



SAINT ALPHONSUS LIGUORI

Parent & Student Handbook 2023 - 2024

Principal – Dr. Peter Trumblay

411 N. Wheeling Road
Prospect Heights, IL 60070
(847) 225 - 5538

www.saintalphonsusschool.com

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INTRODUCTION

Each family is responsible for the information and material contained in this Parent Handbook, which is made available to all families who have registered their children at Saint Alphonsus Liguori. This handbook provides you with information about the school. It should answer most of your questions about policies and procedures and save numerous phone calls. PLEASE KEEP IT HANDY FOR READY REFERENCE THROUGHOUT THE YEAR.

The guidelines and policies outlined in this handbook are based on Gospel values, Archdiocesan policies, State law, parent and teacher input, and administrative experience. Your full cooperation in helping us carry them out will make our service to your children much easier. We welcome your ideas, suggestions, and comments. Statements in this handbook are subject to change with or without notice. We will attempt to keep you informed of all changes as soon as possible.

Our Parish Mission Statement

Loved and called by God, we, St. Alphonsus Liguori Parish, come together as an involved, welcoming, and caring Catholic community. Following Jesus and guided by the Holy Spirit, we commit ourselves to prayer, service, and living our faith. Enriched by Word and Sacrament, we minister to the spiritual, educational, and human needs of our families, parishioners, and neighbors.

Our School Mission Statement

The mission of St. Alphonsus Liguori Catholic school is to offer parish children a Christ-centered, challenging academic and religious program. Our commitment to this mission will foster self-esteem, prepare students for their place in the community, and provide them with the necessary skills to make a positive impact on the moral climate of society.

Our School Philosophy

The purpose of St. Alphonsus Liguori school is to provide a comprehensive education that offers a core body of knowledge that will enable students to solve problems and become life-long learners. This education will instill a lifelong commitment toward service both in and outside of the Catholic community. In an atmosphere of love and care, each student will reach his or her maximum potential - spiritually, academically, emotionally, and physically.

It is our belief that each child is a unique creation of God. Recognizing that each child learns differently, we are committed to meeting the needs of all learners. We strive to incorporate kinesthetic, auditory, and visual elements into student-centered and active learning experiences that accommodate students with various learning styles.

St. Alphonsus Liguori students are encouraged to develop self-discipline, social skills, and cooperative behaviors that enable them to collaborate with their peers. Students will develop global awareness and a desire to reach out to others in service.

Teachers of St. Alphonsus Liguori provide curriculum and instruction appropriate to the developmental stages and learning readiness of their students. Instruction is provided through learning experiences and strategies that motivate, challenge, and engage the student.

We recognize that parents are the primary educators of their children. We believe that the optimal educational experience is achieved when parents and teachers work in partnership to provide high-quality, value-based Catholic education.

As a Catholic school community, St. Alphonsus Liguori School is committed to providing each student with knowledge of the doctrines and traditions of the Catholic faith. We encourage all members of the school community—students, parents, faculty, and staff members—to experience and grow in their relationship with Our Lord Jesus Christ. Students will participate in regular prayer and worship and strive to develop a personal spirituality. Each student will be prepared to live a life based on Christian values and service to the church and to the community.

Catholic Schools in the Chicago Archdiocese shall be in compliance with all relevant case law interpreting the Illinois School Code, including Plyler v. Doe.”

Saint Alphonsus Liguori School is recognized by the Illinois State Board of Education and is certified by the Chicago Office of Catholic Schools. In 2004 the United States Department of Education recognized Saint Alphonsus Liguori School as a No Child Left Behind Blue Ribbon School of Excellence.

ADMINISTRATION

The Pastor is ex officio the chief administrator of the school.

The specific direction of the school is delegated to the Principal.

The specific direction of the classroom is delegated to the teacher.

The specific directions of the lunchroom and playground are delegated to the supervisor in charge.

If a question regarding procedures should arise, consult the one closest to the situation:

1. The person concerned, e.g. teacher, supervisor.
2. The Principal, if further assistance is deemed necessary.
3. The Pastor, if further assistance is deemed necessary after the teacher or supervisor and then, by the Principal.

Parents are asked to follow the above procedure with any problems or concerns.

Goals

As members of St. Alphonsus Liguori Catholic School Community, parents, teachers, students, and administrators are expected to work toward the accomplishment of the following goals:

1. To develop and strengthen the spiritual growth of each person and to provide experiences for a strong faith community by
 - a. Teaching Catholic doctrine.
 - b. Preparing students to take their place in society by practicing Gospel values in daily life.
 - c. Planning and participating in dynamic liturgies.
 - d. Offering a strong sacramental program.
 - e. Providing opportunities for the staff and students to pray together.
 - f. Encouraging service to others in and beyond the school community.
 - g. Promoting moral awareness of global and cultural needs.
 - h. Offering a family life program including Chastity and Safe Environment Education.
2. To foster self-esteem by
 - a. Recognizing the uniqueness and worth of everyone.
 - b. Promoting self-respect and self-discipline.
 - c. Helping students to be positive and tolerant in their attitudes and in the way they treat one another.
 - d. Encouraging leadership and a sense of responsibility.
 - e. Fostering activities which generate school spirit.
3. To work for academic excellence by
 - a. Recognizing students' success at their own level of achievement while encouraging them to develop their academic potential to the fullest.
 - b. Working to meet the individual needs of each child.
 - c. Providing opportunities for students to practice higher order thinking skills.
 - d. Encouraging participation in enrichment and extracurricular activities.
 - e. Evaluating student progress through periodic assessment.
 - f. Updating and enhancing the curriculum.
 - g. Promoting positive, constructive communication among members of the school community.

Parents, teachers, students, and administrators are expected to communicate to other parish members the good work and importance of St. Alphonsus Liguori Catholic School.

GENERAL SCHOOL INFORMATION

Academics Policy

Students grow in self-discipline and responsibility through positive study habits. Teachers and parents are to encourage academic excellence in class and homework. PowerSchool is used for online gradebook for grades K-8. Parents can check their student's' grades on PowerSchool using their password. Teachers are required to update grades on PowerSchool in a timely fashion determined by the number of times the class meets per week. Parents are encouraged to check their students' progress weekly.

Academic Assessment

Report cards will be sent home at the end of each trimester with your student. These cards inform you as to strengths and/or weaknesses your child may have in certain subjects.

[Archdiocesan Policy #509.02]

Senior Tutors

Volunteer senior tutors meet with students in grades kindergarten through third twice a week to review individual learning goals.

Standardized Testing

Students in grades K – 8 will take the iReady assessment three times throughout the school year. The results of these tests are shared with parents. [Archdiocesan Policy #508.01-03]

Student Assessment

Teachers will give periodic tests to evaluate students' mastery of the material presented. These tests will be shown to the students when they are graded. When the teacher sends a test home, it is the child's responsibility to see that it is shown to the parents. To preserve test security, some tests are not sent home with the student.

Study Table

Study tables aim to give students a quiet place to work on their assignments or receive additional support from the teacher facilitating the session. Study tables are open to any student who would like to have a quiet place to work, however, students who have a grade that falls below 77% are required to attend study tables. Failing to attend study tables will result in additional study table sessions being assigned, or an after-school detention being assigned for the following Monday.

Individual Testing

Parents who wish to request an individual evaluation of their child whom they suspect has a mental, physical, emotional, or learning disability should discuss this with the homeroom teacher or the principal.

[Archdiocesan Policy #508]

ADMISSION POLICY

Children who have reached the age requirements for the State of Illinois will be admitted to St. Alphonsus Liguori School at the discretion of the Principal and subject to the following provisions and priorities:

1. Children currently enrolled at St. Alphonsus Liguori.
2. Children of St. Alphonsus Liguori families with children currently enrolled.
3. Children of non-parishioner families with children already enrolled.
4. Children St. Alphonsus Liguori families now reaching school age.
5. Transfer students of parishioners who attend the parish religious education program.

Statement of Non-Discrimination

Saint Alphonsus School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Archdiocesan schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Saint Alphonsus School may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.

[Archdiocesan Policy #402.02]

Inclusion

Admissions shall not be denied to students with special learning needs based solely on ability or achievement. Such admissions decisions shall be made on a case by case basis and shall take into account the schools ability to meet the child's diagnosed special learning needs based upon its available resources. If the school determines that it does not have the resources to meet the student's diagnosed special learning needs that will enable the child to succeed even at the minimum proficiency level, admissions may be denied.

[Archdiocesan Policy #402.03]

Enrollment of Non-Citizens

Saint Alphonsus Liguori Catholic School shall admit students regardless of their citizenship status, provided that the student(s) meet all other admissions requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.

[Archdiocesan Policy #402.04]

Enrollment of Students whose Parents are Not Married

Saint Alphonsus Liguori Catholic School shall admit students whose parents are not married (including cases of divorce), provided that the students meet all other admissions criteria. Catholic schools must abide by court decisions regarding the student's custody, exposure, and communication with each parent. If parents are divorced or separated, the school presumes that both parents have access to the child/children unless information to the contrary is on file. A document in the form of a court order, which is signed by a judge, must be on file in the school office.

[Archdiocesan Policy #402.05]

ARRIVAL & DISMISSAL PROCEDURE

For the safety of all of our students, we ask that you follow these procedures when picking up or dropping off your children.

Arrival by Car

Students being dropped off by cars should remain in the vehicle until 7:30 A.M. at which time a staff member will be outside to supervise your children. This year all students will be dropped off in front of the school. After the first day of school, parents will not be allowed to escort students in any grades except Preschool to the classrooms.

The area in front of the school is the drop-off. Please pull into the parking lot at the south end by the Church and exit the parking lot at the north end by the trees. If you are dropping off your children in the drop-off, please pull your car as far forward as possible to aid the flow of traffic. Please do not pull under the overhang. Please follow the cones.

Children must exit the car on the passenger side along the sidewalk. Do not allow them to exit the vehicle on the driver's side. If needed, please rearrange car seats so children can exit safely on the passenger side.

Parents should not exit their cars if they are dropping off their children in the drop-off lane.

Members of our staff will help the children out of the cars.

If you wish to walk with them, please park your car by the tree line at the end of the parking lot. **Do not park behind where the children are lining up.** Then you may walk with them safely to the area where classes line up. **Please do not cross the line of cars in the drop-off lane while escorting your children.**

All students in Grades Kindergarten through Eighth Grade will line up every day unless the weather is inclement on the north side of the building. At 7:40 A.M. the bell will ring, and students will be escorted in by the teachers or staff. The bell at 7:45 A.M. is the late bell and signals the start of the school day.

If you arrive after 7:45 A.M., there will not be a staff member outside and you should park and escort your student in through the school office. They will receive a tardy slip and proceed to class. Please enter and sign in your student after 7:45. Tardy students must check in with their homeroom teacher prior to proceeding to another class. Students arriving on the bus after this time will not be considered tardy.

With so many vehicles, it is imperative that you are aware of the student's safety at all times.

Most importantly, please try to be patient when in the drop-off lane as small children tend to take longer to unbuckle, climb out of the car, and carry their belongings. Trying to hurry out of the parking lot could cause an accident and harm to a child, another parent, or yourself. **Please do not ever pass another car while waiting in the drop-off lane. Please patiently wait until all the children exit the cars and the line moves out of the parking lot.**

PRESCHOOL POLICY FOR DROP OFF

Preschool parents may drop off Preschool students in the drop-off lane or park by the tree line and walk students to the school entrance door. After the first day of school, students will be met at the classroom entrance door and escorted into the classroom.

The area in front of the school is the drop-off. Please pull into the parking lot at the south end by the Church and exit the parking lot at the north end by the trees. If you are dropping off your children in the drop-off, please pull your car as far forward as possible to aid the flow of traffic. Please do not pull under the overhang. Please follow the cones.

Children must exit the car on the passenger side along the sidewalk. Do not allow them to exit the vehicle on the driver's side. If needed, please rearrange car seats so children can exit safely on the passenger side.

Parents should not exit their cars if they are dropping off their children in the drop-off lane.

Members of our staff will help the children out of the cars.

If you wish to walk with them, please park your car by the tree line at the end of the parking lot. **Do not park behind where the children are lining up.** Then you may walk with them safely to the area where classes line up. **Please do not cross the line of cars in the drop-off lane while escorting your children.**

At 7:40 A.M. the first bell will ring. All students should be in the classroom by this time. The bell at 7:45 A.M. is the late bell and signals the start of the school day.

If you arrive after 7:45 A.M., there will not be a staff member outside and you should park and escort your student in through the school office. They will receive a tardy slip and proceed to class. Please enter and sign in your student after 7:45. A member of the staff will then escort your student to the classroom. Preschool parents will not be allowed to walk to the classroom door once school has started.

With so many vehicles, it is imperative that you are aware of the student's safety at all times.

