

ST. GEORGE SCHOOL

St. George School
Tinley Park, Illinois 60477



Parent Student Handbook 2024-2025





INTRODUCTORY COMMENT

THIS HANDBOOK IS PREPARED FOR THE PARENTS AND CHILDREN OF ST. GEORGE SCHOOL. YOU ARE URGED TO READ IT CAREFULLY. SOME SECTIONS HAVE BEEN REVISED.

AFTER YOU HAVE READ IT, PLEASE GO OVER IT WITH YOUR CHILD(REN). PLEASE KEEP THIS IN A CONVENIENT LOCATION FOR EASY REFERENCE.

St. George follows the regulations and procedures established by the Archdiocese of Chicago Schools as stated in the Archdiocese Policy and Procedure Manual.

St. George School, through the Principal, retains the right to amend the handbook for just cause with or without notice. Quickly changing circumstances or events will be considered just cause. However, the school will attempt to inform parents of all changes as soon as possible.





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PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior 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 harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students, and volunteers of the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.
When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may...
- 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.

POLICY ON NON-DISCRIMINATION

Saint George School respects the dignity of each student and will not bar admission to any child because of race, color, sex, or national and ethnic origin. All can enjoy the rights, privileges, programs, and activities that are available in our school. Saint George School does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of educational policies, loan programs, athletics, and other school administrative programs.

Informal and Formal Process:

If you feel that you have been discriminated against based on the prior statement, please refer to the steps below for a formal process.

Generally, these issues can be resolved without the need for formal intervention. The options available to you are:

- Talk to the person who is making you feel uncomfortable or whom you may have offended (if you feel able to do so).
- Contact your Principal, Assistant Principal or the Pastor of the Parish, for advice about how to resolve the matter, and the options available to you.
In many instances, such simplistic measures are a success.
- It allows the matter to be addressed quietly and without labels being attached to anyone. This is particularly important where the behavior was unintentional or misguided.
- It allows for positive action to be taken to correct or alter behavior.



Formal Process:

If you are not satisfied with the outcome of the informal discussions, or you feel that you are unable to raise the issue through informal means you should contact the Office of Catholic Schools, Regional Director: Natalie Formica: natalieformica@archchicago.org in writing to formally log a complaint.

MISSION STATEMENT OF ST. GEORGE SCHOOL

It is the mission and belief of St. George School that each child, as a child of God, has a unique potential to achieve at a high level which requires continuous purposeful development, while recognizing his/her cultural diversity. Each student is encouraged to grow toward fulfillment as a total person, spiritually, socially, physically, academically and emotionally. With this in mind, faculty and students strive to live and learn together in a Catholic Community.

DIVERSITY STATEMENT

St. George School is committed to the principles of our Catholic faith. As such, we welcome each person as Christ. We recognize that each individual is unique and deserving of empathy, respect, and a feeling of belonging. We embrace students of diverse backgrounds and strive to engage them in meaningful learning. Our goal is to build a strong, inclusive community, rooted in faith, thus preparing students to thrive in a multicultural society.

VISION STATEMENT

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PHILOSOPHY OF ST. GEORGE SCHOOL

Saint George School is a Catholic school in the Archdiocese of Chicago. The parents, administration, and faculty of Saint George School recognize the importance of Catholic schools in the spiritual and academic development of children. Saint George School fosters quality education by providing opportunities through the faith life of the parish community to know, to serve, and to love God. The parents, administration, and faculty have created a Christian education community in which growth and learning take place. Parents are the primary educators of their children, and teachers are their partners in this task. The Religious Education program provides doctrinal instruction, liturgical experiences, involvement with the living Church, and development of moral values. Religion is the foundation of the school curriculum permeating the educational experience. Each person is recognized as being unique. The task of teachers is directed toward finding the best possible learning design for each student. The curriculum of Saint George School centers on the development of the students as individuals, thus aiding them in becoming valuable members of society. The educational program encourages students to discover their own gifts and talents so as to share them with others. Saint George School encourages students to accept responsibility for themselves and their community.



MANDATORY CHILD ABUSE REPORTING ACT

St. George faculty, administration, and staff are mandated by law to report child abuse to the proper authorities. Every staff member is a mandated reporter at St. George School.

<https://childabuse.illinois.gov>

PARISH SPIRITUAL AGREEMENT

As Catholic parents, we are reminded in the Baptismal prayer offered by the priest or deacon who baptized your child(ren):

You are the first teachers of your children in our Catholic faith, may you be the best of teachers.

The prayer reminds us that we set an example for our children. It is not enough to send your children to a Catholic school and expect them to “turn out okay.” We expect parents to practice their faith and to be good role models to their children. Please review the Spiritual Requirements below:

- I will pray at home, learning how to read Scripture.
- I will teach my children how to pray.
- I will attend Mass each weekend with our Parish family.
- I will live a Catholic, Christian lifestyle.
- I will teach my children how to live as Catholics and care for others.
- I will regularly contribute, through the use of envelopes, supporting Saint George Church.
- I will support St. George School and Staff.

DAILY PRAYER AND MASS

All children attending Saint George School have religion classes as part of the daily curriculum. The importance of religion in life is stressed by daily prayer in the classroom, sharing common prayers as a school community, and through weekly school masses. Holy days and other Church celebrations are observed. Parents are welcome to attend all liturgies and prayer services.

SACRAMENTS

Special classes are held prior to the reception of any sacrament. These are direct preparation periods for the Catholic children who may receive the Sacraments of Baptism, Reconciliation, First Holy Communion, and Confirmation. These special classes of sacramental preparation require that parents become involved and participate in preparation of the child/children before receiving any sacrament.

RIGHTS OF NON-CUSTODIAL PARENTS

St. George School follows the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, which permits parents to inspect and review their child’s school records. In the case of the non-custodial parent, the school will provide such parents with medical, dental, childcare, and other school records unless there is a court order prohibiting inspection or the obtaining of such records. St. George School abides by the provision of the BUCKLEY AMENDMENT with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide (upon request) 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 information is not to be given



to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with all official copies of the court order.

- Release of school records to the non-custodial parent is not permitted without the approval of the custodial parent unless there is a court order on file, or we receive written permission from that parent. Unless informed in writing and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.
- The school should give a non-custodial parent the opportunity for a Parent-Teacher Conference upon request, at a time other than that of the custodial parent.
- If the school has on record a court order indicating the limited visitation rights or no visitation rights and a parent files an application to volunteer services in the school, the Principal need not accept the application.

If the Principal judges that a parent who has limited visitation rights is volunteering to increase contact with the child, the Principal should notify the custodial parent and have them settle the issue. In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the records, the law is followed.

Parent: A parent is either the natural parent of a student, a court appointed guardian, a foster parent of a student, or an individual acting as a parent in the absence of a natural parent. Because St. George School assumes responsibility for children in the school, it is important that the school be notified of any special arrangements regarding custody and access to children whose parents are divorced and separated. **COPIES OF THE CUSTODY DOCUMENT MUST BE ON FILE IN THE SCHOOL OFFICE.**

ASBESTOS NOTICE The St. George School building contains asbestos and that the asbestos report/plan is available for viewing in the main office. A yearly letter goes home directly to the families enrolled in the school.

