made through AM radio station: WBBM 780 and WGN 720, and the following television stations: CBS (2), NBC (5), ABC (7), WGN (9) and FOX (32). Announcement will be made through our website: www.saintladislaus.org. Information on school closing can be obtained by calling 1-900-497-SNOW. (It costs 95c per minute.) Parental permission is required. A touch-tone phone is needed.

SCHOOL EMERGENCY

In preparation for dealing with emergencies, St. Ladislaus has:

- Fire drills
- Tornado drills
- A School crisis management plan from the Archdiocese of Chicago, Office of Catholic Schools, for all types of emergencies has been designed and is reviewed annually.

- An emergency plan, along with personnel and floor plans is on file with the 16th police district.

EXTRA & CO-CURRICULAR

In fulfilling our mission statement we may offer programs based on student interest.

- Student Council
- Band
- Choir
- Theater Arts
- Violin
- Journalism
- Ballroom Dancing
- Library
- Title I
- G.R.E.A.T
- D.A.R.E
- Athletics

FIELD TRIPS

Approved field trips will be of an educational nature only and will be planned regularly during the school year. Fees are kept within reason so that students are not excluded because of cost. All chaperones are chosen as needed per grade level by the classroom teacher. Chaperones must have had a criminal background check and gone through the Virtus training. Written parental permission is necessary before a child is permitted to attend. A permission slip will be sent home informing the parents of details for the trip. A call from a parent is not accepted in place of a signed permission form. If the child is not attending the field trip, the student must be in school or she/he is considered absent.

FOOD SERVICE PROGRAM (FSP)

St. Ladislaus uses the Archdiocesan Food Service Program. Hot lunch, including milk and/or juice is offered and served daily. Breakfast will be offered each morning. Menu and cost information will be sent home at least one week prior to the due date. Orders must be returned to school with payment on the designated day. Late orders are not accepted. The school secretary does not handle orders. The FSP employee is responsible for the program. She is available from 10:30 A.M. to 12:00 P.M. daily.

IMMUNIZATION AND PHYSICAL EXAMINATIONS

Every child must present proof of immunizations in compliance with Illinois School Code Regulations. Pupils **WILL BE EXCLUDED** from school for non-compliance with this law by October 15th of the current school year. In accordance with state laws, dental, eye, and physical examinations are required for students entering, Pre-Kindergarten/Kindergarten, and 6th grades

and all transfer students in any grade.

LIBRARY RULES

Students are to be responsible for returning library books on time. A fine is charged for each school day after the due date. No book may be checked out if the student has received an overdue notice. Lost books must be paid for in full. An appropriate fine will be charged for books that are torn or damaged while in the student's care.

LOST AND FOUND

Student names should be put on all clothing and materials. The school is not responsible for lost objects. A "Lost and Found" box is in the school office.

MEDICATION

State law forbids school personnel to administer any type of medication to students. If medication is necessary to maintain the student in school, parents are asked to consult their physician in order to determine if the administration can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent or a responsible adult appointed by the parent, come to the school to administer the medication. In the event that this cannot be done, the parent must adhere to the following regulations sent home at the beginning of the school year from the archdiocesan Office of Catholic Schools. Please note the **Medical Procedure Forms** are due back the first week of school.

MONEY IN SCHOOL

Students are not expected to bring cash to school unless there is a specific reason for it, such as bus money. All money for field trips, lunch orders, pictures, etc. must be placed in a sealed envelope with the exact amount enclosed. The student's name, room, amount, and purpose of the money MUST be written on the envelope.

Parents may not collect money from students for any reason, including gifts for teachers, without the prior approval of the principal.

REPORTING CHILD ABUSE

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

RELEASE OF STUDENT FROM SCHOOL

A child shall never be released early without the explicit knowledge of the parent/guardian and principal. Students are expected to remain in school until the final bell. All appointments

should be made after school hours, unless there is no other possibility. **A note requesting early dismissal must be sent to the teacher and the school office.** The parent/guardian must come to the school office to sign out their child for early dismissal.

A child shall not be released to anyone other than the parent/guardian without the written permission of the parent/guardian.

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

RE-REGISTRATION OF STUDENTS

Registration for the following school year begins in February. A non-refundable registration fee must be paid when the registration is submitted. The school reserves the right to refuse to admit/readmit any student/family at any time.

SEXUAL HARASSMENT POLICY

Sexual harassment by a parent, a teacher, a school staff member or student is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against a parent, a teacher, a school staff member or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any parent, teacher, school staff member or student who knowingly makes false charges against a parent, teacher, school staff member or student in any attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SICKNESS OR INJURY

If a child becomes ill or has an accident in school, a parent or person authorized by the parent, will be notified. The family emergency card is kept on file in the school office listing names or persons to be notified in the event the parents are not available. Only a parent or authorized person may pick up the student in the school office and sign for the child's release. In case of an emergency please keep emergency card information up to date.