Most importantly, please try to be patient when in the drop-off lane as small children tend to take longer to unbuckle, climb out of the car, and carry their belongings. Trying to hurry out of the parking lot could cause an accident and harm to a child, another parent, or yourself. **Please do not ever pass another car while waiting in the drop-off lane. Please patiently wait until all the children exit the cars and the line moves out of the parking lot.**

Bicycle Transportation

Students riding bicycles to school must be certain they are locked and placed in the rack provided. No one is to loiter or play in the area of the bicycles. Bicycles are to be walked on and off the school premises and are not to be ridden during school hours on any part of the premises. The school cannot be responsible for any theft/vandalism of the bicycles.

Bus Transportation

School District #21 provides St. Alphonsus's students (K-8) with bus transportation if they live within District #21's attendance areas.

If your child usually takes the bus home but is being picked up by car or is going home with another child, your child must have a written or emailed note to the office staff no later than 1:00 PM.

Please see the discipline policy for more information regarding expected behavior on the bus.

Skateboards/Rollerblades

Skateboards and rollerblades are prohibited.

Dismissal

After school, all students will be picked up in front of the school except for bus riders and Extended Day Care students. Parents, please do not park in the front row of parking spaces. Please park in the parking spaces behind the cones in the last row of parking spaces by the road. The area around the cones and in front of the school is a no-car zone for the safety of the students. The teachers of each grade K-8 will be outside with signs stating grades. Please walk to your child's teacher in the designated space to claim your child. After returning to your car, please back up out of the spaces and safely exit on the north end of the parking lot. Please do not pull forward and drive around, though, or parallel to the cones in front of the school.

Students who have younger grade siblings will be dismissed five minutes early to walk to the classroom of the younger student. They will then exit the school with the younger student's classroom.

Preschool children will be dismissed at 2:20 P.M. Parents please park and pick up the Preschoolers at the school entrance door across from the school office. Please do not park in the first row of parking spaces.

Students will not be allowed to walk or go home with a friend unless the school office receives a written note or email on any given day signed by a parent.

If a student is not picked up by 2:35 P.M., you may pick them up at our Extended Day Care (E.D.C.) program. If your children attend E.D.C., they may be picked up in the school dining hall, at the south end of the building by the gym.

IN CASE OF INCLEMENT WEATHER, PLEASE COME INTO THE SCHOOL TO PICK UP YOUR CHILD. WE WILL SEND OUT TEXT NOTIFICATIONS IF THIS IS NEEDED.

[Archdiocesan Policy #405]

ATHLETICS & EXTRACURRICULARS

Athletic Policy

Please refer to the athletic handbook for more information and rules regarding the athletics programs.

Extra-Curricular Academic Eligibility

Extracurricular participation for St. Alphonsus School students is a privilege and requires the adherence to academic and behavioral expectations. Students participating in any after-school activity are expected to keep up with their work and grades. Students who do not maintain the stated expectations may become ineligible to participate in practices or games for a specified period of time.

Extra-Curricular Academic Eligibility

Any student participating in extracurricular activities who earns an unacceptable grade average in one or more core subjects (achievement below 74% and/or an unacceptable level of effort) is considered to be ineligible for school extracurricular activities. The school administration reserves the right to determine the student's eligibility. Core academic subjects include: Religion, Reading, Literature, Language Arts, Mathematics, Social Studies, Science and Spanish. Students may also become ineligible as a consequence of school disciplinary violations as defined below under Behavioral Ineligibility.

If a student becomes ineligible during the trimester, he or she may not participate in extracurricular activities such as rehearsals, practices, games, etc. for a period of at least seven (7) school days. The period of probation shall continue until the student seeks reinstatement.

Behavioral Eligibility

Any student participating in extracurricular activities will be considered ineligible based upon the following criteria:

- 1st Behavioral Detention within a trimester = suspension for next scheduled event.
- 2nd Behavioral Detention within a trimester = suspension from team or activity for one (1) week.
- 3rd Behavioral Detention within a trimester = removal from the team or activity for the remainder of the season or event.

A behavioral detention is issued by the Principal or teacher who will then notify the activities director and the parents.

Absence on the Day of a Game, Practice, Rehearsal, or Other Extracurricular Event

A student who is absent a full day is ineligible to participate in any game, practice, rehearsal session or other event on that day.

Extracurricular Offerings

Sports

St. Alphonsus Liguori School offers cross-country, track and field, volleyball, and basketball to boys and girls in grades 4-8 as long as there are coaches available for each sport. These are after school programs. Our school colors are red and white. We are the Chargers.

Cultural Arts

Performances and materials in the areas of dance, song, storytelling, art, etc. are provided to our students to enrich and build on the strong academic quality of our instructional programs.

Student Council

Students in grades 5-8 may choose to participate. Officers are elected from grades 7 & 8. Representatives are elected from grades 5-8 homerooms. The main purpose of Student Council is to organize student activities, develop school spirit and service and represent student interests to the administration.

National Junior Honors Society

The Saint Alphonsus Liguori chapter of the National Honors Society is comprised of 6th, 7th, and 8th grade students. Students who meet the cumulative GPA criteria are invited to apply to the National Junior Honors Society. Applications are reviewed and approved by a panel of five teachers. Active members in 8th grade may serve as officers. The purpose of NJHS is elevating the culture of an entire community through everyday scholarship, service, leadership, character, and citizenship.

Altar Servers

Boys and girls in grades 4-8 may serve our community as altar servers. Training is available for those students who are interested.

Band Program

Band lessons are offered to students in grades 4-8. Students are responsible to make up class work missed during their lessons. Students participate in a number of contests and concerts during the school year. Students pay an additional fee directly to an outside company to participate in the band program.

Choir

Students in grades 2-8 may participate in choir. Meetings are after school and/or during the recess period and before school on Fridays. The choir participates in music at regular Friday liturgies, at special concert performances, and occasional shows at nursing homes plus other such venues. The choir also participates in our school spring musicals.

Miscellaneous Programs

Other opportunities include the Academic Fair and Science Fair and are available to selected grades. Various extracurricular activities such as Reading Club, Science Club, Geography Club, Art Club, and Spring Musical or Variety Show are provided as opportunities for students to learn and explore new interests and learn new skills.

Field Trips

Written consent of the parent is required before any student is permitted to go on a trip. A student who does not have a signed permission form or is not in the proper uniform will NOT be allowed to go on a field trip and will be kept at home. The school reserves the right to exclude students from field trips who have had discipline concerns. Cost is based on the type of trip. Children who do not participate due to parent request must remain at home. Children who do not participate due to disciplinary action are to remain at school for the day. Field trip fees, once paid, are non-refundable. Volunteer chaperones are expected to have completed the Protecting God's Children process for volunteer approval as outlined below under VOLUNTEER REQUIREMENTS. Chaperones may not bring siblings on field trips, as the chaperone's primary concern needs to be toward their assigned group of students.

Middle School Class Trips

These class trips are ordinarily arranged for our Middle School students rotating every other year:

- Seventh Grade/Eighth Grade Springfield (one-day trip)
- Seventh Grade/Eighth Grade Washington, D.C. (three-day trip)

At the discretion of the principal in consultation with the faculty, a student may be excluded from a class trip for academic, behavioral, or financial reasons. Middle School teachers and school staff will chaperone class trips.

ATTENDANCE & TARDINESS

Attendance

Regularity of attendance and punctuality are important to each child from the first day of school. Many classroom activities, discussions, etc., cannot be made up at home. There is no way to fully duplicate the classroom experience. Parents are asked to avoid unnecessary absences and tardiness of their children.

Regular DAILY attendance is necessary for a student to benefit fully from our school programs. Please drop your child(ren) off between 7:30 A.M. and 7:40 A.M. The first bell rings at 7:40 A.M and school begins at 7:45 A.M.

Students arriving after 10:30 A.M. will be marked 1/2 day absent. If a student leaves before lunch, they will be marked 1/2 day absent. A full day of attendance is required for daily eligibility to participate in athletic practices, interscholastic competitions, and extracurricular activities, such as Sports Games, Choir, Clubs, etc.

Whenever a student is absent, parents are to email the school (l.bromer@saintalphonsus.com) or call the school office at (847) 255-5538 to leave a voicemail message by 8:00 A.M. When you leave a voicemail message, please be sure to include your name, the student's name, the student's teacher, the reason for the absence and a phone number where you can be reached during school hours. Classroom work during the absence is expected to be completed within a reasonable time upon the student's return to school. For extended absences due to illness (more than one day) you may wish to pick up homework; please indicate such in your message so that the teacher will have time to prepare the necessary materials.

Written notices are required for early dismissal during school time.

General School Schedule

| | |
|-------------------------------|-------------------------|
| Arrival All Grades | 7:30 A.M. – 7:40 A.M. |
| Prayer, Pledge, Announcements | 7:35 A.M. |
| First Bell/Enter School | 7:40 A.M. |
| Morning Classes | 7:45 A.M. – 11:08 A.M. |
| Lunch/Recess | 11:08 A.M. – 11:48 A.M. |
| Afternoon Classes | 11:48 A.M. – 2:30 P.M. |
| General Dismissal | 2:30 P.M. |

Preschool Dismissal Times

| | |
|----------|------------|
| Half Day | 11:00 A.M. |
| Full Day | 2:20 P.M. |

Tardiness & Late Arrival Procedure

If a student arrives to school after 7:45, a parent or guardian must come into the front office to sign the student in to school. In grades 6 – 8, the tardy student must check in with their homeroom teacher prior to proceeding to class.

1. After 3 tardies students in grades 4 – 8 will be assigned a lunch and recess detention by their homeroom teacher.
2. Tardies number 4 – 6 the student will be assigned an afterschool detention to be served on the following Monday from 2:30 – 3:30 PM.
3. After 6 tardies, the student, teacher, and Principal will meet to discuss on-time arrival at school.

Leaving early also counts as tardy. Being late and leaving early both affect perfect attendance.

Please refer to the school calendar when planning a vacation or trip. Daily attendance at school is important and taking the student out of school for vacations or trips is not recommended. If your child is absent for a vacation or trip, make-up work will be given to the student upon his/her return from vacation. If a student is ill, the parents may pick up their child's assignments and textbooks at the end of the day.

Any child who is absent from school for reasons of health may not participate in any extracurricular activity on the day he/she did not attend school. Students must be in school by 12:00 noon to participate. This excludes medical appointments and funerals.

Repeated, unexcused absences will result in a parent/teacher/principal conference and may be cause for disciplinary action.

Whenever a child is absent or tardy, she/he is responsible for making up the schoolwork. The amount of time usually given for makeup work to be completed will be at the discretion of the teacher and determined by the length of the student's absence. After a student has returned, a day to make up work will be allowed for each day missed.

However, this allotted time shall not exceed one week after the student returns to school.

PLEASE NOTE: The first bell rings at 7:40 a.m. Students must be in the classroom and ready to begin class at 7:45 a.m. This includes all grades PK-8.

[Archdiocesan Policy #404.01]

Student Attendance

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at St. Alphonsus Liguori Catholic School are required to attend school daily. St. Alphonsus Liguori offers a minimum of 176 days of instruction in each school year. The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance.

The attendance record is placed in the student's permanent file each school year.

CLASS SIZE POLICY

The student-teacher ratio shall be a maximum of 25 students to 1 teacher.

The student-teacher ratio can exceed 25 students to 1 teacher in specific cases that will accommodate the enrollment of the entire family.

[Archdiocesan Policy #501.02]

CURRICULUM

English is used in all classrooms. Classes are divided into units: Early Childhood (3 & 4 Year Preschool and Kindergarten), Primary (First, Second, and Third), Intermediate (Fourth and Fifth), and Middle School (Sixth, Seventh, Eighth). A full curriculum supported by the religious tenets of our Catholic faith and the State of Illinois is offered including religion, language arts, mathematics, the biological, physical and social sciences, the fine arts, physical education, and health education. St. Alphonsus Liguori School endeavors to meet the individual needs of each student. St. Alphonsus Liguori School makes accommodations for students with special education needs.

3-Year-Old Preschool

The class focuses on pre-academic skills in the Language, Reading, and Math areas, and socialization skills such as learning to play and share with one another. Also, the development of small and large motor skills through age-appropriate activities is included. Spanish instruction, Music, Library, and Physical Education enrich the curriculum.

[Archdiocesan Policy #401.01]

4-Year-Old Pre-Kindergarten

This class continues with the development of pre-academic, socialization, and Kindergarten readiness skills. Preschool teachers work closely with the Kindergarten teachers to create a smooth transition into the Kindergarten class the following year. Spanish instruction, Music, Library, and Physical Education enrich the curriculum.

[Archdiocesan Policy #401.01]

All Day Kindergarten

The curriculum incorporates the basic skills of socialization, physical development, and readiness levels in Math, Language Arts (reading and writing), thematic Science and Social Studies units, Art, Music, Spanish, Physical Education, and Computer Instruction.

[Archdiocesan Policy #401.02]

Primary Grades 1 and 2

These grades are ordinarily self-contained classes with the same teacher for all academic core subjects. In many cases, teachers work as a team.