TUITION AND FEES

St. George School is funded by tuition and fees and assistance from St. George Church in the form of a subsidy. All tuition and fees must be current before report cards are issued, or in the event of a student transferring out of St. George School, any official record forwarded. A tuition agreement form must be signed at the beginning of each school year.

ALL REGISTRATION FEES ARE NON-REFUNDABLE



Transfer of Students:

Payment and Collection Policies

We (I) agree:

1. All financial obligations will be fulfilled under the terms of this agreement and by the dates specified in this agreement and tuition agreement forms, signed and turned into the office by the specified date.
2. Failure to meet the financial obligations, as specified in this Agreement, will lead to any or all of the following actions:
 - a. Refusal to re-enroll the child(ren).
 - b. Refusal to register the child(ren) for the second semester.
 - c. Refusal to issue a diploma.
 - d. Refusal to issue a report card.
 - e. Refusal to issue official transfer information. Unofficial records will be sent within 14 days of the request.
 - f. All final payments will be made in cash to the office.
3. A late payment fee of \$40.00 will be assessed and added to the outstanding tuition balance on payments received or postmarked after the 15th day of the month, excluding holidays, vacation, or other days in which the school is officially closed.
4. A \$25.00 fee will be assessed on all Non-Sufficient Funds (NSF) checks.
5. Students enrolling during the school month will be charged tuition from the first day of the month in which they enroll.

Report cards and official records will be withheld in the instance when tuition or fees are in arrears. Participation in certain school activities or field trips may be denied when tuition, fundraising or other fees are in arrears.

Families who have not fulfilled their tuition obligations from the previous year will not be allowed to re-enroll in the upcoming year. All tuition balances must be at zero before a student will be allowed to re-enroll.

LEARNING DISABILITIES: INCLUSION

St. George School does not have a specific curriculum designed for those students who are diagnosed as having a learning disability. Consideration for their attendance at St. George School will be determined by the Principal and the parent (s) on a case by case basis and take into account the school ability to meet the child's diagnosed needs. Students will have an Academic Plan designed by the staff to give students who are accepted accommodations to succeed at his/her level. If it is determined that the school can not accommodate the minimum proficiency level, admission may be denied.



ADMISSION

All new students are considered to be enrolled on academic and disciplinary probation. As part of the registration process, students are expected to present a copy of the previous year's report card and copies of the previous year's test scores when possible.

ENROLLMENT OF NON-CITIZENS

Catholic schools 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.

AGE OF ADMISSION

A child entering Saint George School must abide by the requirements of the State of Illinois regarding the age of admission. Students are also required to present a birth certificate and Baptismal certificate. A child entering preschool must have reached four (3) years of age by September 1, or for kindergarten must have reached five (5) years before September 1 of the current school year.

ADMISSION PROCEDURE

At the time of registration, parents must present the following papers: *Official Birth Certificate*, Baptismal certificate, and current health and immunization records as slated under the Illinois State School Code. The Illinois Department of Public Health, Child Health Examination Code, requires all children enrolling in a childcare facility or preschool program, the kindergarten level, and children entering sixth (6th) grade for the first time, to show evidence of three (3) doses of the Hepatitis B vaccine.

ORDER OF ADMISSION

Admission of students will be in accordance with the following guidelines in order of priority as listed:

1. Students currently enrolled in St. George School.
2. Brothers and sisters of currently enrolled students.
3. Children of parishioners seeking enrollment for the first time.
4. Applicants whose residence is in the St. George community.
 - a. Catholic
 - b. Non-Catholic
5. Transfer students from other Catholic schools.
 - A. From schools that are merging or consolidating.
 - B. From schools not offering full programs or from parishes with no schools.
6. Applicants whose residence is outside the St. George community if space is available.

TRANSFER STUDENTS

All students entering St. George School must be in compliance with the Illinois Department of Public Health rules, school records from previous school and *Original Birth Certificate*.



STUDENT ATTENDANCE

The State of Illinois provides for compulsory attendance of all children between the ages of six and sixteen years. The responsibility for compliance with the law belongs to the parents, but the school is obliged to keep accurate records of daily attendance. This record is kept on file. (See pages 14-16)

HEALTH RECORDS

A current dental and health record must be presented and placed on file for all students entering kindergarten and sixth grade. Kindergarten students need a vision test along with their physical, immunizations, and dental records. The vision test must be performed by an optometrist or an ophthalmic assistant. Second graders need a dental exam. Fifth grade no longer needs a physical or a dental exam. Sixth graders need physical and dental exams. **Pre-school also needs a physical.** Also, evidence of a lead screening test must be part of the health examination. All transfer students must present dental and health records upon registering for school. **NO STUDENT MAY BE ADMITTED TO A CLASSROOM AFTER OCTOBER 15 OF THE SCHOOL YEAR, UNTIL THE HEALTH AND DENTAL RECORDS ARE TURNED INTO THE OFFICE.** Good mental, physical, and emotional health is essential and necessary to facilitate the learning process.

ALLERGY/DIABETIC MANAGEMENT POLICY

Saint George School is committed to providing a safe and nurturing environment for students. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Saint George School is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy/ Diabetic management will be on prevention, education, awareness, communication and emergency response.

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators, and administrative staff will not administer medication to students except as provided in these School Medication Procedures. Peanut free lunch tables are available for all allergy students. If a parent does not want their child to eat at the table a note must be presented by the parent at the beginning of the year.

Medication Procedures:

1. **Administration:** No school personnel will administer any prescription or non-prescription medicine unless St. George has the student's current and complete **Medication Authorization Form** approved and signed by the School Principal.

A **Medication Authorization Form** is distributed for each student at the beginning of each year in the Open House Packet or enrollment of a new student during the year. A copy of the **Medication Authorization Form** is available in the school office or by contacting the school office..



St. George retains the right to deny requests to administer medication to the students provided that such denial is indicated on the **Medication Authorization Form**. If St. George denies a request and authorization for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee of the parent/guardian administer the medication in school.

2. **Self –Administration:** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student’s current and completed **Medication Authorization Form**. Students who suffer from asthma, allergies, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if St. George has on file for the student a current and completed **Medication Authorization Form/ Plan**. Otherwise, such medication must be stored in a locked cabinet under the control of the St. George School Nurse or Principal and the self-administration of medication shall be under the supervision of the School.
3. **Appropriate Containers:** It is the responsibility of the parent/guardian to provide St. George with all medication in appropriate containers that are:
 - a. Prescription-labeled by a pharmacy or licensed prescriber (*displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, expiration, pharmacy label, and name/initial of pharmacist*) or
 - b. Manufacturer-labeled for non-prescription over-the-counter medication.

Storage of Medication: Medication received by St. George in accordance with a completed **Medication Authorization Form**: and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the principal, his designees, and the school nurse. Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

Administration of Medical Cannabis:

Students are not permitted to use or possess cannabis in our schools except in accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrate 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.

At the end of the school year, the end of a treatment regime, or the expiration of the medication, the student’s parent/guardian will be responsible for removing any unused medication from the school. If



the parent/guardian does not pick up the medication by the end of the school year, St. George will appropriately discard the medication.