TARDINESS

A student is tardy after 8:10 A.M. **The student must report to school office for tardy slip before admittance to the class.** Since tardiness interferes with the pupil's progress and is a disturbance to the teacher and other pupils, it should be carefully checked by parents. .

TECHNOLOGY

Guidelines for acceptable use of the computer are sent home annually to be read and signed by the students and parents.

TELEPHONE USAGE BY A STUDENT

Students who need to make emergency telephone calls from school are required to get permission from their teacher. **Students are not permitted to make non-school related personal phone calls or receive phone calls.** All student phone calls will be monitored.

TEXTBOOK CARE

All textbooks/workbooks must be covered at all times. Students should come prepared with items on their “supply list”. Deliberate writing in textbooks and/or loss of books is the student’s responsibility. The student will pay for a new book or an appropriate partial fee will be determined.

TRANSFERS

When a student transfers to another school during the school year, at least one week notice is required in order to complete the transfer forms and to forward records to the new school. In order that records be processed without delay, all outstanding financial obligations to the school must be met before the transfer forms or report cards are released.

TUITION AND FEES

Each family will sign a yearly tuition agreement stipulating the amount of tuition, fund raiser responsibility and suggested parish contribution per family. Non-parishioners will automatically fall into a higher tuition scale since they do not support the parish. Tuition may be paid in full (with a reduction of \$100 if paid before the fifth day in August) or it may be paid in ten installments.

Students of families not meeting their financial responsibility within the sixth day of the following month may be refused admittance on the sixth school day of that month.

Re-admittance will be made effective when financial obligations are current or if financial arrangements have been made with Principal. Report cards, diplomas or transcripts will not be issued until all financial obligations are met.

Tuition rates for the following year are published in the Spring of the year and are communicated by formal notice in the Thursday Folder.

Tuition payments are due in the school office by the fifth working day of each month (August through May). Payments should be made in the office or checks can be mailed to: St. Ladislaus Catholic School Office, 3330 N. Lockwood, Chicago, IL 60641.

Book and Material Fees, Fundraising Fees, and other miscellaneous fees will also appear along with the tuition.

VISITORS AND VOLUNTEERS

Every Visitor or Volunteer **MUST** check in at the school office and obtain a visitor pass. No

one is to go to the classrooms during school hours unless authorized by the office. **All volunteers must have a background check and Virtus training** before they will be able to do any volunteer work or go on field trips.

VISITATION RIGHTS

SCHOOL VISITATION RIGHTS ACTS – JULY, 1993

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. Parents may not go to the classroom to visit their children without approval from the principal. In the case of an emergency, the parent must report to the school office and the child will then be brought to the office. If there is a need to observe the child's classroom behavior, arrangements must be made with the teacher. Parents must always report to the office before entering a classroom.

Part III: SCHOOL CLIMATE & DISCIPLINE MATTERS

BEHAVIORAL EXPECTATIONS

As a school community rooted in Gospel values, we strive to create a Christian environment where we can all grow, learn, pray and live our Faith together. The way our children mature is through the cooperative efforts of the parents/guardians as prime educators and role models, and the school staff who strive to enhance the students' development. We all have responsibilities in helping our children live our Faith. Part of our responsibility is to help our children to develop self-discipline, a healthy respect for themselves and others, and the realization that we are all accountable for our actions and the consequences of those actions.

The discipline at St. Ladislaus Catholic School attempts to develop the students' character and respect for herself/himself and for the rights and property of others. The student must know that compliance with the rules brings self-satisfaction. The student must know the rules of the school aim at safeguarding her/his personal liberties and safety. The student is taught that with every right there is a corresponding responsibility. Therefore, each student is held accountable for her/his own actions. Each parent and student must comply with all the policies contained in this handbook for continued attendance.

The following behavioral expectations are the responsibility of each student:

- Each student must comply with all school policies when going to or from school.
- No student is to be in the building before the entrance bell or after the dismissal bell without permission or in classrooms outside class time without teacher approval.
- Every student is expected to be in her/his class before the tardy bell.
- A respectful quiet is to be kept in the halls between classes and when passing to other area.
- Every student is expected to be prepared for class.
- Unauthorized eating of candy or gum is not allowed on school premises.
- Respect for school property and the property of others is expected of every student.

Restitution must be made for property destroyed or stolen.