[Archdiocesan Policy #401.03]

Intermediate Classes

Beginning in grades 3, 4, and 5 are primarily self-contained but introduce departmentalizing for some subjects.

Middle School Students

Grades 6, 7, and 8 are grouped by grade level but also utilize departmentalization in the areas of Language Arts, Literature, Math, Social Studies, Science, Spanish, Physical Education, Art, and Music.

Religion

Religion is taught five times a week as a formal subject to students in grades K–8 including participation in weekly liturgy. It is enhanced by the reinforcement of Christian values throughout the school day and emphasis on the love of God and neighbor. Preschool also has religious instruction aimed at developing a wonderful awareness of God’s love for everyone as well as the weekly liturgy.

The three aspects of religious education are worship, service, and community. All grades participate weekly in liturgies, usually on Friday (worship and community). Daily prayer is led over the public address for the whole school to begin the school day. Many other opportunities for prayer, spiritual experiences, and service are also part of our program. The spiritual encouragement given at school builds upon that already received at home. Weekly attendance at Sunday Mass does much to impress upon children an attitude of reverence and the need to practice their religion. The ideal situation is for the family to celebrate Sunday Liturgy every week as a family unit, thus helping emphasize our oneness with God and each other. Parents and family members are warmly invited to the school’s Friday liturgies.

Sacramental preparations are an important part of the religion program. We celebrate the Reconciliation and the Eucharist at the second-grade level. Confirmation occurs at the eighth-grade level. Attendance at announced Parent Meetings is expected. The Directors of Religious Education and Faith Formation coordinate the sacramental programs for the parish.

Art

Art classes provide a wide range of activities and experiences geared to developing a sense of appreciation for and sensitivity toward creativity and aesthetic values. Students have the opportunity to work with a variety of media. Our classes incorporate art into the subject matter and seasonal projects.

Physical Education

Good motor skill development is necessary for learning. Our Physical Education program offers a well-rounded variety of activities that not only help produce healthy bodies but develop skills of team participation and good sportsmanship as well. All students in grades Preschool through 8 participate in Physical Education classes twice a week, unless excused through a physician’s written directive.

Computer Lab

All classrooms are wired into a local area network providing Internet access to all areas of the building. Chromebooks or an iPad are available for class use.

Library Media Center

An expansive library media center is available to all students. Library books are generally loaned for one week. Lost books are expected to be replaced. The Library Media Center also provides reference materials and Internet access for research work.

Music

In an endeavor to instill true Music appreciation in the students, music classes offer experience in singing, reading rhythm, instruments, listening, developing sensitivity to sound, learning about composers, and appreciation for various styles of music. Music classes are offered to students in grades Preschool-Eighth.

Spanish

Spanish is taught to students in all grades.

DIALOGUE

The dialogue, a weekly e-mailed newsletter, is sent home electronically each Sunday. It is our main vehicle of communication. Please take the time to read the email each week.

DISCIPLINE POLICY

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, the administration reserves the right to invoke appropriate disciplinary steps including, but not limited to, referrals, detentions, suspensions, and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the administration's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record, and other similar such criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the school's policy on gang-related activities;
2. Violation of the school's policy on drugs and alcohol;
3. Violation of the school's policy on weapons;
4. Violation of the school's rules and regulations;
5. Any conduct considered by the administration to be contrary to the best interests of the school, its students, its faculty, and/or to the school's mission.

Discipline Code

In order to create a climate in which children can learn and enjoy school, school behavioral guidelines are established. Rules are enforced to enhance the learning environment. It is our belief that discipline lies within the individual person. Children are in the process of developing self-discipline. It is the responsibility of parents to ensure that their children understand and observe these rules and expectations.

Behavioral expectations are based on the positive relationships that children develop with their peers and with the adult members of the school community. To grow, children must be guided; at times encouraged and rewarded, and at times corrected and disciplined. The discipline procedures at St. Alphonsus Liguori School seek to provide clear guidelines for behavior, positive reinforcements as well as consequences for unacceptable behavior, and the consistent guidance of those adults who influence the student's life. Catholic schooling is not a right, but a privilege and students are expected to respond to this gift, demonstrating their gratitude through their appropriate behavior.

Conduct Expectations

The essence of discipline in a Catholic school is the development of self-discipline—the formation of a personal value system to motivate one's actions within the community. The parent and educator are partners in accepting responsibility for this formation. Together we instill values and create a climate that promotes responsible behavior. As a Catholic School, St. Alphonsus Liguori has high expectations for student conduct based on the principles of mutual respect, trust, safety, and consideration for others. Individuals are expected to accept responsibility for the consequences of their actions. Within our Catholic School community, all student, teacher, and parent interactions are to be governed by these principles. As an educational community, our goal is to maintain a climate that is caring, safe, and conducive to learning. The following expectations are consistent with these ends.

[Archdiocesan Policy #406.01]

Mutual Respect

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

- Obey adult supervisors and teachers.
- Settle all disagreements and disputes peacefully and fairly.
- Take turns, cooperate and be kind to others.
- Be courteous, friendly, respectful, and helpful.
- Respect our shared property and the property of others by keeping it clean and undamaged.
- Show self-respect through your cleanliness, good grooming, and proper uniform attire.

Trust

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

Safety

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

- In the building, always walk.
- Stay on the school grounds.
- Think, then act safely.

Consideration for Others

Students and teachers are involved in educational programs and learning activities throughout the building. By being considerate you will help to create and maintain the proper atmosphere for learning and teaching.

- Use a conversational-level voice inside the building.
- Save playing for the playground.
- Be a good listener.

Accepting Responsibility

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

Sometimes the consequence of one's choice may be a corrective measure as employed by a faculty or staff member as deemed appropriate for the nature of the situation and the age and maturity of the student. Corrective measures are NOT intended as a punishment, but rather as a reasonable consequence to behavior inconsistent with our expectations and rules.

Corrective measures may include redirecting the student, discussion of the problem, required restitution, conferences with parents, loss of privileges, detentions, in or out-of-school suspensions, and consideration for expulsion. At their discretion, individual teachers may use additional corrective measures such as timeouts, written assignments, and office referrals for misbehavior within the classroom.

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

Conduct Expectations: Grades Preschool-3

Teachers post their classroom rules and share them with their students. Individual classroom teachers will handle general classroom procedures and expectations directly, as well as any minor misbehaviors. If the minor infractions become excessive, a student may lose recess privileges at the discretion of the teacher. In addition, more serious offenses such as fighting, tantrums, consistently disruptive classroom behavior, inappropriate language or gestures, disrespect, or vandalism may result in stronger disciplinary action, meeting with the parent and Principal and/or Pastor.

Conduct Expectations: Grades 4-8

We believe parents chose St. Alphonsus Liguori School because they believe in high standards, high expectations, and Catholic philosophy. We strive to maintain an environment in which each child feels safe and secure, and in which all members of the school community are mutually respected.

Special school activities, after-school activities, school dances, etc. are privileges earned by students who choose to act responsibly regarding both their behavior and their academic work. Students at the intermediate and middle school level understand that consequences, whether good or bad, are the result of personal choice. It is the school's responsibility to specify the consequences of those choices.

We recognize that circumstances and a range of severity exist for any of the categories of inappropriate behaviors listed below. For example, vandalism might in one case refer to careless behavior that results in some minor damage to property, and yet in other circumstances, it might describe wanton, willful, and hostile destruction of property with substantial material damage. Because of their differing degrees of severity, these two instances of vandalism would not result in the same consequence for the offending students. Any disciplinary action is progressive, and the consequences move up the ladder.

Minor Disciplinary Infractions Subject to Consequences

The following disciplinary violations will result in consequences to be assigned as determined by the teacher and Principal. This list is non-inclusive. Depending upon the circumstances of the violation, at the discretion of the Principal, the student may also be subject to additional disciplinary measures, including, but not limited to, after-school detention, Saturday detention, social probation, suspension and/or being placed on an Individual Student Disciplinary Plan.

1. **Bus Misconduct** - Students may not create any disturbance that may interfere with safety or cause inconvenience to the driver and/or other students on the bus. When a student causes an undesirable situation on any bus, the bus driver may contact the Principal for disciplinary action. Bus misconduct could subject the student to detention and temporary or permanent suspension from school bus transportation. This policy also applies to students riding other school-sponsored transportation. General guidelines for utilization of bus transportation are:
 - a. Do not throw objects in or at the bus.
 - b. Do not push or shove other students.
 - c. Do not stick your hands, arms, or head out the window.
 - d. No food or drink is allowed on the bus.
 - e. The driver/administrator has the right to assign seats.
 - f. Fighting or striking or intimidating another student is prohibited.
 - g. Do not litter at the bus stop or in the bus.
 - h. Remain seated while in the bus.
 - i. Face the front while in your seat.
 - j. Do not get up from your seat until the bus is stopped.
 - k. No profanity or foul language on the bus.
 - l. You may not ride a different bus without permission.
 - m. Students who do not normally ride the bus may not accompany a friend on his/her bus.
 - n. Be respectful, polite and well-mannered on the bus at all times.
 - o. No sports equipment, toys or animals of any kind allowed on the bus.

- p. Students must be at the bus stop 5 minutes before the designated pickup time.
 - q. Cell phones may not be used on the bus.
2. **Classroom Misconduct** - Any student who acts in a manner which causes disruption to a class is subject to the teacher's classroom regulations. Classroom misconduct may result in a detention being assigned. Continued misconduct referrals will lead to the student being placed on an Individual Student Disciplinary Plan and/or additional disciplinary measures.
 3. **Dress Code** – Students are expected to follow the school’s dress code. Dress code violations will lead to the following actions.
 - a. 1st & 2nd Dress Code Violation – Student will be sent to the office to call home to have the appropriate clothing brought to school. If the appropriate clothing cannot be brought to school, then the student will be required to obtain the clothing from the used uniform room to wear for the day.
 - b. 3rd Dress Code Violation - Student will be sent to the office to call home to have the appropriate clothing brought to school. If the appropriate clothing cannot be brought to school, then the student will be required to obtain the clothing from the used uniform room to wear for the day. The classroom teacher will assign a lunch and/or recess detention.
 - c. 4th Dress Code Violation - Student will be sent to the office to call home to have the appropriate clothing brought to school. If the appropriate clothing cannot be brought to school, then the student will be required to obtain the clothing from the used uniform room. The classroom teacher will assign an after-school detention to be served on the following Monday at 2:30 p.m.
 - d. 5th Dress Code Violation & Beyond - Student will be sent to the office call home to have the appropriate clothing brought to school. If the appropriate clothing cannot be brought to school, then the student will be required to obtain the clothing from the used uniform room. The classroom teacher will assign an after-school detention to be served on the following Monday at 2:30 p.m. A meeting will be scheduled with the Principal, teacher, parents, and students to review the dress code and ensure compliance.
 4. **Failure to Comply with Procedures** - All students are expected to comply with routine school procedures. Students not in compliance with these school procedures are subject to a detention.
 5. **Food/Drink Outside of the Cafeteria** - The students may eat or drink liquids other than water, only in the cafeteria during the school day. Furthermore, eating, gum-chewing and drinking are not allowed in the hallways, classrooms, or gym at any time. Violators are subject to a detention or sanctions assigned by classroom teachers.
 6. **Foul Language** - Students who use obscenities, profanity or any other kind of inappropriate language on school grounds or at any school-related activity are subject to a detention.
 7. **Gambling** - A student involved in any form of gambling is subject to a detention.
 8. **General Misconduct** - Students are expected to conduct themselves in a manner that is conducive to the school’s safe, orderly, and non-disruptive atmosphere. Behaviors such as, but not limited to, horseplay, shoving, pushing, roughhousing, etc., are prohibited any time students are on school grounds or at any school-related activity. Students involved in misconduct are subject to a detention.

9. **Out-of-Bounds** - A student who is in a place where he/she should not be on school grounds without approval from a faculty or staff member is considered out-of-bounds. The student may be subject to disciplinary action.
10. **Tardiness** – Please refer to the attendance and tardiness section for additional details regarding late arrival.
11. **Tardy to Detention** - Students are expected to begin serving detention time on the day arranged with the Principal or teacher. It is the student's responsibility to arrange transportation in order to serve detention. No student is excused from serving detention without the express, prior approval of the Principal or teacher. A student who arrives late to detention will not only serve that day's detention but will also be assigned another hour of detention.
12. **Water bottles** – When students bring water bottles for use during school:
 - a. Water bottles may only contain water and at any time may be checked for other liquids.
 - b. Water bottles must have secure caps and should never be near electronics.
 - c. Students may not share water bottles.
 - d. Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse.
 - e. Students misusing water bottles will be subject to disciplinary actions.
 - f. Teachers have discretion in determining classroom use and storage of water bottles.
 - g. Water bottles may not be refilled during classroom instruction without teacher's permission.
13. Any other act deemed a violation by the teachers or administrators.