Undesignated Opioid Antagonists Policy:

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law. To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

school hours: 8:00 am to 3:00 pm

after-school hours: 3:00 pm to 3:30 pm

maintained in the following designated secure locations: School Office

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose. Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use. Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, [Undesignated Opioid Antagonist Reporting Form](#).

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or



guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

HEALTH AND WELLNESS

Mental and Emotional Health:

Students with exceptional needs may be asked to have a psychologist, psychiatrist, or certified counselor, administer a psychological evaluation. Saint George will follow the recommendation of the psychologist or psychiatrist. Saint George is not equipped to deal with extreme or severe behavioral or emotional problems, nor is it equipped to deal with students who have learning disorders. In certain cases, School District 146 may be able to provide services. See appendix at the end of the handbook for more information on Mental Health.

Illness or Injury Procedure:

Students/office will call home with permission from the teacher if a student is demonstrating health related concerns. Parents will be required to pick up a student who has a fever or is vomiting. Parents will come to the school office to sign the student out. A student cannot return to school until 24 hours free of vomiting or fever. If a student is injured during the school day, parents will be notified by phone or email. Appropriate action will be taken in an emergency situation. Emergency services, police or fire, will be called in the event of serious illness or injury.

Meeting Nutrition Guidelines and Ensuring Healthy Eating:

The school lunch for our students will be served in a clean, safe, and pleasant environment and will be provided with an adequate amount of time to eat. Lunch periods are scheduled at age appropriate times and students in the primary grades will be given time for snacks during the school day. All food and beverages provided by the school comply with federal, states, and local food safety and sanitation regulations. The school kitchen will be restricted to those who have had proper training and authorization to prepare school meals.

Please do not bring fast food to school for your student. Soda pop is not allowed as a beverage for lunch. If these items are dropped off at school, the student will remain in the office to eat his/her lunch. A hot lunch program is provided daily for students to order.

In accordance with applicable law, it is the policy of the St. George to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the principal shall direct teachers and staff to act affirmatively and work closely with parents to ensure that the needs of children with documented allergies are taken into consideration in planning for school programs. The principal, in conjunction with the school nurse, shall ensure the school's management plan is reviewed and updated annually.

Meeting Physical Activity Goals:

Our students, Preschool through Eighth grade will have regular opportunities, support, and encouragement to be physically active on a regular basis while in the school. Students are required to



regularly participate in scheduled formal and informal activities. The school will also maintain student safety through regular equipment checks to ensure its safety. St. George will cooperate with the town of Tinley Park to provide a safe and supportive environment for students walking or biking to school.

SCHOOL YEAR AND SCHOOL DAY

The length of the school year and school day is determined by the State of Illinois and the Office of Catholic Education. As of the 2015-2016 school year, the first and last day of a school year must contain at least 5 hours of instruction time within the classroom. (St. George has a 7-hour school day.) with 176 school days and 8 am to 3 pm school day.

ABSENCE POLICY

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a **daily basis for the school term**, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day. Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 708-532-2626 or email cprat1@stgeorgeschool.org or the homeroom teacher's email within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. ***If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.***

We ask parents to follow this procedure in the event of a student's absence:

1. Call in the absence prior to 9:00 A.M. (Please give name, grade and reason for absence.) Without a call the student will be marked unexcused.
2. **An absence of more than Five days requires a doctor's note as well.**
3. Students with a diagnosed or a communicable disease must present a note for readmission stating that the student is able to return to school and is free from contagion. If students have some parasite or bug infestation (for example, head lice or ringworm), they may return after presenting proof of treatment.
4. Students are required to make up for missed homework. Parents may request homework when their student is **absent 2 or more days**. The homework can be picked up in the office at the end of the school day.
5. Medical and dental appointments should be made after school hours or on school holidays.
6. Any student diagnosed with a Concussion must have a note from their doctor to return to class and follow the Concussion protocol established by the school.
7. Students who are not present in school for any reason, including shadow days are still considered absent from St. George.

Early Dismissal;

Ordinarily the Principal may grant early dismissal to any pupil provided the request is made in writing by the parent or guardian and given to the homeroom teacher on the day of the early dismissal. A note



must also be sent if someone other than the parent or guardian will pick up the student. The person must present an ID card or some legal form of identification in order for the student to be released

Half-Day Absences:

Any student who enters school after 11:30 A.M. is considered to be absent for a “half day.”

Extended Absences:

Excessive Absenteeism Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school. Extended absences are defined as absence from school for a minimum of five consecutive days.

Schools may consider retention for extreme cases of chronic absences or tardiness. A sample statement follows: Students who have unexcused absences for 5% or more of the school year may be retained unless proof of certified tutoring is provided at parent/guardian expense and class academic requirements have been met with passing grades. A student who is absent ten days or more during a trimester will not be issued a report card until all his/her work has been completed. Furthermore, a student who has missed thirty days during the school year without serious reasons may not be promoted to the next grade at the end of the school term or receive a diploma. The principal has the final authority in this matter.

Vacations:

Parents who wish to take their children out of school for a period of time because of family plans will notify the Principal and teacher in advance of absence. Parents should realize that missing school may affect their child’s grades. Students will be granted a set time to make up the work once they return to school based on days absent. Teachers are not required to give work in advance. The only exception would be in the instance of serious illness or the death of an immediate family member.

Serious Illness:

“Serious illness” is defined as an illness, physical or psychological, wherein a student is not able to attend school and under a doctor’s care. Parents are responsible to be in communication with the school. Some form of communication or notification from the physician or psychologist is required. After an absence of five days or more, a note from the doctor or psychologist is required before the student is permitted to return to school.



Attendance at Special Events:

When a student is absent from school, he/she may not attend a school-sponsored event on the day of the absence such as an athletic practice or game. Students may not attend special events when there is a history of missing school and then attending those special events.

In Summary:

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at [insert number] or email [insert email] within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day. A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal. Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

TRUANCY

If a student is absent without an approved excuse, or if the school has reason to suspect the validity of the excuse, the Principal will investigate the situation and apply appropriate remedies.

- Homework and class work may not be made up in the event of truancy. Grades of zero will be given to truant students and will be averaged in with other grades.
- An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.
- School attendance is compulsory in the State of Illinois.
- The responsibility for compliance with the law belongs to the parents/guardians for children 6-16 years of age.
- The school is responsible for keeping an accurate record of each student's permanent file for each school year.
- The Archdiocese of Chicago attendance record is placed in the student's permanent file each school year.

The school investigates student absences when:

- A student returns to school with no excuse or one that might not be valid;
- A student continues to be absent with no apparent reason;
- A student is absent without parental approval;
- A student leaves the school building at any time during school hours without permission.



TARDINESS

We ask that you have your student(s) in the building **BEFORE 8:00 A.M. so they are settled and ready for Pledge and Prayer when the bell rings.** Any student who is not present in his/her classroom when the 8:00 AM bell rings is considered late for school and therefore, will be recorded as Tardy. **When a student arrives late, they may be asked to WAIT IN THE OFFICE until the start of the next class period.** Tardy students not only start off the day late, but it also disrupts the flow of the instructional time for the entire class. The first 5 tardy days a student receives will result in a mandatory phone call or email. Three additional tardy days will result in a parent meeting. Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Excused Tardy:

All tardy days will be recorded on the student's attendance record. An excused tardy will be marked and recorded for record; as such and will not be considered against perfect attendance.

