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# FAMILY HANDBOOK

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2024-2025

St. Catherine of Siena~St. Lucy School ~ a symbol of peace, excellence, and love in our community.

ST. CATHERINE OF SIENA – ST. LUCY SCHOOL  
27 Washington, Oak Park, Illinois

## **St. Catherine-St. Lucy School**

School Office:	27 W Washington Oak Park, IL 60302 Phone: 708-386-5286 Fax: 708-386-7328
School Hours:	8:05am – 2:45pm
Office Hours:	7:30am – 4:00pm
School Website:	<a href="http://catherinelucy.org">catherinelucy.org</a>
Social Media Accounts:	Facebook – <a href="https://www.facebook.com/scslschooloakpark">scslschooloakpark</a> Instagram - <a href="https://www.instagram.com/scsl_school_oakpark">@scsl_school_oakpark</a>

### **Vision of St. Catherine-St. Lucy School**

To be a symbol of peace, excellence, and love in our community.

### **St. Catherine - St. Lucy School Root Beliefs**

- We believe we are all children of God.
- We believe there is more to learning than just books.
  - We believe education is a civil right.
- We believe students are active participants in their learning process.
- We believe in educating the whole student in a balanced program - physically, spiritually, socially, and academically.
  - We believe people can grow and change.

## **St. Catherine - St. Lucy School Mission Statement**

The mission of St. Catherine - St. Lucy School is to provide quality Christian Education within a Catholic context for parish students and students from the surrounding area. It is our task, as a community of faculty, students, parents and guardians (who are the primary caretakers and educators of their children) and parish staff to work together in building a strong educational and Christian environment.

Our school bases its educational program on the central message of Jesus in the Gospel: love of God, self and each other. In doing this, we provide our students with the necessary understanding to live in a multicultural world where peace, justice and equality are hopes for the future. Our educational program reflects our commitment to the spiritual, intellectual, social and psychological needs of the students. We strive to provide a strong education in basic skills and to teach values that students will need in coping with the future. Because students are faced with a future of constant change, we must ensure that our educational program keeps pace with life as it exists and provide the resources for our students to grow and prosper in an environment where the world community is struggling to find the true meaning of Christianity.

Success in these endeavors will be measured by the care and concern our students show others and by their ability to meet the challenge of the future.

## **Vision of Catholic Schools in the Archdiocese of Chicago**

The Catholic educated graduate, a disciple of Christ, is a leader and community builder in church and society. As a life-long learner, he/she acts with faith, integrity, and competency in the pursuit of truth to contribute to a better world. He/she lives and works as a responsible global citizen seeking justice to create unity of all persons with God, each other, and all creation.

Catholic school principals and teachers as leaders, give witness to Gospel living, spiritual and intellectual development, justice for all persons, and a quest for educational excellence. Educators provide a curriculum that supports, challenges, and prepares students for their future. Catholic school educators continuously deepen their faith-life, improve their practice, and strengthen their leadership to build a faith-learning community with a visible Catholic identity.

All Catholic school communities evangelize and educate students and families with the support, guidance, and spiritual leadership of bishops and pastors. In the spirit of inclusiveness, Catholic schools involve parents and other persons as partners to advance the mission of Catholic Schools. These partners collaborate and make decisions that actively strengthen the long-term viability of Catholic schools in Lake and Cook counties.

## **Mission of Catholic Schools in the Archdiocese of Chicago**

Catholic schools exist primarily to evangelize about the Good News of Jesus Christ and educate Catholic students for the Church's mission. All are welcomed who identify with and seek to live by values in harmony with the Gospel and its preferential option for the poor. Catholic schools provide students an opportunity for educational excellence in the Catholic Christian tradition. Catholic faith-learning communities commit to help each student develop his/her potential for conscious, responsible living, healthy relationships and leadership. The Catholic school communities act as good stewards to make schools, vital, affordable and accessible across the Archdiocese.

St. Catherine-St. Lucy School strives to make the above stated vision and mission a reality for all students. We recognize the parents as the first and primary educators of their children. It is our hope that parents, students, and teachers work together to achieve a genuine Christian Education. With that idea in mind, this Handbook of school policies and regulations has been designed to help our school community work together.