Serious Disciplinary Infractions Subject to Consequences

The following are serious disciplinary violations. The following disciplinary violations will result in consequences to be assigned as determined by the teacher and Principal. This list is non-inclusive. Depending upon the circumstances of the violation, at the discretion of the Principal, the student may also be subject to additional disciplinary measures, including, but not limited to, after-school detention, Saturday detention, social probation, suspension, and/or being placed on an Individual Student Disciplinary Plan.

1. **Cutting Class** - A student who is absent from class without approval from a teacher or the Principal is considered cutting class. The student will be subject to disciplinary measures for cutting class. The student will receive a failing grade for all class work, assignments due, quizzes and tests missed while cutting class. The actual percentage for the failing grade will be determined by the instructor in consultation with the Principal. Parent(s)/guardian(s) will be notified.
2. **Dishonesty** - Each student is expected to be truthful in his/her contacts with all members of the Saint Alphonsus Liguori community, especially Administration, faculty, and staff, in the pursuit of their duties. For this reason, any student who exercises dishonesty toward a member of the Administration, faculty, or staff by any means of lying, deliberate withholding of information or other form of deception will be subject to disciplinary measures.
3. **Disrespect** - All members of the Saint Alphonsus Liguori community are expected to respect one another. Disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity or contemptuous behavior directed toward any school personnel or another student.

4. **Forgery** - A student signing another person's signature or inciting a third party to forge a signature on school documents, including but not limited to, disciplinary contracts, passes and official forms.
5. **Gangs** - Gang and gang-related activities are prohibited on school property or at school affiliated activities. Any indication of gang membership or gang-related activities would subject the student to detention time, suspension, being placed on disciplinary and/or social probation. [Archdiocesan Policy #406.07]
6. **Insubordination** - Insubordination is defined as refusal to comply with reasonable rules and regulations or refusal to obey reasonable directions or instructions of any school personnel.
7. **Truant from Detention** - Each student is expected to serve any detention which he/she may receive on the day agreed upon with the Principal. A student who is truant from detention may be assigned additional detentions. Multiple missed detentions will result in further disciplinary measures.
8. **Threatening Behavior** - Under the advisement of the Prospect Heights Police Department, any threats, whether they are verbal, written, physical, or through Internet communication must be immediately reported to the police, regardless of age. Parents will also be notified at that time. Excuses such as "I didn't know it was wrong" or "I was just kidding" will not be accepted. Use of vulgarity, innuendo, or disrespect from one student to or about another is a punishable offense.

Major Disciplinary Violations

The following disciplinary violations are major violations. The following disciplinary violations will result in consequences to be assigned as determined by the teacher and Principal. This list is non-inclusive. Depending upon the circumstances of the violation, at the discretion of the Principal, the student may be assessed detention time, suspended, and placed on disciplinary and/or social probation. Further action, at the discretion of the Principal, may be considered. The student may be considered for possible expulsion.

1. **Academic Integrity Policy** – Academic integrity is an essential part of the learning process. Saint Alphonsus Liguori seeks to offer an environment that fosters the mission and values of Catholic education. All students are expected to make decisions and choices with high standards of integrity.

Teachers seek to foster an atmosphere that is fair to all students. Parents are partners in the educational process and the primary influence upon their children. Parents need to support and complement Saint Alphonsus Liguori's attempt to promote honesty among its students. By sending their student to Saint Alphonsus Liguori, parents agree to support the school's policies regarding academic integrity.

Students are expected to maintain academic integrity, and to avoid aiding others to violate the academic integrity policy. Academic misconduct is subject to the disciplinary policies of the school.

Definition of Academic Misconduct (Not All Inclusive)

- a. **Scholastic Dishonesty** - A violation of the standards of academic integrity, including, but not limited to, all forms of academic cheating: e.g., plagiarism, collusion, falsifying academic records and any other act designed to give unfair advantage to the student.

- b. Cheating - Any attempt to deceive or mislead the teacher in arriving at an honest evaluation of learning. Cheating includes, but is not limited to, helping others to cheat, copying another's work, using notes, cheat sheets, use of artificial intelligence, etc. regardless of the student's intent.
- c. Plagiarism - A form of cheating that involves presenting as one's own, the ideas, or work of another. This means submitting others' work (print, electronic, or oral) in whole or part without thoroughly citing its origin. Copying the work of another student (current or former) is also a violation of this policy. Utilizing artificial intelligence is another example of plagiarism. Ensure that you thoroughly disclose and cite any time you utilize a source outside of your own work.
- d. Furnishing Information - Writing a paper for another student or asking someone else to write a paper is dishonest. Similarly, providing completed homework to another student is an academic violation. Further, digitally sending information, such as homework, papers, and other assignments, to other students is unauthorized. All assignments, quizzes, and tests, unless specifically indicated otherwise, are to be completed by individual students. Teachers will direct students when it is appropriate to complete an assignment with another student.
- e. Selling and Distributing Materials, or Buying and Receiving Materials - Selling, buying, receiving, or distributing tests, quizzes or papers is unacceptable behavior.
- f. Stealing - Stealing copies of tests or answer keys in order to enhance performance raises serious moral concerns.
- g. Electronic Devices - Use of electronic devices, including cell phones, in the classroom is prohibited unless authorized by the teacher.
 - a. All electronic communication devices, including but not limited to cell phones and smart watches, will be collected by the homeroom teacher each day. Devices will be returned at the end of the school day.

Standard Consequences

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it occurred. After giving the student notice of the suspicion and an opportunity to explain his/her actions, the teacher will take the following disciplinary actions when it has been determined that academic misconduct has occurred.

First Offense

- a. The student receives a failing grade of zero on the assignment or test.
- b. The teacher notifies the Principal.
- c. The Principal or teacher may assign a detention.
- d. The teacher will notify the student's parents.
- e. The student must meet with his/her teacher and/or counselor to discuss the infraction.
- f. The student is dismissed from all honor societies, including National Junior Honor Society.
- g. The student may be removed from positions of leadership within the school.

Second Offense

- a. The student receives a zero on the assignment or test.

- b. The teacher notifies the Principal.
- c. The Principal or teacher may assign one or more detentions.
- d. The Principal or teacher will notify the parents and arrange a conference.
- e. The student, parent, principal, and counselor will meet with the principal to discuss the seriousness of the academic misconduct and formulate a plan for academic success. Failure to attend the conference will result in a suspension.
- f. The student is dismissed or denied an application from all school honor societies, including the National Honor Society.
- g. The student is removed from positions of leadership within the school.
- h. Depending on the nature of the second infraction in the same school year, a student may be placed on Social Probation for a period of time determined by the principal.

Third Offense

- a. The student receives a zero on the assignment or test.
 - b. The teacher notifies the counselor and Principal by completing a disciplinary referral.
 - c. The Principal or teacher may assign one or more detentions.
 - d. The parents and students will meet with the teacher and the Principal.
 - e. Consequences may include, but are not limited to the following:
 - i. Social and Academic Probation for a period of time determined by the Principal.
 - ii. A failing grade for the course.
 - iii. Temporary or permanent removal from all co-curricular activities.
 - iv. Suspension or expulsion from Saint Alphonsus Liguori.
 - v. Exclusion from consideration for academic awards and recognition.
2. **Attacks on School Personnel** - The principal immediately notifies the Prospect Heights Police of written complaints from school personnel concerning instances of battery committed against school personnel.

The Principal will notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS)

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. Additionally, schools must report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year. [Archdiocesan Policy #406.06]

3. **Substance Abuse** - We are a drug-free school. Drugs found within 1000 feet of the school will be reported to the police. The Principal will notify the Prospect Heights Police Department or the Cook County Sheriff of verified incidents involving drugs occurring in a school or in any conveyance owned, leased or contracted by the school to transport students to or from school or a related activity within 48 hours of becoming aware of the incident, and notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) [23 Ill. Adm Code 425.30(a)(1)(F)] [105 ILCS 5/10-27.1 A and 10-27.1B] [105 ILCS 127-School Reporting Drug Violations Act]

A student who is in possession of, uses, or is under the influence of alcohol, marijuana, tobacco, illegal drugs, or any drug paraphernalia on school property or at any school-related function is liable for expulsion. Any student who provides, sells, or uses drugs or alcohol at school or at any school function is subject to immediate suspension and police involvement followed by a recommendation for expulsion. Included within the prohibitions set forth in this policy are the following:

- a. Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.
- b. Students are not to bring to school or have in their possession any substances that might be harmful or unhealthy when misused. (For example, certain household products when intentionally inhaled may be harmful to the person inhaling them.)

Students are not permitted to bring liquid, aerosol, or spray breath fresheners to school. (Such products contain a high concentration of alcohol with potential for misuse.)

- a. Storing in a locker, desk, automobile, or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia, or alcohol.
- b. Being under the influence of drugs or alcohol on school premises or in connection with any school related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use, and/or other indicia giving rise to a suspicion of a violation of this Policy.

A student's failure to cooperate in testing required by this Policy or other violations of this Policy may result in disciplinary action up to and including expulsion from school.

The following steps will be taken if a problem does arise:

- Parent(s) will be notified immediately. Temporary suspension from school will be imposed until a meeting between all parties involved takes place. This suspension will be in force until counseling has been arranged.
 - The student will be placed on probation. The nature of probation (including drug awareness sessions) will be determined by the principal.
 - Second offenders are subject to dismissal.
2. **Computer and Software Tampering** - Students are expected to respect the computer hardware and software that the school provides for their use. Violations include, but are not limited to, physical damage done to computer equipment, tampering with software, adding software or viruses to school equipment, and copying or altering documents or software belonging to the school or other students.
 3. **Misuse of Saint Alphonsus Liguori Name** – Students are expected to respect the good name of Saint Alphonsus Liguori on any Internet or social networking website. The use of Saint Alphonsus, St. Al's, St. Alphonsus, or any other common identifier determined by administration,

in a screen name or profile is not permitted. Depending on the circumstances, students in violation may be subject to detention time, suspension, and being placed on disciplinary and/or social probation. A second violation may result in expulsion.

4. **Social Media Usage** - Use of social media by any student who, in the opinion of Saint Alphonsus Liguori administrators, threatens, harasses, intimidates, or belittles another student is considered bullying and can be subject to disciplinary action.
5. **Social Media Statement** - Students and their parents/guardians are advised that St. Alphonsus Liguori School, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student and account or profile on a social networking website. The administration and faculty of St. Alphonsus Liguori School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.
6. **Creating Social Media Content** – Unless under direct supervision of a teacher or administrator, students should not create or post social media content on school grounds. Students may be in possession of their phones at the beginning or end of the school day; however, this is not a license to utilize your phone without discretion. Creating, posting, or sending social media content on school grounds can result in further disciplinary action.
7. **Bullying** - Any action, word or behavior which harasses, intimidates, or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Archdiocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically ("cyber bullying"), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- a. placing the student or students in reasonable fear of harm to the student's or students' person or property;
- b. causing a substantially detrimental effect on the student's or student's physical or mental health;
- c. substantially interfering with the student's or student's academic performance; or
- d. substantially interfering with the student's or student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence,

theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyberbullying” include but are not limited to the use of email, websites, text messaging, electronic photos or videos & social media (i.e., Facebook, Twitter, Instagram, Snapchat, TikTok, etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school.

Parents will be notified of any bullying incident involving their child. Discipline will be determined by the administration on a case-by-case basis.

[Archdiocesan Policy #504.02]

8. **Cyber-bullying** - The use of online journals/social networks or apps to demean, harass or threaten any member of the Saint Alphonsus Liguori community is considered cyber-bullying. Any student acting in this manner will be referred to the Principal for disciplinary action. Depending on the severity of the offense, the matter may be considered for further disciplinary consequences.

Cyber-bullying includes but is not limited to incidents which:

- a. occur on or are delivered to school property or a school-sponsored activity or event off school property; or
 - b. occur off school property or outside of a school sponsored activity or event if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event;
 - c. any student who, in the opinion of Saint Alphonsus administrators, uses social media to threaten, harass, intimidate or belittle opposing fans or players before an athletic or any interscholastic competition or who forwards or likes such a post via social media shall be prohibited from attending or competing in that competition.
9. **False Alarms/9-1-1 Calls** - Any student who pulls a fire alarm without cause, makes a fraudulent 9-1-1 emergency call, damages an AED, or creates any other kind of false alarm while on campus or at a school-sponsored event will be referred to the Principal for further disciplinary action. The offending student is also subject to police action based upon the laws and ordinances governing false alarms.
 10. **Gangs** - Gang and gang-related activities are prohibited on school property or at school affiliated activities. Any indication of gang membership or gang-related activities would subject the student to detention time, suspension, being placed on disciplinary and/or social probation.
[Archdiocesan Policy #406.07]
 11. **Harassment** - Saint Alphonsus Liguori encourages its students to value each individual for the human potential he/she possesses and seeks to provide a learning environment free from any form of harassment.