PERFECT ATTENDANCE

Perfect attendance means that a student is present in school every day with any tardy or absence days. A student will be recognized for achieving perfect attendance in each school trimester.

EMERGENCY CLOSING

In the event of an emergency and school must be evacuated, parents will be notified where children can be picked up via **School Messenger**. In accordance with the regulations of the School Crisis Plan, parents must follow our procedure for the pick up location.

ACADEMIC POLICIES AND RULES

While St. George School personnel recognize the threefold purpose of Catholic education as stated earlier in this handbook, we also seek to provide an education for our students that will provide a sound basis for future educational and career goals. It is with this in mind that we have established the following standards:

ACHIEVEMENT CODE - REPORT CARD

Report cards are issued three times per year. The report card is an official record and evaluation of student achievement. Parent(s)/Guardian(s) and the child will review, together, the report card with the hope that proper recognition is given for positive achievement and that appropriate action is taken for a student whose report card indicates little or no achievement. Cooperation and encouragement must be forthcoming from the home if the student is to become successful.

Letter grades are based on the following standard:

99-100 = A+ 83 - 84 = C+ 68 - Below = Fail

95 - 98 = A 79 - 82 = C



93 - 94 = A- 77 - 78 = C-

91 - 92 = B+ 75 - 76 = D+

87 - 90 = B 71 - 74 = D

85 - 86 = B- 70 - 69 = D-

MODIFIED GRADES

In some instances, students will receive modified grades and narratives. The scores and averages reflect special circumstances and are not weighted in the same manner as regular scores. Students whose grades are modified have received on file an ICSP/ISP or an educational program approved by a public-school district and an Academic Service Plan designed by St. George School.

HONOR ROLL (5-8)

St. George recognizes student achievement by establishing an honor roll. Students qualify for honor roll in the following manner:

- First Honors - A student qualifies for First Honors when he/she receives A's in all major subjects and a G.P.A. of 4.00. No D's or F's in any subject
- Second Honors- A student qualifies for the Second Honors when he/she receives B's and C's and G.P.A. between 3.00 – 3.99. No D's or F's in any subject.

Grades are weighted in the following manner:

- First Honors = 4.0 grade point average
- Second Honors = 3.0 grade point average

The grade point average is calculated by adding the total number of points and dividing by the number of major subjects. Subjects considered for the honor roll are Religion, Reading, Mathematics, Science, English, and Social Studies.

HONOR STUDENTS MAY NOT RECEIVE ANY GRADE BELOW a "C". THIS INCLUDES ANY MINOR SUBJECT WHERE GRADES ARE ISSUED.

STUDENT PROGRESS REPORTS

Student progress reports in grades 1-8 are available to parent(s) or guardian(s) in Power School during each mid-trimester point. This notice will indicate to parents the current academic progress or lack of progress of the student. It is the responsibility of the parents/guardians to contact the teacher to schedule a conference. **Progress report acknowledgment sheets must be signed and returned to school within 3 days.**

FORMAL REPORT CARD CONFERENCES

Formal report card conferences are held during the first school trimester. **All parents must attend the conferences** following the first grading period. The conferences held following the second trimester are between teachers and parents who have requested and set up a conference by appointment. However, parents should contact their child's teacher anytime a concern or question arises about student progress.



Regardless of custody, both parents have the right to receive a copy of progress reports in the absence of a court order. A non-custodial parent who wants to receive copies of progress reports and financial statements will provide the school office with self-addressed and stamped envelopes. Access to Power School report cards and official records will be withheld in the instance when tuition or fees are in arrears. Participation in certain class activities, field trips, or 8th Grade trips may be denied when tuition, fundraising or other fees are in arrears.

PROMOTION AND RETENTION

While the decision to promote or retain a student generally will be a cooperative one made by parents, teacher, and administrator, the parent has ultimate authority to make such a decision. Ordinarily, parents will be notified of the possibility of retention no later than the conference after the second grading period.

The decision to retain a student will be made only if there has been adequate evaluation and documentation which indicates that the student would benefit from retention.

GRADUATION REQUIREMENTS

A student must successfully pass all subjects in order to be considered a candidate for graduation. The following requirements or conditions must be fulfilled:

- Receive no failing grades in any major subject in final school trimester.
- Receive a passing grade of 70% on an examination covering Constitutions of the United States and the State of Illinois and flag tests.
- Confirm all financial matters are paid in full, cash if paid after May 15.
- Daily attendance

ACHIEVEMENT TESTS

Diagnostic tests are given in August/September, February and May. Results are sent home to parent(s) or guardian(s) when results become available from **iReady**. Teachers are available for interpretation of the test results with appointments. **Please do not plan family days off or appointments during this time.**

STUDENT RECORDS

The school is required to keep a full and accurate record of each student's attendance, health, academic progress and directory information according to the procedures established by the Office of Catholic Education. Parents and/or legal guardians have the right to review their child(ren)'s school records. The request to review the records is made in writing to the school administration. Records are then reviewed in the presence of a school official.

TRANSFER OF STUDENTS

Transfer forms are available for use when a student transfers out of the school before graduation. Transfers may not be withheld because of unpaid bills, but official records may be withheld. A graduate summary form is used in place of a transfer when a student is graduating from eighth grade and entering a high school.



Within fourteen days after enrolling a transfer student, St. George School will request a copy of the student's records from the previous school.

If the student has unpaid fees and is transferring to a private or public school, the school must communicate the unofficial record of the student's grades. The school will, within ten calendar days after the student has paid all of his or her unpaid fines or fees, forward the student's official transcript, the scholastic records. All final payments will be made in cash resulting in a zero balance.

Definitions of student grades and scholastic records:

Unofficial record of student grades refers to any conveyance of information relative to the student's grade and/or subjects in which the transferring student was enrolled and the record of academic grades achieved immediately prior to transfer.

PSYCHOLOGICAL RECORDS

The school may request from the parent/guardian records from a private psychologist, counselor, or therapist. These reports are to be kept in a confidential file and may not be released by the school to any other party. Subsequent requests by a third party for these records should be directed to the parent/guardian.

STUDENT DISCIPLINE POLICY

Student discipline is under the jurisdiction of **each faculty and staff member**. The purpose of school discipline is to provide a safe and orderly Catholic Christian atmosphere of learning based on charity and courtesy. Discipline also provides guidelines and expectations for student behavior and a framework of consequences for choices made by the student. All students of St. George School are expected to follow the personal growth/conduct code. Conduct cards will be used in grades 3 – 8. See appendix of handbook for sample of the conduct card.

HOMEWORK

Homework is an established and integral part of the educational process at St. George School. Realizing that it is essential and necessary for students' progress and success, parents are obliged to see that their children are prepared for the next day's schoolwork. On days when there are no specific written assignments, students are expected to spend time reviewing material that was taught in class and spend time on independent reading.

Homework may be assigned in various forms: an extension of class work, practice drills, independent study, study for tests and exams, etc. All work turned in must be complete; **work that is incomplete, soiled, torn, or carelessly done will not be accepted**. Homework must be turned in on the assigned due date. **See missing homework section**. The school expects each student to show growth in self-discipline and responsibility. Students should come to class with their assignments and materials. If a student misses an assignment due to absence, it is the student's responsibility to find out what is missed and make it up. Students are encouraged to have homework partners who will alert them to assignments and bring home needed materials when they are absent.