Major school code violations include but are not limited to:

- Possession, use or sale of alcohol, drugs, tobacco, or paraphernalia related to these substances on/off school grounds or to/from school
- Possession of a dangerous weapon
- Possession of pornography
- Any gang identification clothing, markings or behavior
- Truancy from class
- Disrespect to clergy, school staff, volunteers, parents and neighbors
- Leaving the building/grounds without permission
- Cheating
- Theft of or disregard for school property or the property of other students, staff or neighbors
- Fighting/aggressive behavior towards students or school staff
- Injury to another student or school staff
- Retaliation to another student's inappropriate behavior
- Use of vulgar, abusive or disrespectful language
- Throwing objects en route to/from school, on school property or in class
- Failure to follow school regulation
- Misbehavior at assemblies, fire or tornado drills
- Falsely activating emergency alarms
- Defacing of school buildings, property, books, furniture, classrooms, washrooms or neighbors' property
- Defiance of classroom rules as given by the teacher

Disciplinary measures will be taken for a serious discipline problem, for a continuing pattern of infractions, and other serious matters

The school reserves the right to discipline students for behavior outside of school that negatively impacts the school community and/or its reputation.

GANG POLICY

The presence of gangs, gang activity, and gang related materials foster anti-social behavioral attitudes, and disrupt the educational process. We feel committed to take a proactive approach as a means of prevention.

No student shall wear, possess, use, distribute, or sell any clothing, jewelry, emblems, symbols, signs, or other things which may be viewed as evidence of membership or affiliation in any gang. No student shall use any form of communication – either verbal, gesture, or written showing membership in or affiliation with a gang. Unsupervised children are not allowed on school grounds at anytime.

Such violations may result in probation, suspension, and/or expulsion. Chicago Police will be involved at the discretion of the principal.

SUBSTANCE ABUSE POLICY

St. Ladislaus Catholic School believes that it is the responsibility of the faculty and the principal to provide an environment free of the effects of drugs which may be detrimental to productivity, safety, and health. The abuse of drugs or alcohol is an unsafe and counterproductive practice which will not be tolerated at St. Ladislaus Catholic School. The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

INSPECTION POLICY

The school reserves the right to inspect all school property. The school also reserves the right to search for and seize drugs, weapons, and other contraband when there is a reasonable belief that such contraband is in the personal possession of a student. Students possessing or using such contraband may be subject to discipline, suspension or expulsion. The school will assist local authorities by reporting such possessions and will cooperate fully with the authorities in prosecuting offenders. Assigned lockers are provided for the daily convenience of the students to leave clothing, books, bookbags and school materials only during the school day. Periodic inspection of lockers is conducted for health and safety purposes and for compliance with school codes.

DISCIPLINE

Disciplinary measures may include but are not limited to:

- Loss of privilege
- Verbal warning
- Time out
- Detention
- Parent contact
- conferencing

Suspension-isolation of a student from some or all school activities. Student may be required to report to school during normal school hours, but be separated from her/his classes, and be expected to continue school work on an independent/private basis. In some instances, the student may be barred from school entirely. This is referred to as at Home or out of school.

Expulsion-immediate termination of the student's privilege to attend the school. A transfer of the student to another school is issued.

Disciplinary measures will be based on the severity of the offense or a continuing pattern of infractions as determined by principal.

From time to time it may be necessary for a student to be kept after school for disciplinary

reasons.

UNIFORM REGULATIONS

The formal dress code contributes to the seriousness of purpose and to a positive learning environment. The school expects the full support of parents and guardians in implementing all aspects of the dress code.

Students are to be in complete uniform when in school. There is to be no changing into/out of uniforms at school during the school day hours. Hats/caps are never worn in the building. Baseball style caps are not allowed on any part of the school grounds except with expressed permission of the school for special events. Only plain white T-shirts may be worn under the uniform shirt. The length of the skirt/jumper is to be worn slightly at or above the knee. The style and length of a student's hair should not be a distraction to others, or a hindrance to school matters. Fad styles are not acceptable.

Being properly dressed for physical education class is a requirement. Gym uniforms consist of gym shoes and gym uniforms as specified by the school. On days when grade level classes are scheduled – students will remain in P.E. attire for the entire school day

Cleanliness is part of the student's health education which begins in the home. School uniforms should be neat, clean and in good repair and checked by a parent. Personal hygiene and appearance reflects home training. If necessary, parents may be notified.