Harassment shall be defined as, but not limited to, continued or aggravated verbal, written, and/or physical abuse based upon race, ethnicity, religion, gender or any other reason. Depending on the circumstances, students in violation may be subject to detention time, suspension, being placed on disciplinary and/or social probation, and expulsion. [Archdiocesan Policy #2405]

12. **Hazing** - Saint Alphonsus Liguori does not condone any activity or situation created with the intention of causing another student mental or physical discomfort, embarrassment or ridicule. When such activity reaches the level of hazing, it involves but is not limited to: treatment of younger students, team or club initiations or rites.
[Archdiocesan Policy #406.08]
13. **Theft** - Each student should respect the school's, teachers', and fellow classmates' property. In reference to the school or another person's property, theft includes, but is not limited to: stealing, misappropriation, breaking in and/or unlawful entry, possession of property that has been reported stolen, unauthorized possession, etc. A student involved in any way in an act of theft will be required to make restitution and may be subject to detention time, suspension, being placed on disciplinary and/or social probation, and/or expulsion. A police report may also be filed. The school is not responsible for lost or stolen property.
14. **Truancy** - A student who is absent from campus for part of the day or for the entire school day without legitimate permission from parent(s)/guardian(s) and without approval from the Principal is considered truant from school. The student may be subject to disciplinary action. The student may also receive a failing grade for all class work, assignments due, quizzes and tests missed while truant.
15. **Vandalism** - Students are expected to respect school property, as well as the property of other people. Vandalism includes, but is not limited to, the willful destruction, damaging or marring of the school or another person's property. A student involved in an incident of vandalism will be required to make restitution and may be subject to additional disciplinary action. A future incident of vandalism or one which causes major damage may result in expulsion.
16. **Violence** - Violence includes, but is not limited to, pushing or shoving in anger, fist-fighting and any other kind of physical assault (abuse) against another student. Because of the nature of this type of activity and the danger of permanent injury, the student will be sent home the day of the occurrence and will be subject to additional disciplinary action.
17. **Weapons and Explosives** - A student who is in possession of a weapon on school property or at any school function is subject to immediate suspension, possible police involvement and a recommendation for expulsion. Any student found to have a weapon(s) will be relieved of that weapon(s) and the weapon(s) turned over to the Principal.

Any student in possession of an actual weapon, such as a gun or knife, or a look-a-like weapon, toy weapon, or any object that can be construed as a weapon, on school grounds or at a school sponsored event, will have that object confiscated immediately. The student will then be subject to disciplinary action. Consequences for such possession can be suspension, recommendation for expulsion and police involvement. School authorities are allowed to inspect and search places such as lockers and desks, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.

Upon the discovery of firearms in the building, the Principal shall notify the Prospect Heights Police of firearm incidents at the school. Firearms are not permitted on the property of Catholic schools, with the exception of licensed and identified law enforcement personnel. This policy includes school employees.

[Archdiocesan Policy #416.09]

The Principal will immediately notify the parents or guardians of students in possession of firearms on school grounds, which includes the property comprising Saint Alphonsus Liguori, on a public way within 1000 feet of the school, or in any conveyance owned, leased or contracted by the school to transport students to or from school or a related activity within 48 hours of becoming aware of the incident.

In following a non-violent tradition, water guns, bubble blowing devices that look like guns, and any toy weapons will not be allowed. Added to this list, the possession of laser pointers and/or laser key rings is not allowed at school or school sponsored events.

In addition, gross misconduct, chronic violations of any rules, or serious violations may subject the student to a meeting with the Principal for consideration of disciplinary action.

In all situations, the severity and seriousness of the inappropriate behavior will be used to determine the level of consequence. The school principal, in consultation with member(s) of the faculty, will determine the severity of the offense and assign a consequence appropriate to that offense.

Consequences and Disciplinary Actions

Behavioral expectations are based on the positive relationships that children develop with their peers and with the adult members of the school community. To grow, children must be guided; at times encouraged and rewarded, and at times corrected and disciplined. The discipline procedures at St. Alphonsus Liguori School seek to provide clear guidelines for behavior, positive reinforcements as well as consequences for unacceptable behavior, and the consistent guidance of those adults who influence the student's life. Catholic schooling is not a right, but a privilege and students are expected to respond to this gift, demonstrating their gratitude through their appropriate behavior.

At any time deemed necessary by a student's teacher and the continued disregard of school policies may result in a meeting, an Individual Student Disciplinary Plan, suspension or expulsion of the student.

Consequences may include, (but are not limited to):

- Time-outs
- Behavioral Contracts
- Referral for a conference with the principal

Additional consequences may include, (but are not limited to):

Lunch & Recess Detention

Lunch and recess detentions are held by the classroom teacher that assigned the detention. These detentions occur during the students scheduled recess time. The teacher in charge of the detention may require the student to conduct restitution during this time.

Detention

Detentions are held on Monday's, immediately after school from 2:30 – 3:30 p.m. Students may be detained longer for misconduct during the detention. The student is expected to begin serving detention time on the day agreed upon with the teacher and Principal. It is the student's responsibility to arrange transportation in order to serve detention. No student is excused from serving detention without the express and prior approval of the Principal.

Personal obligations, transportation, team practices and other co-curricular meetings or rehearsals are not legitimate reasons for missing a detention and may result in further disciplinary action.

Saturday Detention

A Saturday detention may be assigned only by the Principal for more serious or continued violations of the behavior code. Saturday detention is held from 8-11 a.m., and a student must be in Saint Alphonsus Liguori dress code. Students assigned to a Saturday detention could assist with projects inside or outside of the school. Students who are truant from a Saturday detention must serve the next scheduled Saturday and may be assigned an additional Saturday detention. If a student is truant a second time, he/she will be referred to the Administration for possible suspension from school.

[Archdiocesan Policy #409]

Individual Student Disciplinary Plan/Disciplinary Probation

Serious or chronic acts of irresponsibility demand greater accountability and more directed efforts toward correction. A student who is placed on an Individual Student Disciplinary Plan may be suspended from school pending a conference with the Principal and signing of a disciplinary agreement by the student and his/her parent(s)/guardian(s).

Students, with serious or numerous disciplinary referrals, and their parent(s)/guardian(s) may be required to sign a discipline agreement with Saint Alphonsus Liguori as a condition of continued enrollment. Failure on the part of the student to fulfill the terms of this agreement may result either in suspension or immediate expulsion, depending on the gravity of the situation. The Administration will make the final decision in these cases.

A student on a Disciplinary Plan is assigned a determined period of time to give evidence that his/her behavior and attitude have improved and are consistent with the expectations of the whole school community. During the period of plan, the student will be required to meet with his/her teacher on a regular basis to work through the problem area(s) and to develop a program of improvement. An evaluation of the student's behavior and attitude will be made based on teacher reports. At the end of the period of probation, the case will be reviewed by the Administration. There must be clear evidence of improvement.

Evidence of improvement means that the Administration, when evaluating the student, sees that the problem area has been resolved and the student demonstrates sincerity in trying to live up to his/her responsibilities within the school. Violation of the terms of Disciplinary Plan may result in dismissal of the student at any time during the probationary period.

A student who is placed on an Individual Student Disciplinary Plan and his/her parent(s)/guardian(s) must sign a disciplinary agreement as explained herein.

Social Probation

Serious or multiple violations of school rules require greater accountability from the student. Restrictions may be placed on his/her participation in co-curricular activities for some period of time (e.g., attendance at athletic events or dances, and participation on an athletic team or in clubs, etc.) in accordance with each activity's approved by-laws and constitution and the policies of the school.

Suspension

At times, behavior may deem that a student be removed from school for a period of time. To ensure that the imposition of suspension is fair and consistent. Such procedures shall include:

1. An investigation of the alleged misconduct by a qualified school employee
2. An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations.
3. Written notice to parent(s)/guardian(s) citing the misconduct and the length of the of the proposed or actual suspension (typically provided after the in- person conference described in #2)
4. Written notification to the Regional Director and Pastor (when applicable)

[Archdiocesan Policy #407]

In-School Suspension

When deemed necessary, a student may receive an in-school suspension. The student will stay in the school office for the entirety of the school day. Assignments due are required to be completed by the student. Grades for tests, quizzes and other class work given during the time of suspension will be determined for each course by the instructor in consultation with the Principal. Violation of suspension rules may result in further disciplinary action.

[Archdiocesan Policy #407.01]

Out-of-School Suspension

A student will receive an out-of-school suspension for gross misconduct, when the student must be removed from school for the general welfare of the school or for the benefit of the student involved. The student is not allowed on school grounds or permitted to attend or participate in any school functions on or off campus on the days of the out-of-school suspension. For the student to be readmitted to school, the parent and student may be required to meet with the Principal. Assignments due are required to be completed by the student. Grades for tests, quizzes and other class work given during the time of suspension will be determined for each course by the instructor in consultation with the Principal. Violation of suspension rules may result in further disciplinary action.

[Archdiocesan Policy #402.02]

Expulsion

Any student may be expelled for serious or chronic violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; chronic or serious bullying; serious and chronic lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

To ensure that the imposition of an expulsion is fair and consistent such proceedings shall include:

1. An investigation of the alleged misconduct by a qualified school employee.

2. An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations.
3. Written notice to parent(s)/guardian(s) citing the misconduct and the length of the of the proposed or actual suspension (typically provided after the in- person conference described in #2)

[Archdiocesan Policy #408.01]

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Parents/Guardians are expected to demonstrate behavior consistent with the Catholic values at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

When a parent/guardian engages in any of the behaviors outlined above or in the school's parent code of conduct and, in the judgment of the Principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, he/she may, after consulting with their assigned regional director:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic School.

[Archdiocesan Policy #408.03]

EXTENDED DAY CARE – (E.D.C.)

We provide before-school care from 7:00 A.M.–7:30 A.M. and after-school care from 2:30 P.M.-6:00 P.M. for all grades.

There is a fee to participate per hour per child. Please call the office for more information regarding this program. E.D.C. fees are charged each month on FACTS.

[Archdiocesan Policy #505]

EMERGENCY CLOSINGS

To enhance communications between the school and families, St. Alphonsus Liguori School has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes school cancellation, late start, or early dismissal.

Should it become necessary to close school due to weather conditions, you will be notified by an automated broadcast telephone call from the school as well as an e-mail. For this reason, it is imperative that you notify the office immediately if your home or work numbers change during the school year. Additionally, closings for our school may be announced through radio and television closure postings.

The decision to close the school will be made as soon as we are informed of impending bad weather or if there is a situation at school that would not allow our children to remain in the building. It must be noted that parents are expected to make responsible decisions concerning the health and safety of their children.

St. Alphonsus Liguori follows the decision of District #21 with regard to closing school due to bad weather; if District #21 is closed, St. Alphonsus is closed. However, we may close because of an issue related to our school. For instance, no heat or water at the school.

EVACUATION DRILLS

Regular fire drills and emergency drills are held to evacuate the school safely in a minimum amount of time. All persons, including volunteers and visitors are required to leave the building during these drills.

Tornado Warning and Shelter-in-Place

In the event of a tornado warning, students will move to the halls to seek shelter-in-place, and take cover along the lockers or hallway walls until an "all clear" signal is given.

[Archdiocesan Policy #417.05]

Lockdown Drills

Hard and soft lockdown drills are conducted so students and staff know how to respond to a building crisis or emergency.

[Archdiocesan Policy #417.04]

Bus Evacuation Drills

All students will participate in an annual bus evacuation drill.

[Archdiocesan Policy #417.03]

FIELD TRIPS

Well-planned field trips are part of the learning experience at St. Alphonsus Liguori School. Field trips must be educational, and students are expected to attend all planned field trips. A special form is sent home in advance to inform parents of the trip and to secure permission. Only this form will be accepted as permission for the trip.

The school reserves the right to deny participation to any student who does not have the proper permission or who has been unable to cooperate with the school rules.

GOVERNANCE

St. Alphonsus Liguori Catholic School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Alphonsus Liguori Catholic School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

HEALTH RECORDS/HEALTH CARE/EMERGENCY INFORMATION

In-School Sickness or Injury

Students who become ill or are injured will be sent to the school office. Simple first aid may be administered if needed (cleaning minor wounds, administration of a topical antiseptic, providing a bandage, etc.) If the matter cannot be attended to at school, a parent will be called either at home or at work. If the parent cannot be contacted, the next emergency reference indicated on the emergency card will be contacted. It is **extremely important** that telephone numbers on the emergency card be current and accurate. Please notify the school office immediately at (847) 255-5538 if there is a change in any of these numbers.

The spread of communicable diseases can be controlled by some simple precautions and procedures:

- Cover coughs and sneezes preferably with the sleeve or elbow.
- Avoid touching mouth, nose or eyes.
- Wash hands frequently, scrubbing briskly for 20 seconds, or use hand sanitizers.
- Stay home when ill.