St. George Assignment Notebooks: will be available to purchase for grades 5-8 from the teacher and are to be used on a daily basis. Grades 2-4 will be given one on the first day of school and are expected to use it daily.

Chromebooks:

All Chromebooks sent home must be charged and ready for the next day. Students will lose conduct points if their Chromebooks are not charged. Charging cords are to be left at home. No sharing of Chromebooks.

Missing Homework:

If a student fails to complete homework it can have a detrimental effect on their grades and their confidence in school. The teacher assigns homework for a variety of reasons, all of which are intended to help each child become more proficient in a particular subject area.

Each homework assignment not turned into the appropriate teacher will have the following penalty applied:

Grades 3-8

1st day missing:	Reduction in the assignment grade by 10 pts.
2nd day missing:	Reduction in the assignment grade by 20 pts.
3rd day missing:	Reduction in the assignment grade by 30 pts.
4th day missing:	Assignment will be scored as a zero.

Students in grades 3-8 with any missing work will not be allowed to participate in field trips, dances, parties, and other in school activities.

Homework Suggestions for Parents:

Check The Homework Website Each Night. See that books/material come home regularly. Look at what your child is bringing home. Don't accept the excuse that "I did it in school" or "there is no homework" on a regular basis. See that your child does homework in an appropriate atmosphere. Develop regular routines for homework at the same time each day.

Look at the written homework. Does it look as if thought and effort went into the assignment? Is it neat and accurate? Will the teacher accept the assignment? If not, it should be redone. Ask the child what is being learned in school. If a child cannot explain concepts clearly, further study is necessary.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.



Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- Actions so outrageous as to shock the conscience or behavior of the community.

Responsibility Awareness Session:

St. George uses this time to assist the student in correcting his/her behavior. The purpose of the coaching workshop is to reprimand a student for violating a school rule or policy. Students will serve time in a coaching workshop under the supervision of the Principal. It is important to understand what the student did and not repeat that behavior. Parents must provide prompt transportation home from the coaching workshop if served after school. Communication with the principal and the parent will precede the coaching workshop, via email or phone communication. If a parent is late picking up a child, the student will be sent to Extended Day, and the parent will be required to pay the appropriate fee. A coaching workshop notice will be sent home on the day of the infraction. That coaching workshop notice is to be signed by the parent and returned the next school day. The student will not be allowed to do assigned classroom work or homework during the workshop. The student will receive an additional coaching workshop notice for failure to return the notice to the teacher who issued that detention. Upon receiving the 3rd coaching workshop notice, students will be required to serve a Saturday morning workshop with the principal. A discussion between parents and principal will take place during the student's workshop time.

Failure to Report to Responsibility Awareness:

- A student who fails to report for a coaching workshop session will be issued a second notice.
- A student who misses either of those two detentions will have an in-school suspension. A meeting with a school administrator must take place before a student can be readmitted to school.

SUSPENSION

Suspension is exclusion from classroom activities for a minimum of one school day. Only the Principal or other duly appointed person may suspend a student. Suspension is normally invoked to prevent disruption of the school environment or to assist the student in overcoming a disciplinary problem. Suspension may be implemented in one of two ways:

1. In-school, parent(s) may be required to provide supervision or
2. Out of school, the student remains at home with parent supervision.

In any suspension, the student is expected to continue his/her schoolwork and will receive and submit daily assignments. Additional work may also be assigned. The work is reviewed by the principal. The suspended student may not participate in any school related activity (including sports) during this period of time.

The length and type of suspension is to be determined solely by the Principal. The parents will be given notice of the length of suspension and the reason for it. **Contact between the parents and school administrator MUST be made before the student may resume regular activities.**



PROBATION

Probation is the supervision and evaluation of a student for a specified period of time. At the end of this time, a determination is made by the Administration as to whether or not the student has overcome his problem or is in need of further discipline. This is a period of time in which the student demonstrates willingness to comply with school and classroom policies.

EXPULSION

Expulsion is a permanent exclusion from St. George School and requires transfer of the student to another school. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment. In most cases, a period of suspension from school activities and communication with the school principal will precede an expulsion.

Immediate expulsion may be considered for but not limited to the following reasons:

1. Extreme acts of violence to another person; Police called immediately
2. Serious acts of theft or vandalism;
3. Serious moral misconduct;
4. Substance abuse; Police called immediately
5. Chronic and incorrigible behavior which undermines classroom discipline and impedes academic progress;
6. An action, or actions, which compromise the safety or health of others;
7. Malicious use of technology and the Internet.

The following procedure will be followed in the event of an appeal:

1. The student is suspended at home.
2. The student and parent will be notified when the hearing will be convened.
3. The reason(s) for the expulsion will be declared.
4. The Principal will hear all facts and circumstances and make a final decision.

SEXUAL HARASSMENT

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

Procedure:

1. Any person who feels that he or she has been a victim of sexual harassment will bring the problem to the immediate attention of the Principal or any staff member.
2. The Principal will answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
3. If the complainant is uncomfortable for any reason with discussing such matters with the Principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant will report the matter promptly to the pastor or the school consultant at the Office of Catholic Education.



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

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

VIRTUS TRAINING AND CODE OF CONDUCT: All employees will be expected to be Virtus Compliant each school year, as well as ALL parent volunteers and coaches will follow the mandatory compliant requirements.

St. George School shall implement a procedure under which notice is provided to the parents or guardians of an enrolled student, with whom an employee, agent of the school, or a contractor of the school is alleged to have engaged in sexual misconduct as defined in subsection (c) of Section 22-85.5 of this Code. The procedure shall include:

Consideration of the time frame for providing notice of the student and the student's parents or guardians if the alleged sexual misconduct is also being investigated by the Illinois Department of Children and Family Services or law enforcement. Prior to notification of the student's parents or guardians, notification must first be provided to the student in a developmentally appropriate manner and include: that notice will be given to the student's parents or guardians what information will be included in the notice to the student's parents or guardians. Available resources for the student within the school and community.

BULLYING/HARASSMENT

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

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



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

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos. All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Bullying by a student or students may result in suspension and/or expulsion from the school.

SAINT GEORGE SCHOOL RESERVES THE RIGHT TO INSPECT ALL SCHOOL AND/OR PERSONAL PROPERTY BROUGHT ON SCHOOL OR PARISH GROUNDS.

SUBSTANCE ABUSE BY A STUDENT

St. George School considers the sale, distribution, handling, or ingestion of alcohol, tobacco, illegal drugs, or the abuse of over the counter drugs to be a serious violation of the moral and disciplinary codes of the school. Prescription drugs for individual use are exempt from this policy if accompanied by a signed medication permission form and when dispensed by a duly authorized staff member. The substance abuse policy applies to all parish and school grounds and any school or parish sponsored activity at any time in any location. **POLICE AND PARENTS ARE CALLED IMMEDIATELY.** Each incident of this nature must be reviewed individually by the administration along with the parent(s) and student. Depending on the circumstances, all or a portion of the following guidelines will be implemented:

First offense:

1. Two to five days in school suspension in an isolated area with supervision provided by a parent/guardian or other family member or expulsion when determined necessary.
2. All schoolwork and tests must be completed during the suspension period along with additional assignments as deemed appropriate by the school.
3. Two-week suspension from school and/or parish sponsored activities (field trips, movies, athletic teams, student council, etc.).
4. Mandatory counseling sessions with the Saint George school counselor or other professional resources.
5. Police notification shall be made as directed by law.