Students are expected to be neat and well-groomed during all school sessions. All school and P.E. uniforms items are available at:

School Belles
7421 N. Lee
Des Plaines, IL 60714
847-247-8879

Girls' Uniform Code

Grades Kindergarten – 4 - Red plaid jumper and/or navy School Belles style pants (November - March)

White long or short sleeve knit polo shirt (tops are to be tucked into slacks)

Grades 5 – 8 Red plaid skirt – at the knee or below and/or navy School Belle pants (November – March)

White long or short sleeve knit ribbed polo shirt

Grades Kindergarten – 8

- Black dress shoes with a low heel. **No sandals, gym, platforms or backless shoes**
- Sweater – Navy or red, pullover or cardigan
- Solid navy red, or white tights
- Monogrammed sweatshirt
- Socks: solid navy, white or red crew socks

- Nail polish, make-up, necklaces, chains, dangling earrings, and extreme or tinted/colored hairstyles are not permitted.
- Hair accessories: coordinate with the uniform: red, white, blue
- Acceptable jewelry: non-dangling earrings, watch, religious medals or cross
- Tinted/colored hair is not allowed
- Wigs and hair pieces of any kind are not permitted

Boys' Uniform Code

Grades: Kindergarten - 8

- Navy dress pants with a belt (no cargo pants) worn at the waist
- White long or short sleeve button polo shirt (shirts are to be tucked into slacks)
- Crew socks, white, navy or black
- Black dress shoes (no laces preferred) with low heel. No athletic or gym shoes
- Sweater – navy pullover or cardigan
- Monogrammed sweatshirt
- Acceptable jewelry: watch, religious medals or cross, no earrings

Hair must be neatly combed, worn only to the ear lobe and not touch the collar. Pony/rat tails, chisel or shave cuts or facial hair are not allowed. Earrings/studs are not allowed. Hair cannot be colored

PreKindergarten no sandals, platforms or backless shoes

Gym Uniform: Grades Kindergarten thru 8th Grade and PreKindergarten everyday uniform

- Navy shorts or sweatpants with school logo
- Gray t-shirt with school logo
- Navy sweatshirt with school logo
- Gym shoes - clean
- White crew socks
- Gym clothes is the everyday uniform for PreKindergarten

Exceptions: November through March gym uniform pants can be worn under the school skirt (to and from school only)

If the weather is inclement, boots may be worn but a pair of shoes must be brought and worn in school.

Specials: Dress-Up Days: Clothing suitable and appropriate for school or church

Dress-Down Days: Relaxed attire; clean, neat, modest

Spirit wear is always encouraged

(eg. Jeans, gym shoes, T-shirt)

Details to follow throughout the year.

The Principal determines whether or not a student is negligent in this respect or in any other item of the regulations.

DISCLAIMER

The school reserves the right to change policies and procedures announced in this handbook **and to admit or refuse to admit or readmit any student/family at any time, should it be deemed necessary in the interest of the student/family or of the school to do so.** It is the responsibility of each student/family to know and follow the policies of your school. Statements in this handbook are subject to change with or without notice. However, policy changes are communicated as soon as possible via the weekly newsletter.

RESPONSIBILITY CONTRACT

As a student of St. Ladislaus Catholic School and in keeping with the guidelines and Christian Philosophy of our school, I will assume responsibility for:

- Treating my classmates and other students in a Christian manner.
- Showing respect for all of those in authority.
- Accepting the consequences of any actions.
- Creating and maintaining a peaceful and pleasant atmosphere in our school.
- Attending school in proper uniform as stated in the dress code.
- Following our school's code of conduct and other school regulations.
- Trying my best to work up to my potential in all of my school work.
- Completing all my work as neatly as possible and turning it in on time.
- Having my own supplies, gym clothes and books each day.

As a parent/guardian, I will be responsible for the continuation of my child's Faith Development by enhancing Christian values in the home and by attending Sunday Mass with my child. I will also work with and encourage my child to meet her/his school responsibilities, and will cooperate with and support both the administration and teachers in helping my child to work up to their potential. I will follow the guidelines and procedures as stated within this text.

As a faculty member, I will be responsible for the continuation of my students' Faith Development by enhancing Christian values in our school. I will also be responsible for encouraging my students to meet their responsibility by:

- Conducting my class in a professional manner.
- Treating my students in a caring, Christian way.
- Creating an atmosphere in the school of mutual respect and trust.
- Communicating with parents/guardians to develop strategies which will help my

- students achieve and to work to their potential.
- Working with parents/guardians to enhance Christian values which have been instilled in the home.

CHAIN OF COMMAND

Because teacher and parents work in partnership should a concern /question arise, contact your child’s teachers first.

If no resolution, the principal, and finally, the pastor can be approached.

Parent’s Signature_____

Child’s Signature:_____

Teacher’s Signature:_____

Grade_____ Date_____

NOTES