AN IMPORTANT NOTE: Regarding Returning to School After Illness

Students who have been ill should be **fever free without medication for 24 hours** before returning to school. **If a child has vomited during the night, the student should be kept home from school the following day.**

Physical Examination Requirements

Students entering pre-kindergarten, kindergarten, sixth grade and all new students are required to have a record of a recent physical examination and updated immunization records in accordance with Archdiocesan policy and State law. This form is due in the office on or prior to the first day of classes.

Students must be compliant with required immunizations by October 15 or they will be excluded from school.

Vision examinations are required of students entering kindergarten and any student enrolling for the first time in an Illinois School. Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

You will be notified about vision and hearing screening when information is available. Dental examinations are required for students in kindergarten, second grade and sixth grade each year by May 15. The examination must have been completed by a dentist licensed to practice dentistry 18 months prior to May of the present school year.

[Archdiocesan Policy 413.02 & 413.03]

If the activities of a student must be restricted, it is necessary to have a written statement from the doctor informing the teacher and principal of the situation and the nature of the restriction.

Please notify the school immediately in case of an infectious disease.

Medication Policy

NO CHILD MAY HAVE MEDICATION (this includes cough drops) ON HIS/HER PERSON OR IN THE DESK OR LOCKER. ORDINARILY, MEDICATION WILL NOT BE ADMINISTERED BY THE PRINCIPAL, TEACHER, OR OTHER SCHOOL PERSONNEL. If it is necessary for a child to take medication during the school day, the medication must be brought to the office by the parent or other responsible adult and must be in a container properly labeled with directions, name of drug and both the child's and the doctor's names. The Request for the Administration of Medicine form must accompany the medication. This form must be completed and signed by the physician and parent. Neither the school, nor the school personnel incur liability for injury or illness or other damage resulting from administering medication, prescribed by a licensed physician or other licensed personnel, and administered in accordance with the prescribed dosage.

A recent state mandate permits the self-administration by a student of prescribed asthma medication. Specific procedures must be followed, which include written parent authorization and a written statement from the physician regarding the medication, dosage, administration procedure, etc. The form, Request for the Administration of Medicine must be left for our files when the medication is brought to school. It must be completed with the information form and signatures of the physician as well as authorization by the parent.

Good health habits include a sufficient number of hours of sleep and good nutritional habits. Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school. An elevated temperature, vomiting or dizziness are indications that your child may not feel well enough to complete the school day. A sick child should not be sent to school. Children should be without a fever for 24 hours before returning to school. In case of stomach flu or where there has been vomiting, students should have been retaining food for 24 hours. If a student becomes ill during the school day, the parent(s) will be notified to have him/her picked up at the Office.

It is expected that students will play outdoors during recess. If a child is too ill to participate, she/he should remain at home. Students cannot be left in the classroom unsupervised.

Every family must have a Pupil Emergency Information sheet on file in the office on the first day of classes. The information must be complete enough to enable us to act responsibly in case of an accident or other emergency. The school must be informed of any change in this emergency information.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Student Medications

St. Alphonsus Liguori School, per 105 ILCS 5/22-30(c), the school and school personnel incur no liability for injuries when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

Health Requirements

Any student with any medical need or condition that requires the administration or potential administration of medicine must make an appointment to meet with the school nurse to establish a plan of action prior to October 15, 2018. This is for the safety of all students and staff.

The School Code of Illinois requires that before students may start school, the following conditions must be on file upon enrollment:

For Kindergarten, 6th Grade, and New to Illinois Students – a complete physical examination with the Illinois form signed by a licensed physician and dated no earlier than one year prior to the first day of school is required. A sports physical does not meet the requirement and is insufficient.

A complete immunization record signed by the child's health provider including:

- DPT series with last immunization after the 4th birthday
- 1 Tdap vaccination for students over 11 years old and entering grades 6-12
- Polio series with last immunization after the 4th birthday
- Hepatitis B series
- Measles, Mumps and Rubella (2)
- Meningitis 6th grade and 12th grade
- Varicella- 2

Additionally, Public Act 99-024, effective Aug. 3, 2015, adds to the religious exemption requirements for immunizations and health examinations. The new law was effective starting in the 2015-2016 school year and states that parents or legal guardians who object, for religious reasons, to immunizations for their child for school entry must now have a Certificate of Religious Exemption that is signed by a healthcare provider. The signed certificate verifies that the health care provider counseled the parents or guardians on the benefits of immunizations and the health risks of not vaccinating students

The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Disease Code (77 Ill. Adm. Code 690) at the time the parent/legal guardian presents the objection. (665.510)

A request for an exception to any vaccination based upon a religious or medical objection should be submitted for review and individual consideration to the Principal of St. Alphonsus Liguori School before October 15 of the current school year.

[Archdiocesan Policy #413.05]

The Certificate of Religious Exemption form is available on ISBE's website at:
<http://www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf>.

Dental Requirements for Kindergarten, 2nd-grade, 6th-grade, and New to-Illinois Students. Students in kindergarten, second and sixth grades shall have a complete Illinois dental exam signed and dated by a dentist. The student's parent/legal guardian must provide proof of that exam by May 15th of the current school year. Noncompliance with this policy will result in the withholding of the student's report card until the required documentation is provided. [Archdiocese of Chicago Policy #413.04]

Vision Requirements for Kindergarten and any child entering school for the first time.

All students enrolling in kindergarten and any student enrolling for the first time in Illinois (with the exception of preschoolers) must also have an eye examination. A licensed optometrist must perform the exam. All eye exams must be completed within one year prior to Oct. 15.

Health and Immunization Policy

(105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1)

(3). Every child shall, at or about the same time as he or she receives a health examination required by state code, present to the local school proof of having received such immunizations against preventable communicable diseases as the Department of Public Health shall require by rules and regulations promulgated pursuant to this Section and the Communicable Disease Prevention Act.

(5). If a child does not submit proof of having had either the health examination or the immunization as required, then the child shall be examined or receive the immunization, as the case may be, and present proof by October 15 of the current school year, or by an earlier date of the current school year established by a school district. To establish a date before October 15 of the current school year for the health examination or immunization as required, a school district must give notice of the requirements of this Section 60 days prior to the earlier established date. If for medical reasons one or more of the required immunizations must be given after October 15 of the current school year, or after an earlier established date of the current school year, then the child shall present, by October 15, or by the earlier established date, a schedule for the administration of immunizations and a statement of the medical reasons causing the delay, both the schedule and the statement being issued by the physician, advanced practice nurse, physician assistant, registered nurse, or local health department that will be reasonable for administration of the remaining required immunizations. If a child does not comply by October 15, or by the earlier established date of the current school year, with the requirements of this subsection, then the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required

immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10. This subsection (5) does not apply to dental examinations.

Parents or legal guardians who object to health or dental examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form.

Exempting a child from the health or dental examination does not exempt the child from participation in the program of physical education training provided in Sections 27-5 through 27-7 of this code.

Parents/Guardians have a right to be notified in the event that there are children attending St. Alphonsus Liguori Catholic School that have not been immunized.

Care of Students with AIDS

Student Admission

1. Students with AIDS/HIV enrolled or seeking enrollment in grades K-8 shall be permitted to attend St. Alphonsus Liguori School in an unrestricted setting, subject to the terms and conditions of this policy.
2. Students with AIDS/HIV shall not be excluded from attending St. Alphonsus Liguori School for reasons of the infection unless exceptional conditions are evident as determined by the student's physician, Student's parent(s) or legal guardian(s), the school principal, and the pastor.
3. Cases shall be referred to the Superintendent of Schools according to the guidelines and procedures of the Archdiocese when disagreement on the existence of the excluding conditions prevents the student's physician, the student's parent(s) or legal guardian(s), the school principal, and the pastor from reaching a decision on admission or continued enrollment.

Care of Students with Asthma

The school allows the self-administration and self-carry of asthma medication, up receipts of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually.

The school requests annually an asthma action plan from the parents or guardians of a pupil with asthma.

The school requires its personnel who work with pupils to complete every two years an in person or online training program on the management of asthma, the prevention of asthma symptoms and emergency response in the school setting.

Care of Students with Diabetes

School personnel receive training in the basics of diabetes care, to identify when a student with diabetes needs immediate care or emergency medical attention, and whom to contact in the case of emergency during a regular in-service training as provided for by Section 10-22.39 of the School Code.

The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature both of which are maintained in the school files.

The school requires every staff member who is taking care of a student with diabetes to be trained appropriately, per 105 ILCS 145 as a “Delegated care aide” by a licensed healthcare provider with expertise in diabetes.

Anaphylaxis Response Policy

Below is a link to the Anaphylaxis Response Policy for Illinois Schools:

https://www.isbe.net/Documents/Anaphylactic-policy.pdf?_cldee=Y2Fubm9uY0BzdC1jYXRoLm5ldA%3d%3d&recipientid=contact-6939ae05a859eb11a81200224803bd5b-b76690d5fcab428982baf4f98b8db750&esid=398c515c-4090-ec11-b400-6045bd0094dc#search=anaphylaxis

HOMework POLICY

Homework, whether it be written, oral or study, is assigned to help students review and comprehend what is taught during class time.

Suggested daily time allotments for homework are:

- Grades 1-2: 15-30 minutes
- Grades 3-5: 30-60 minutes
- Grades 6-8: 60-90 minutes

Parents can help by providing the right environment for concentration, time structures, and above all, encouragement. A time for study should be set aside each night, free from television. If your child reports she/he has no homework:

1. Suggest reading a book, magazine, or newspaper for enjoyment.
2. Consider reviewing class notes, spelling, math processes.
3. Work on science, social studies, or other long-term projects that have been assigned, especially in grades 3 through 8.

It is difficult to establish a fixed, rigid policy as to the amount and kind of homework children should have each night. There are days when it is very easy for a teacher to assign work to be done at home; on other days, the instruction may not lend itself to homework. If you notice that your child is consistently without homework, has too much homework, or does not understand the assignments, please check with your child's teacher.

Extra-curricular activities should not take precedence over school work.

[Archdiocesan Policy #506]

Vacation Homework Policy

Vacations are discouraged during school days. Homework and classwork may not be requested ahead of time. Assignments are due after return to school within an equal number of days not in school.

HONOR ROLL SYSTEM

Students in grades 6 through 8 are eligible for the honor roll.

1. **“A” Honor Roll** - requires a grade point average of 3.6 or higher, no “C’s” in any class, and an average of a 2.75 or higher in Successful Learner Traits, (SLT’s).
2. **“B” Honor Roll** - requires a grade point average of a 3.0-3.5 in all subjects with no more than two “C’s,” and SLT’s in all classes average to a 2.75 or higher.
3. A “D” or an “F” received in any class eliminates a student from the Honor Roll.

8th Grade Students are eligible for the following additional honor rolls:

1. **Principal’s Honor Roll** - requires “A’s” in all classes, SLT’s for all classes average 2.75 or higher, and no negative comments.
2. **Presidential Honor Roll** - requires an average of 85% or higher in iReady percentile scores from grades 4-8 and a “B+” average from grade 4-8.
3. A “D” or an “F” received in any class eliminates a student from the Honor Roll.

GRADING SYSTEM

Grading System

| | | |
|----|------------|------|
| A+ | 100 – 99 | 4.33 |
| A | 98 – 95 | 4.0 |
| A- | 94 – 93 | 3.67 |
| B+ | 92 – 91 | 3.33 |
| B | 89 – 87 | 3.0 |
| B- | 86 – 85 | 2.67 |
| C+ | 84 – 83 | 2.33 |
| C | 82 – 79 | 2.0 |
| C- | 78 – 77 | 1.67 |
| D+ | 76 – 74 | 1.33 |
| D | 73 – 71 | 1.0 |
| D- | 70 – 69 | 0.67 |
| F | <68 | 0.0 |
| I | Incomplete | 0.0 |

INCIDENT REPORTING SYSTEM

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

INSPECTION POLICY

Individuals entering upon the premises of the school - whether students, employees, or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included within the Policy is the right to inspect the following:

1. Lockers;
2. Backpacks, briefcases, bags, gym bags or similar such items brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether school, student or visitor) existing on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

INTERNET ACCESS POLICY

At the beginning of each school year, each student and his or her parents(s)/guardian(s) must read the Acceptable Use Policy and sign an authorization form before being granted supervised or unsupervised access to the Internet.