Second offense:

1. Expulsion from Saint George School.



POSSESSION OF INCENDIARY DEVICES

The possession of matches, cigarette lighters, fireworks, or any other device whose purpose is to create or enhance a fire or explosive situation is strictly forbidden and is a serious violation of the moral and disciplinary codes of the school. **PARENTS AND POLICE CALLED IMMEDIATELY**

This policy applies to all parish and school grounds and any school or parish sponsored activity at any time in any location. Each incident of this nature must be reviewed individually by the administration along with the parent(s) and student. Depending on the circumstances, all or a portion of the following guidelines will be implemented:

First offense:

1. Two to five days in school suspension in an isolated area with supervision provided by a parent/guardian or other family member.
2. All schoolwork and tests must be completed during the suspension period along with additional assignments as deemed appropriate by the school.
3. Two-week suspension from school and/or parish sponsored activities (field trips, movies, athletic teams, student council, etc.).
4. Mandatory counseling sessions with the Saint George School counselor or other professional resources.
5. Police notification will be made as directed by law.

Second offense:

1. Expulsion from Saint George School.

WEAPONS POSSESSION

Students are not permitted to possess any object or device which is intended to cause bodily harm including objects which closely resemble or substitute for weapons. These objects include but are not limited to knives, guns, martial arts weapons, toy guns, squirt guns, plastic swords, and the like. This policy applies to all parish and school grounds and any school or parish sponsored activity at any time in any location. **PARENTS AND POLICE CALLED IMMEDIATELY**

The punishment for bringing a dangerous weapon in school will include suspension or expulsion and police notification along with the **Illinois State Police**. 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.

GANG AFFILIATION BY A STUDENT

Saint George School views gang affiliations as a very serious matter, which is not compatible with our philosophy and mission. Students are not permitted to wear or carry anything, which suggests gang affiliation. If a student is identified through clothing, emblem, color, signing, or other means with a gang, all or a portion of the following guidelines will be implemented:

First Offense:

1. The student and his parents are required to meet with the school administration. At this time, the school's policy on gang affiliation is reviewed.



2. Two to five days in school suspension in an isolated area with supervision provided by a parent/guardian or other family member.
3. All schoolwork and tests must be completed during the suspension period along with additional assignments as deemed appropriate by the school.
4. Two-week suspension from school and/or parish sponsored activities (field trips, movies, athletic teams, student council, etc.).
5. Mandatory counseling sessions with the Saint George School counselor or other professional resources.
6. Police notification will be made as directed by law.

Second Offense:

1. Expulsion from Saint George School.

SCHOOL LOCKS AND LOCKERS

Lockers have been provided in some classrooms for student use. The school retains ownership of lockers. Students are responsible for their own possessions and are encouraged to keep all of their belongings locked in their lockers. Students must purchase and use locks from the school. The student is responsible for the purchase and replacement of locks. The school is not responsible for any lost items.

TECHNOLOGY

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 school may subject the student to disciplinary action.** Inappropriate use of our technology may include but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, and 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. Each student will have a signed Parent Permission form for Chromebook and iPad use throughout the school year. Parents are responsible for all damages or missing equipment to the technology used in the school or at home.

Cell Phone Accounts or profiles on a Social Network Accounts

St. George 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 own account or profile on a social networking website. St. George School must provide notification to the student and his or her parent or guardian that the school may conduct an investigation or 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 our school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.



UNIFORM/DRESS CODE

PLEASE PAY CLOSE ATTENTION TO THIS SECTION.

The uniform will be strictly and fairly enforced.

We expect our students to be DRESSED and GROOMED, in a manner consistent with Catholic school decorum. Modesty and good taste are required. Some examples are:

- Boy's hair should be clean and not touch the ears or collar. Bangs should be above the eyebrows. St. George will not prohibit hairstyles historically associated with race, ethnicity, or hair texture. No wording or design of any type can be shaved into the hair style.
- Girl's and boy's hair **may not be dyed or highlighted**. -Natural color, no ribbons etc. added into hair.
- Any hair accessories must be school colors. (blue, yellow, white or clear)
- Girls may only wear one set of stud earrings in ear lobes. (Boys are never permitted to wear earrings.) **No hoops or dangling earrings.**
- **No make-up. No false eyelashes or false nails.** No color or decorative acne patches.
- Clothing should be clean, washed and free of holes.
- Shirts must be tucked in, and undershirts (white only) may not be showing. NO tying shirts in the back. This is for girls and boys.
- Pants should not have holes. Belts must be worn when belt loops are present for grades 3-8.
- Shoes must be laced and tied. Shoes may be black, navy, or tan. Solid black gym shoes may be worn with the full uniform. A **small** amount of white is permissible on the shoe. **No high tops or boots, including on gym day.**
- Plain white, black or blue socks may be worn.
- Simple small jewelry is acceptable, for example no more than **two** bracelets at a time: however, not on gym days. Chokers are not allowed.
- Headbands with excessive decorations are not permitted. Example-unicorn/cat ears.
- Eyebrows need to be natural with no designs shaved or added in.
- Students in the St. George's sports program can modify their dress for the purpose of modesty and cultural beliefs, while participating in their respective sports.

Some General Rules of Thumb:

- All sweaters must be black, white or navy uniform cardigan-type sweaters.
- Boys and girls pants must be (dockers style) cotton twill. **(No stretch pants, skinny jeans or jeggings)**
- Skirts and skorts must be knee-length.
- PLAIN black or navy leggings may be worn under skirts or skorts during cold weather months, November through March, **NO** designs or sweatpants are allowed.
- Walking shorts must be knee-length.
- Sandals of any type, including flip-flops, clogs or crocs, may not be worn, even on out of uniform days.



- Only St. George PE sweatshirts or SGS fleece with a logo, may be worn over a uniform shirt. **Students may be asked to remove their sweatshirt for different situations throughout the day. A school uniform must be under the sweatshirt/fleece.** Sweatshirts/fleece are not a replacement for the uniform shirt. **NO HOODED SWEATSHIRTS ALLOWED.**
- Shoes may not have heels thicker than one inch (1”).
- **Dress Down Days**—The only change on those days are the clothes. All dress code regulations are still in effect. The Principal and teachers are final arbiters in decisions regarding proper “dress and grooming,” **not parents.** Girls may wear leggings if the length of their shirt **covers** the buttocks. All shirts must **cover** the midriff and extend below the waistband. If a student arrives at school not following these rules, he/she will be asked to change into a clean school uniform from the office.

UNIFORMS

St. George School has a published uniform code. All students are expected to adhere to this uniform code. Students are required to wear proper uniform attire at all times and for all activities unless otherwise specified. Parents are expected to see that students are in uniform each day and that the uniform is neat and clean at all times. The uniform for all St. George students may be found at *Schoolbelles* (flyers are in the school office and our website). Students both girls and boys in grades 1 through 8 may wear a navy-blue polo with St. George emblem and dockers style khaki pants. The girl’s skirt or skort (grades 4 through 8) and jumper (grades 1 through 3) are also worn with a St. George polo. Our preschool and Kindergarten wear the gym uniform.

Walking Shorts:

Are defined as khaki shorts of cotton twill, with no logos, no stripes, or other designs, and are to be knee length. **(Team shorts, gym shorts, cargo shorts, etc. are not acceptable.)** Uniform shorts may be worn at the discretion of the Principal. Uniform gym shoes may be worn with walking shorts and white or black socks.

Students in violation of the uniform policy are subject to the following penalties:

1. Removal of the offensive or inappropriate items.
2. Exclusion from regular class activities until they are in compliance with the uniform code.
3. Alternative clothing from the uniform exchange.
4. Points deducted from their expectation card.

Parents are also urged to write students’ names or in some other manner indicate ownership of pieces of the uniform. (E.g. mark initials on the label of the sweatshirt, sew a name tag in the skirt, etc.)

P.E. Uniforms: Available through *Schoolbelles*

All students are required to purchase and wear the following uniform on gym days only:

1. St. George Dragons T-shirt.
2. St. George Dragons gym shorts **(sport team shorts are not permitted).**
3. St. George Dragons gym sweatpants.
4. Gym shoes.
5. **Plain white/black athletic socks.**



P.E. CLASS INFORMATION

Students who come to class unprepared for activity (without a written explanation or excuse) will lose points towards their trimester grade and will sit out to complete a written activity. Students may be excused from activity due to illness or injury with a note from a parent. For periods exceeding one week, a doctor's note must be given. Unless the doctor has included a specific date for the student to return to full activity, a release from the doctor must be received before a student will be able to resume participation. Students who are excused from activity are encouraged to participate to the best of their ability as referees, scorekeepers, etc. whenever possible.

In addition to our general school rules, the following rules are to be observed during all Physical Education classes:

1. Students will show respect for one another, teachers and staff, and the P.E. equipment.
2. Jewelry may not be worn during P.E. class. Therefore, students should not wear jewelry on P.E. days.
3. Students with newly pierced ears will be excused from class until the earrings can be removed.
4. Cloth Scapulars, Medic-Alert products, and safety bracelets may be worn.
5. Wearing or removing eyeglasses, contact lenses and hair "things" as decided by the student and parents.
6. Students will wear eye protection when a potential for injury exists (floor hockey) and are encouraged to bring in and wear additional protective equipment such as mouth guards, etc.
7. For safety, students must pay attention when moving about and follow directions at all times.
8. Any student whose behavior jeopardizes the safety of himself/herself or of others, will be immediately removed from the activity and prohibited from further participation in that activity.
9. Concussion protocols will be followed for all concussion evaluations.

On the first day of P.E., the following additional items are reviewed with the students: 1) fire and disaster drill procedures; 2) classroom rules and procedures; and 3) grading for P.E.

MISCELLANEOUS RULES and POLICIES

Safety:

The Principal, the teachers, and all the other staff members of Saint George assume responsibility for the supervision of the student body during normal school operation. Rules and policies are formulated for this very reason. Students are reminded to follow all school rules and policies so that their safety is assured.

Smart Watches:



No student is allowed to wear a Smartwatch of any kind. If a student comes to school with a Smart watch, it will be brought to the office and their parent/guardian will have to pick it up. Points will also be taken from their expectation cards. Fines will be the same as those imposed for phones.

Field Trips:

Field trips are properly planned and integrated into the curriculum. They are a valuable extension of educational experience beyond the classroom. Field trips are a privilege, not a right. Students may be forbidden to attend a field trip. The Principal or other school official will make the final determination.

Teachers, with the approval of the Principal, preview and plan field trips. Parent permission slips will be sent home and returned, signed by the parent(s), before a student may participate. The price of the field trips varies.

Since participation in field trips is considered to be a privilege, not a right, students are expected to conduct themselves in such a manner as to reflect the values and rules of the school. With this in mind, every precaution for the safety of the students will be taken. **Students can and will be excluded from field trips for behavioral reasons or excess missing homework assignments.**

INSURANCE

Students are strongly encouraged to have their own accident or medical insurance. Insurance may be provided by a company that sends the insurance form application to the school. However, Saint George does not assume responsibility for insuring students nor does Saint George act as an agent for the insurance company.

SAFETY DRILLS

Saint George will design and initiate a program designed to aid students to learn procedures, techniques, and methods designed to follow during an emergency. Notices giving information for each emergency is clearly and visibly posted in each classroom.

Fire Drills:

Are held on a regular basis and are conducted by the school in cooperation with the Tinley Park Fire Department.

Silence and order are needed for these drills to be successful. In the event of a real problem, injuries and deaths could result if students do not follow directives.

Tornado Drill:

One TORNADO DRILL is held each year. Students will accompany their teachers to the designated areas in the school building. Silence and attentiveness will help a great deal.

Lockdown:

In the event of a LOCK DOWN, students will follow directives given by the teacher. Drills will be conducted each year. Students will undergo training by the local Police Department yearly along with the classroom teacher and school. Parents are given the opportunity to opt out of this training.



SCHOOL BOOKS

Most schoolbooks are rented by the student. The rental fee comes out of the registration fee. Lost or damaged books will cause the student to pay for a replacement book. (Note - The replacement book cost will be comparable to the cost of a new book plus shipping and handling.)

ALL HARD-COVERED BOOKS MUST BE COVERED.

MEDICATIONS AND PHYSICALS

Medications:

If medication is necessary to maintain a student in school, parents are asked to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the school Principal or staff can administer medication only if a signed physician's order is provided and school medical administration forms are completed. This policy is inclusive of both prescription and over-the-counter medication. The medication must be brought to school by the parent or other responsible adult in the original properly labeled container.

Concussions:

State Law requires every school to have a signed **concussion form** on file for every student and student athlete. Students who sustain a concussion injury are subject to established return-to-play and return-to-learn concussion care protocols established by the St. George Administration. In the event a student suffers a head injury, the parent will be notified. If a concussion is suspected, the student will be removed from recess, PE, practice, or competition until medically cleared. All students will have a concussion agreement form on file each school year. A concussion Symptom and Observation chart will be given to each family to help identify a concussion. Students must follow the protocol for returning to play as started on the signed form. See Appendix for protocol.

Physicals:

By law, all children entering school for the first time and all sixth graders must present evidence of recent physical and dental examinations and of required immunizations against certain diseases before the first day of school. These records must be turned into the school nurse's office by the beginning of the school year. Must be completed by October 15, or students will not be allowed to attend school.

BIRTHDAY POLICY

Birthday invitations should not be passed out in school unless all students are invited. Rational: hurt feelings of children who would be excluded. Food treats on birthdays are not permitted, non-food items are acceptable to pass out.

TELEPHONE/CELL PHONES

Students are not permitted to use the office or classroom phone unless there is a real emergency. Forgotten lunches, homework, textbooks, permission slips, and class projects are examples of non-emergencies. Students may not be called to the office for a "message". Use of cell phones is strictly forbidden during school hours 7:30 – 3:00 **All cell phones must be turned off, powered**



down when entering the building until exiting the building. Jr. high phones are collected and held in a homeroom basket during the school day. Younger students must keep their phones powered off and in their backpack. If the phone is visible, or if a student has the phone on their person, it will be turned over to the principal until a parent comes to the office to receive it. First offense will be free, 2nd will carry a \$25 fine, 3rd a \$50 fine and so on...