The computers at St. Alphonsus Liguori School are designed to serve the students, faculty, staff, and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. Students are encouraged to use the school computers for educational or school-related activities and to facilitate the efficient exchange of useful information. However, all hardware, software, and services provided by the school are and remain the property of the school. All users are expected to conduct their activities in an ethical and legal fashion. Appropriate uses include:

1. **Acceptable Use:** Access to the network and the Internet must be for the purpose of education or research and be consistent with the educational objectives of the school and the Archdiocese.
2. **Privileges:** The use of the network and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges, disciplinary action (including suspension, expulsion, or discharge) and/or appropriate legal action. The administration will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time. The Principal's decision is final. Electronic communications downloaded material and/or other information obtained or transmitted via the network or Internet may be monitored or read by school officials.
3. **Unacceptable Use:** Users are responsible for their actions and activities involving the network and Internet. Some examples of unacceptable use are but not limited to:
 - Using the network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations;
 - Unauthorized downloading of software, regardless of whether it is copyrighted;
 - Using the network to identify, imply, or infer any gang activity;
 - Wastefully using resources, such as file space;
 - Invading the privacy of individuals;
 - Using another user's password or account;
 - Posting anonymous messages or using pseudonyms or anonymous sign-ons
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objective and/or the teachings of the school and the Archdiocese;
 - Using the network while access privileges are suspended or revoked;
 - Unauthorized subscriptions to Internet services such as list-servers and newsgroups.
4. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - Do not reveal the personal addresses or telephone numbers of staff, students, or colleagues.
 - Recognize that email is not private.
 - Do not use the network in any way that would disrupt its use by others.
 - Use and share computer resources courteously and efficiently.
5. **Warranties:** The school and/or the Archdiocese make no warranties of any kind, whether expressed or implied, for the service they are providing. The school and the Archdiocese will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the network and the Internet is at your own risk. The school and the Archdiocese specifically deny any responsibility for the accuracy or quality of information obtained through the service.

6. **Indemnification:** You agree to indemnify the school and the Archdiocese for any claims, losses, costs, or damages, including reasonable attorney fees, incurred by the Archdiocese and/or school relating to, or arising out of any breach of this Internet Access Policy.
7. **Security:** Network security is a high priority. If you can identify a security problem on the network or the Internet, you must notify the Principal. Do not demonstrate the problem to others. Keep accounts and passwords confidential. Attempts to log-on to the network as the System Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism:** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data for another use. This includes but is not limited to the uploading or creation of computer viruses.

Investigations Regarding Student Social Networking

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such an investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify their students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.

Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

[Archdiocesan Policy #504.03]

LITURGY PARTICIPATION

Grades PreK-8 participate in the Liturgy regularly. All grades help prepare and plan the liturgies on a rotating basis. All students participate in the liturgy on Holy Days and other days considered special to Catholic education. Para-liturgies (prayer services) are planned by the students with assistance from the teacher.

[Archdiocesan Policy #302.01]

LOCKERS

Lockers are assigned for students in grades 4 – 8. Lockers are to be kept in good order at all times. Food should never be stored in the lockers. Students are allowed to go to their lockers four times throughout the school day.

1. At the beginning of the school day from 7:40 – 7:45 a.m.
2. Immediately preceding lunch/recess
3. Immediately following lunch/recess
4. At the end of the school day from 2:25-2:30 p.m.

Students should not change lockers without permission of the principal.

The school is not responsible for items kept in a locker. Grades 4 -8 are to keep their belongings in their lockers. Students will be charged for damage to lockers.

LOST & FOUND

Parents are asked to label coats, jackets, gym clothing and other personal items. Lost articles are kept in the lost and found container in the office. Articles not claimed by the end of the trimester will be given to the needy.

LUNCH

Students are expected to use good table manners, be courteous and show concern for others. Unacceptable behavior will result in the loss of the privilege of having lunch at school. All food is to be consumed in the lunchroom during lunchtime.

School lunches are ordered monthly using the www.boonli.com website. Orders must be placed before the 15th of the preceding month. No late orders or payments will be accepted. All payments are to be made through the Boonli website.

No outside lunches are to be sent to the school office for delivery to a student during the school day. Food sent to the school will not be delivered to the intended student. Students who do not bring a lunch to school will have a hot lunch provided and the parents will be billed for the additional hot lunch.

Applications for free and reduced lunches will be sent home at the beginning of the school year and must be returned to the office.

Cafeteria Etiquette

All students may either bring a lunch and drink from home or preorder a hot lunch online. Students should dispose of debris properly, recycling whenever possible. Students are expected to finish their lunches before reporting to the next class. Appropriate table manners and reasonable, polite behavior are expected. Specific cafeteria rules are reviewed during orientation day.

- Enter and exit the cafeteria in an orderly manner. Running is not allowed.
- Acceptable table manners and reasonable and polite behavior are expected.

- Conversation should be kept to inside voices.
- Treat supervisors with respect.
- Remain seated during your lunch period.
- Clean up on and around your tables before you leave.
- Glass bottled beverages are not allowed.
- Receive permission from your lunch supervisor before leaving the cafeteria. Stay in your seat until the supervisor signals the end of the lunch period.
- Be quiet and courteous in the halls on the way to and from lunch to avoid disturbing classes.
- Recycle whenever possible.

Improper Lunchroom Conduct Procedures

- Verbal warning.
- Meeting with the supervisor to discuss a plan for improvement and options as well as written communication to the teacher.
- Assigned to another table. Phone call or email home by teacher.
- Student referred to the principal.

NON DISCRIMINATION STATEMENTS

As per Illinois PA 102-0360, St. Alphonsus Liguori Catholic School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

St. Alphonsus Liguori Catholic School allows 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.

PARTIES & TREATS

Parties are planned by the headroom parents and volunteers for Halloween and Christmas. Party plans should be approved by the classroom teacher prior to the party. No treat bags will be sent home with students.

Students may bring birthday treats (no gum or pop) to share with the class. Per Cook County Health Department, it is recommended that food brought into the school for classroom parties, lunches, birthday treats, etc. be purchased at a commercial food establishment or retail food store. This is to better protect the students and faculty from possible contamination of the food that is served. A cookie, an ice cream bar, an ice cream sandwich, a popsicle, a small candy bar, or a donut are popular with the students and are easy to serve. Students will be allowed to celebrate only one birthday each year at

school. Students should make arrangements with their teacher for the treat. Only one treat per day for each class.

We wish to include all students in our activities. With this in mind, we ask parents who wish invitations to a party to be given out at school to include the entire class. If the parent chooses not to include the entire group, invitations are not to be given out at school. A child wishing to distribute invitations should speak with his/her teacher PRIOR to giving out the invitations.

PARENT/STUDENT/TEACHER CONFERENCES

Parent/student/teacher conferences are held every November. Pre-K through 8th grade are required to meet with their homeroom and academic teachers. Special conferences must be arranged with the teacher. Please do not "drop in" for an unscheduled conference. We ask parents to refrain from using school time or social events for parent conferences.

PHOTOGRAPHS

All students in grades Preschool through 8 are photographed by a professional photographer. Dress clothes should be worn to school on picture day. The pictures are available to parents who wish to purchase them. The scheduled dates for school pictures and graduation portraits will be announced in the weekly email.

At the beginning of the school-year, parents are given a consent form to allow teachers or administrators to photograph or film students for school use. Examples include taking pictures of students engaged in class work to show parents, field trips, or filming school announcements. Students should not photograph or film activities on school grounds without the express consent of a teacher or administrator. Violation of this policy can result in disciplinary action.

PRAYER & PLEDGE OF ALLEGIANCE

Prayer shall be integrated throughout the school day, and during co-curricular and extracurricular activities. Each school day shall begin with prayer.

[Archdiocesan Policy # 302.03]

The Pledge of Allegiance shall be recited each school day by pupils.

[Archdiocesan Policy #2401]

SACRAMENTAL PROGRAMS

The children attending St. Alphonsus Liguori school participate in the sacramental life of the Church in a variety of ways. Teachers and students plan and participate in all-school Masses in prayer services and in reconciliation.

Preparation for and celebration of First Reconciliation and First Communion usually take place during the second grade. Confirmation traditionally is celebrated in eighth grade. Meetings are held to offer catechesis to the parents and to support them in helping to prepare their children for these sacraments.

SAFETY & SUPERVISION

Children are not to be dropped off before 7:30 A.M. There is no supervision outside the school after 2:35 P.M.

In order to prevent injury or accident students must follow school safety regulations, e.g. no pushing, shoving on the stairway or on the school grounds. Any form of tackling is forbidden.

All school doors are locked during the school day. For parents and visitors who come during the school day, there is a doorbell on the brick wall near the main school entrance. Please sign in at the office.

STUDENT RECORDS

St. Alphonsus keeps a full and accurate record of each child's attendance and academic progress according to the procedures established by the Diocesan Office of Education. School records contain confidential data and are not released to unauthorized persons. If information regarding your child is to be shared with doctors, tutors, etc., parents must give permission in writing.

[Archdiocesan Policy #410.00]

The Archdiocese of Chicago Office of Catholic Education has established guidelines for school records. These guidelines describe your right with regard to the records of your child(ren) which are maintained by your Catholic school. These rules include:

- ***Right to Inspect:*** You have the right to look at your child's permanent record, which includes Report Cards, Health Records, Accident Reports, Attendance Records and Biographical Information (name, address, etc.).
- ***Right to Prevent Disclosure:*** The school will not disclose anything to third parties from your child's record unless [1] you consent, in writing, prior to the disclosure, or [2] the information is directory information which you have not requested be kept confidential, or [3] the information is requested by a school to which your child is officially transferring, or [4] the request for the information meets some of the limited circumstances described in the "Guidelines for School Records."
- ***Right to Request Correction:*** You have the right to present evidence and request that the school 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 record, you may insert an explanation in the records. Once your child reaches the age 18, he/she obtains all of the above rights.
- ***Non-custodial Parents:*** St. Alphonsus Liguori School abides by the provisions of the Family Educational Rights and Privacy Act 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 to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

St. Alphonsus Liguori Catholic School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

Transcripts and school records will NOT be transferred.

Certified copies of transfer students' records are requested within 14 days of enrollment. St. Alphonsus Liguori Catholic School sends unofficial records of students transferring to other schools within 10 days of the request. Official records are sent once all financial obligations have been met.

Education records are to be secured and treated as confidential. The Principal shall be the custodian of all education records. Access to education records must be limited to people authorized by the Principal. Parents and students over 18 years of age have the right of access to their records unless specifically prohibited by court order. Saint Alphonsus Liguori follows all Archdiocesan Policies regarding the transfer, storage, amendments, retention, storage, and destruction of student records

[Archdiocesan Policy #410.02]

WITHDRAWL/RELEASE OF RECORDS

Please notify the Office in advance if you are planning to move. Give us your new address, the name and address of the new school, and the last day your child will be attending St. Alphonsus Liguori. Records will be sent to the new school upon receipt of a Release of Records form from the new school, complete payment of all fees and tuition, and all texts and library books have been returned to school.

[Archdiocesan Policy #510]

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

TELEPHONE CALLS/VISITORS

Parents and other interested visitors are cordially welcome at school. We require all visitors (including parents and former students) to stop at the Office, sign in upon entering the school building. There is a

doorbell on the brick wall near the main school entrance. For the safety of our students and staff, we ask that parents refrain from walking their children to classes or walking through hallways unescorted by staff. If you need to speak with your child's teacher, please make an appointment in advance.

Forgotten money, lunches or books are to be brought to the office, not the classroom. Parents and students are asked to make arrangements for after-school activities PRIOR to the child leaving for school in the morning. If an emergency arises, the parent may call the office and a message will be given to the child.

Students shall never open external doors for visitors. If students are used to greet visitors outside the school building (including service personnel), they should be directly monitored by a qualified school employee at all times.

School personnel are empowered to ask visitors to leave at any time if their presence jeopardizes student safety or is disruptive to the educational environment of the school. If a visitor refuses to leave, school personnel shall contact local law enforcement.

[Archdiocesan Policy #416.07]

FACTS TUITION MANAGEMENT

Tuition is collected through FACTS tuition management company. Parents must register with FACTS and choose to pay annually, semi-annually or monthly. There are two choices of due dates when you pay monthly. If a parent chooses to pay annually the payment should be made by check before school begins. There is a yearly fee to join FACTS and late fees will be assessed if payments are not received on time.

Registration takes place during the month of January. School tuition and fees must be current in order to re-register children for the coming year. The book fees, and technology fees will be paid through FACTS July 1st. Other fees (i.e milk, gym uniforms,..) are collected at Fee Day scheduled in August.

Tuition for eighth graders must be paid prior to graduation. Students who are not current in their tuition payments may not walk in the graduation ceremony. Requests for transcripts of 8th grade and/or transferring students will be honored when all financial obligations have been met. Those who are unable to meet these obligations should contact the Principal or Pastor.

Students who are not current in their tuition payments are not permitted to attend the Springfield or Washington D.C. field trips.

Tuition Delinquency

On time tuition payments are crucial to the fiscal health of our school. We count on tuition as our major form of income to pay for teachers' salaries and benefits, provide academic programs and to "keep the lights on." If a family's monthly tuition payment should fall behind more than two months a discussion needs to take place with the Pastor or Principal. Failure to contact the Pastor or Principal and make arrangements for payments will result in the parents being unable to view grades on PowerSchool.

If tuition is not paid for 3 months, the child(ren) will not be allowed to attend school until at least one tuition payment is made. This financial suspension from school will take place immediately after the third monthly payment is missed.

We are certainly willing to help parents when they have extenuating circumstances. We want your children to be in school; however, it is the obligation of the parents to pay the tuition on-time which is needed to successfully operate the school.

[Archdiocesan Policy #408.04]

UNIFORM POLICY

As a part of the outstanding holistic education that our Catholic school provides, uniforms equip and prepare our students for higher education and the workforce. Students learn the practical skills to present and comport themselves in a professional, responsible, and dignified manner that employers want. Uniforms are worn from the first day of school by all students in grades PreK-8. On days when students are allowed to wear clothing other than the school uniform, proper clothing must be worn. The final interpretation of what constitutes "proper clothing" shall be left to the discretion of the principal. Children not in uniform, for a valid reason, must present a written excuse from the parent(s) to the teacher.

Dress Uniform

Boys' Uniform

- Boys will wear black dress twill slacks.
 - Slacks may be purchased through Dennis Uniform Company or may be another brand as long as style, stitching and color match (straight leg with no cuffs).
 - Pants and shorts should not have cargo pockets.
 - Shorts should be no shorter than one inch above the knee cap.
 - No stretch or knit material pants may be worn.
 - Pants should be flat front twill pants.
 - Belts are optional.
- Shirts should be red or gray in color and a polo style shirt.
 - Polo shirts may be purchased through Dennis Uniform Company, or may be another brand as long as style, stitching, and color match.
 - Plain red polo shirts without the school's logo are acceptable, as long as style, stitching, and color match.
 - White t-shirts or white turtlenecks may be worn under the uniform shirt between the dates of October 31 and April 1st.
 - Shirts worn by students must be tucked in at all times.
- Boys may wear a red crew neck sweatshirt with no writing or logos present.
 - The red sweatshirt with the Saint Alphonsus logo is an acceptable part of the uniform.
 - HOODED sweatshirts or full zippered sweatshirts are NOT part of the dress uniform.
- Boy's socks must be solid colored in black or white.
- Dress shoes or gym shoes are to be worn every day.
 - Shoes that tie must be tied - no open toe or open heel shoes.
 - Boots may not be worn during the school day.
- Examples of acceptable boy's uniform options for grades 4 – 8 may be found below:

Boys
Uniform
Shirt
Options



Red Short Sleeve Polo – With or Without School Logo



Red Long Sleeve Polo – With or Without School Logo



Grey Short Sleeve Polo – With or Without School Logo



Grey Long Sleeve Polo – With or Without School Logo



Quarter Zip Red Pullover Sweatshirt – With or Without Logo



Red Crew Neck Sweatshirt – With or Without Logo

Boys
Uniform
Pants &
Socks
Options



Black, Straight Leg, Flat Front, Dress Pants



Black Shorts – *Beginning of Year to October 31 & April 1st to End of Year*



Solid Color White Socks



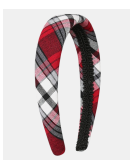
Solid Black Socks

Girls' Uniform

- Girls in Preschool through grade 1 may wear a red polo dress purchased through Dennis Uniform Company.
 - Girls' dresses must fall no higher than one inch above the knee cap.
 - Shorts may not show below the uniform dress.
- Girls in Preschool through grade 3 may wear the red plaid uniform skirt or jumper purchased through Dennis Uniform Company.
 - Girls' skirts or skorts must fall no higher than one inch above the knee cap.
 - Shorts may not show below the uniform skirt or skort.
 - Girls must wear either socks, knee high socks, or tights under their skirts. Leggings are not to be worn under the dress uniform skirts or skorts.
- Girls in grades 4 - 8 may wear the red plaid uniform skirt or skort purchased through Dennis Uniform Company.
 - Girls' skirts or skorts must fall no higher than one inch above the knee cap.
 - Shorts may not show below the uniform skirt or skort.
 - Girls must wear either socks, knee high socks, or tights under their skirts. Leggings are not to be worn under the dress uniform skirts or skorts.
- Girls in all grades may wear black dress twill slacks.
 - Slacks must be purchased through Dennis Uniform Company or may be another brand as long as style, stitching and color match (straight leg with no cuffs).
 - Pants and shorts should not have cargo pockets.
 - Shorts should be no shorter than one inch above the knee cap.
 - No stretch or knit material pants may be worn.
 - Pants should be flat front twill pants.

- Belts are optional.
- Shirts should be red or gray in color and a polo style shirt.
 - Polo shirts may be purchased through Dennis Uniform Company, or may be another brand as long as style, stitching, and color match.
 - Plain red polo shirts without the school's logo are acceptable, as long as style, stitching, and color match.
 - White t-shirts or white turtlenecks may be worn under the uniform shirt between the dates of October 31 and April 1st.
 - Shirts must be tucked in at all times.
- Girl's may wear a red crew neck sweatshirt with no writing or logos present.
 - The red sweatshirt with the Saint Alphonsus logo is an acceptable part of the uniform.
 - HOODED sweatshirts or full zippered sweatshirts are NOT part of the dress uniform.
 - Girls may also wear a plain black or white cardigan sweater with no print or logo's present.
- Girl's socks, knee socks, or tights must be solid colored in black or white.
- Dress shoes or gym shoes are to be worn every day.
 - Shoes that tie must be tied - no open toe or open heel shoes.
 - Boots may not be worn during the school day.
- Examples of acceptable girl's uniform options for Preschool through grade 3 may be found below:

Girl's Hair Accessory Options



Padded Headband



Elastic Headband



Streamer Hairbow



Hair Scrunchie



Clip Hairbow



Solid Red, Black, or White Hairbow

Girl's Uniform Shirt Options



Red Short Sleeve Polo – With or Without School Logo



Red Long Sleeve Polo – With or Without School Logo



Grey Short Sleeve Polo – With or Without School Logo



Grey Long Sleeve Polo – With or Without School Logo



Quarter Zip Red Pullover Sweatshirt – With or Without Logo



Red Crew Neck Sweatshirt – With or Without Logo



Solid Color Black or White Cardigan

Girl's
Uniform
Pants,
Skirt,
Romper
Options



Double Tab Pleat Skort – All
Grades



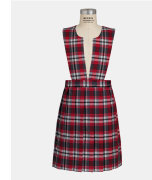
Black Shorts – *Beginning
of Year to October 31 & April
1st to End of Year*



Black, Straight
Leg, Flat Front,
Dress Pants



Pleated Pique
Polo Dress - *Only
an option for
Grades PreK - 1*



Split Front Knife
Pleat Jumper –
*Only an option for
Grades PreK – 3*

Girl's
Socks and
Tights
Options



Solid Color White/Black Socks or Solid Color White/Black
Knee-High Socks



Solid Color White or Black Tights

All Grades – Boys and Girls

- Adherence to the uniform code is expected.
- Please note that neatness and good taste are primary goals.
- Boys' and girls' uniform shorts must be the appropriate color and purchased through Dennis Uniform Company or be another brand as long as style, stitching and color match.
 - Shorts should not have cargo pockets.
 - Shorts for both boys and girls should be long enough to fall no higher than one inch above the knee cap.
 - Boys' and girls' uniform shorts may be worn:
 - From the beginning of school in August through October 31 and;
 - From April 1 through the end of the school year.
- No rolling or cuffing of pants, skirts, or skorts.
- No elasticized ankles on slacks and trousers are permitted.
- Plain means no logos, print, emblems, or monograms except St. Alphonsus Liguori School logos.
- Uniforms must fit properly. Uniforms one size larger to allow for growth are acceptable, but over-sized uniforms will not be allowed.
- The waistband of pants, both regular and gym, must be worn at the waist, not hips. The pant legs may not be excessively bunched up at the shoe.
- Make-up is not to be worn at school.
- Only post or small earrings are allowed.
 - Boys – earrings are not permitted.
- Students' hair must be neatly groomed.
 - Boy's hair must be above the collar, above the eyebrows, and above the earlobes.
 - Unconventional hair styles such as Mohawks or "tails," hair extensions or altering hair to an unnatural color is not allowed.

- Students are not allowed to have designs in their hair i.e., logos, letters, lines, numbers, etc.
- St Alphonsus Liguori School must not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- All students are required to wear shoes with closed toes and heels (no sandals).

Please review the behavior expectations section for the policy regarding arriving at school without the correct uniform. We appreciate your cooperation in this matter.

P.E. Uniforms

Grades PreK:

Gym shoes that tie or fasten (no loafers). Students will not be changing clothes for gym classes.

Grades K-8:

Gym shoes that are to be worn only for gym classes must tie or fasten with Velcro, (no loafers), and white cotton sweat socks. P.E. classes may be conducted outdoors during the fall and spring; sweatpants and sweatshirts are recommended in addition to the P.E. uniform.

- Red or light gray sweatpants and shorts.
- Red sweatshirts and red t-shirts imprinted with the school logo.
- Gym sweatshirts may not be worn with the dress uniform.

UNIFORMS - ALTERNATE DRESS CODE

Charger Spirit Wear Days

On these days, students may wear any St. Alphonsus Liguori logo shirt with jeans, cargo pants or medium length shorts. Shorts for both boys and girls should not be shorter than one inch above the knee cap. Please make sure that pants and shorts fit properly and do not have unseemly holes. Tops should always be long enough to fully cover the midriff. Students who choose not to wear St. Alphonsus Liguori spirit shirts must be in regular uniform clothing.

Total Dress Down Days

On days when students are allowed to wear clothing other than the school uniform, proper clothing must be worn, e.g., slacks, skirts, dresses, blue jeans, blouses, t-shirts, sweatshirts, sweatshirts, sweatpants. Shorts, Capris, or Bermuda style pants may fall no higher than one inch above the knee is acceptable during uniform shorts season. Girls may wear leggings or capri leggings provided the top they are wearing comes down to mid-thigh/fingertip length. Mini-skirts, spaghetti strap style tank tops, and low necklines as well as clothing with offensive wording or pictures are not permitted. All students are required to wear shoes with closed toes and heels (no sandals). The final interpretation of what constitutes "proper clothing" shall be left to the discretion of the principal.

[Archdiocesan Policy #406.04]

VOLUNTEER REQUIREMENTS

The Church calls each of us as servants to go out and help others. St. Alphonsus Liguori School Service Program allows our students to gain personal fulfillment whether it is raising money for global efforts or simply helping the school, parish, and local community. Our program strives to connect people to social justice through service.

Student Service Hour Requirements

- Kg: 10 Hours
- 1 st – 2 nd Grade: 20 Hours
- 3 rd – 5 th Grade: 30 Hours
- 6 th – 8 th Grade: 40 Hours in addition to their Confirmation hour requirements

Each teacher will give a student a service hours log sheet. Students will fill out the form and teachers will approve service hours. The school will provide a variety of service opportunities throughout the year.

One third of the service hours are due two weeks prior to the end of the trimester. For example, a student in middle school needs to have a minimum of 4.5 hours completed two weeks prior to the end of each trimester. By the end of each trimester, middle school students need to complete 13.3 service hours. Students will not be able to make up missing service hours. Failing to meet this requirement will result in a lower religion grade.

Volunteer opportunities include, but are not limited to Advent service projects, altar serving, assisting at sporting events, buddy system, Catholic Schools Week Projects, food pantry, garden projects, giving tree, Lent Service Project, Loving Lunches, and Senior Food Club.

If the school is hosting a service event, a shared document will be used to track student volunteer hours. The document will include the following: name of student, grade, service provided, and hours served. The service program begins on Monday August 21, 2023.

Parent Volunteering

Each family is required to donate twenty (20) hours during the school year for the first student enrolled at Saint Alphonsus Liguori. For each additional student, the family will donate an additional five (5) hours. Families may select to buy-out their twenty (20) required hours. They will be billed \$225 at registration for their hours.

Volunteer opportunities include, but are not limited to, staffing our major fundraisers, working at a family-fun-night or back-to-school night, serving as a room parent, serving as an athletic coach, chaperoning field trips, or volunteering at recess.

All volunteers who work with children in our Archdiocese are required to complete the Protecting God's Children program which can be accessed on the Archdiocese of Chicago website or www.virtus.org. Coaches and chaperones for overnight field trips are also required to submit to an Illinois State Police background check.

Each trimester parents will be informed of the service hours accumulated.

RIGHT TO AMEND

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

DISCLAIMER & ADDENDUMS FROM THE ARCHDIOCESE OF CHICAGO

Adoption of State Requirements

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Mandated Reporting

All staff members are Mandated Reporters. Staff members must complete Mandated Reporter training and have a certificate of completion on file. (Teachers must sign the certificate).

[Archdiocesan Policy #415.01]

Medical Cannabis Policy

Students are not permitted to use or possess cannabis 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 who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

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

Illinois School Code

The school abides by all relevant case laws of the Illinois school Code, including Plyler v Doe.

No student shall receive a certificate of graduation without passing a satisfactory examination in such subjects (105 ILCS 5/27-3).

St. Alphonsus Liguori School adopts and follows all of the policies and procedures set forth by the Archdiocese of Chicago and the State of Illinois.