EXTENDED DAY PROGRAM

The St. George Extended Day Program is part of the school day. Extended Day is for St. George families who have registered to use the program. The program has a full-time rate and also part time rates.

Payment:

Please follow guidelines established on the registration form. If payments are more than two weeks late your child will be unable to attend the program until payment has been made in full.

Emergencies:

Occasionally it is understood that an emergency may occur which will cause a parent/guardian to arrive late for the 3:00 PM school dismissal. In that case you may call the office to arrange for your child to use the Extended Day Program following the hourly fee. The same applies for parents/guardians who fail to pick up their child after a school extra-curricular activity. If you use the Extended Day Program more than twice for an emergency, then you will be charged the \$65.00 Extended Day Program registration fee. If a child(ren) is sent down to the Extended Day Program you are responsible for the hourly rate for your student. The fee is non-negotiable regardless of how long your child(ren) is at the program. Fees are posted in the Extended Day Room and on our website.

Late Charges:

The Extended Day Program closes promptly at 6:00 PM, and a \$15.00 per quarter hour fee will apply after 6:00 PM.

AFTER-SCHOOL EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities offer experiences beyond the classroom. They are designed to provide students with additional direction, support, skills, and guidance that will enhance academic performance. All clubs and other after-school activities are supervised by members of the clubs who are Virtus trained and background checked through St. George or their organization. Participation in these activities is considered a privilege. **To participate in these activities, a child must have attended school on the day of the event.** Students must report directly to the scheduled event/activity immediately following dismissal. Students must remain at the activity/event until scheduled dismissal. Students may be excluded from a club, activity, or event by request of the moderator or the administration for academic or disciplinary reasons. Being in an extracurricular activity is a privilege, not a right.

SCHOOL VISITATION/SECURITY



All visitors are required to report to the school office. No visitor is permitted to enter the school/classroom area without permission from a school official. Visitors must present a valid ID and obtain a nametag. **Student safety is of our utmost importance.** All outside doors are to remain closed and locked whenever children are present in the school building. A security buzzer at the main entrance of the school along with a security camera at all entrances and the parking lot to ensure student safety. All cameras can be viewed from both the parish offices and school office at all times. Classroom doors all have locks, functional from the inside and out and are all set to lock.

Virtus Training Requirements:

Any adult must complete the Virtus training and all forms associated with it, in order to be present with students during the school day and after school extracurricular activities. Access to this site can be achieved by going to www.stgeorgeschool.org and selecting Virtus at the top of the website page.

If there is a family situation, where one parent cannot legally pick up a student, the school office must be notified in writing and a legal document must be presented.

School Drop Off and Pick Up

In order to keep our walkers safe, there is no parking allowed on 176th Street on school days. For the safety of all, once the gates open at dismissal time, any person remaining in the parking lot (out of their cars) will be asked to stand on the sidewalk until the cars have cleared the lot. See diagrams handed out in the family folder for a detailed map of both, drop off and pick up.



MENTAL HEALTH PROTOCOL

St. George School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at St. George School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to St. George School:

- 1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.*
- 2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.*
- 3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.*
 - Student/family confidentiality is adhered to as dictated by the [Ethical Code of the American School Counselor Association](#).*
 - All documentation should be faxed or emailed to the attention of the principal or school designee.*
- 4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.*
- 5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.*
- 6. Re-entry back to St. George School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or*



email to the principal and/or designee:

- *Evaluation date and outcome/diagnosis*
 - *Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to X school*
 - *Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment.*
- 7. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.*
- *This meeting will occur in the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.*
 - *The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of St. George School. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved.*
 - *Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.*
- 8. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.*
- *This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.*
 - *The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should*

be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reachout if he or she is feeling worried about their schoolwork.

Concussion Information



As a Parent and as a student(s), it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of concussion head injury . This form must be completed every year by each family.

Parent Agreement:

I _____ have **read** the Parent and Head Injury Information and understand what a concussion is and how it may be caused. I also understand the common signs, symptoms and behaviors. I agree that my child must be removed from sports team practice/ Physical Education or recess if a concussion is suspected.

- I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.
- I understand the possible consequences of my child returning to practice, PE or recess too soon.
- I understand that I must provide written clearance from an appropriate health care provider to my school principal before returning to regular activities.
- I have discussed the importance of reporting a suspected concussion to my child to either the principal, teacher, coach or parents/guardian.
- I understand that he/she must be removed from practice/PE, or recess if a concussion is suspected.

Family Name: (Please print) _____

Parent/Guardian Signature: _____

Date: _____

PLEASE RETURN BY FRIDAY, AUGUST 23, 2024.



Return to play Form

Date _____

Students Name _____

1. I have been informed concerning and consent to my students participating in returning to play in accordance **with** the return-to-play and return-to-learn protocols established by Illinois State law;
2. I understand the risks associated with my student returning to play and returning to learn and **will** comply with any ongoing requirements in the return-to-play and return-to-learn protocols established by Illinois State law;
3. And I consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191), of the treating physician's or athletic trainer's written statement, and, if any, **the** return-to-play and return-to-learn recommendations of the treating physician or the athletic trainer, as the case may be.

Student's Signature _____

Parent/Guardian's Name _____

Parent/Guardian/s Signature _____

For School Use only

_____ Written statements are included with this consent from a treating physician **or** athletic trainer working under the supervision of a physician that indicates, in the individual's professional judgment, it is safe for the student to return-to-play and return-to-learn.

Cleared for RTL: _____ Date _____ Cleared for RTP: _____ Date _____



Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, **blow**, or jolt to the head, or by a blow to another part **of** the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally **works**. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly**. In other **words**, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, **or** if you notice the symptoms or signs **of concussion** yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in **head**"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, **or** fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy **or** groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- "I just don't feel right" feeling
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Confusion/ Concentration or memory problems

Signs can be observed by teammates, parents and coaches



PARENT AGREEMENT 2024-25

**ST. George Handbook is online at
www.stgeorgeschool.org**

The Saint George Student and Parent Handbook is published and updated yearly. It has been put together and compiled by Saint George faculty and administration. The Handbook is modeled on the policies and guidelines of the Office of Catholic Education, Archdiocese of Chicago.

Parents are expected to read and become familiar with the entire handbook. Afterwards they are expected to speak with their child(ren) and communicate the school’s expectations regarding academics, dress, and conduct. (It doesn’t hurt to review the handbook with the older students either.) Other sections of the handbook deal with topics, which affect the day-to-day activities in the school. Failure of parents to sign this agreement or support the school in good faith may result in suspension or dismissal of the student(s).

*****Paper copy given in family folder*****

Please sign and return this portion by 08/23/24.

I (we) have read the Student -Parent Handbook and reviewed it with my(our) child(ren). I (we) agree to abide by the policies set forth in the Saint George Student-Parent Handbook.

Please Print Mother/Guardian Name

Mother/Guardian Signature

Please Print Father/Guardian Name

Father/Guardian Signature

Date: _____

Child(ren)’s Names and Grades