## **School Policies**

St. Catherine-St. Lucy School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese and Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the St. Catherine-St. Lucy School parent/family/student and faculty handbooks are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic Schools directives.

The following set forth policies govern the general operation of the school. Statements in this handbook are subject to amendment with or without notice. The school will make every attempt to keep families informed of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

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

## **Abused and Neglected Child Reporting Act (P.A. 81-1077)**

School personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child *must* report their suspicion to the Illinois Department of Children and Family Services (800-252-2873). All school personnel are required to abide by this law.

## **Admissions Policy**

St. Catherine-St. Lucy School is a Catholic elementary school serving students from *Preschool through Grade 8*. We are a welcoming community for students within these age groups and invite *all* children to be part of our family.

Our school admits students of *any race, color, national, or ethnic origin*. We do not discriminate on the basis of gender, race, color or ethnic origin in administration of school policies or programs. All students must be in compliance with the State of Illinois age requirements.

Students who are *not Catholic* are welcome in our school. We practice and teach Catholic doctrine in all classrooms. Students in grades K-8 attend weekly Mass.

Students with *special needs* are welcome in our school. Final admission decisions will be made based upon consultation with the family and the resources available for the child's success. Once admitted, a plan will be put in place to monitor and review the student's progress.

To be considered for admission to St. Catherine-St. Lucy, parents/guardians are asked to complete the application form, available in the school office or as a download on the school website: [catherinelucy.org](http://catherinelucy.org).

The application should be turned into the school office along with these items:

- Report cards from previous school (if applicable)
- IEP (Individual Education Plan, if applicable)
- \$100 registration fee

Once the application packet is complete, families will be asked to meet with a member of the school's administration team to review policies and practices of the school.

When a student's admission is confirmed, the following documents are also required:

- Birth certificate
- Medical and dental records, including allergy plans if applicable
- Baptismal certificate (if applicable)

We are proud of our school and are committed to the growth and success of all our students. In turn, it is expected that all students who become part of the St. Catherine-St. Lucy family follow the standards, guidelines, and policies in our handbook.

### *New Students*

- Within 30 days of enrolling at our school, parents/guardians must present a certified copy of the child's birth certificate or other reliable proof of the child's identity, as determined by the Illinois State Police. The school will retain a copy and return the original to the parents.
- If a birth certificate (or other acceptable proof) is not turned in, the school is required to notify the Illinois Department of State Police. A written note will be sent home alerting parents that they have an additional ten days to comply.
- Parents must also produce records of compliance with state and local health (including dental) requirements and exams. If students are not in compliance or without records, parents will be notified, and the children excluded from school until compliance is shown.
- If a child has attended another school before, some form of credential from that school must be presented. The office will request official transcripts.
- A baptismal record, if applicable, is also requested.

### *Transfer Students*

We welcome students to our family at any time during the school year. The following guidelines apply to children coming in after October 1.

- Recent records from the prior school, such as a report card or progress report, must be brought in at the time of enrollment. IEP/ISP documents should be brought in as well. Official transcripts will be requested from the other school by the office.
- The student and parent will meet with the teacher and principal to discuss school guidelines and expectations. After this meeting, the family will be notified within 48 hours if the student is accepted.
- Once accepted, the student may start as soon as all necessary forms are in.
- Students are asked to abide by the school dress code as soon as they begin.
- Every effort will be made to get students on the hot lunch program from their first day. If this is not possible, children are to bring lunch from home.
- Students are expected to follow the standards of St. Catherine-St. Lucy School. Progress, both behavioral and academic, will be continually assessed. Significant problems and/or issues may result in permanent exclusion.
- Students who transfer in during their 7<sup>th</sup> and 8<sup>th</sup> grade years are accepted on a probationary basis for the first 45 days of the school year. Students who fail to follow the guidelines of the school during this period will be asked to leave.

## **Attendance/Absences/Tardiness**

### *Attendance*

- Daily school attendance is compulsory in the State of Illinois for children ages 6-16.
- The responsibility for compliance with the law belongs to the parent(s)/guardian(s).
- The school must keep an accurate record of each student's daily attendance.
- The attendance record is placed in the student's permanent file each school year.

### *Absences*

A student is considered absent from school when he/she is not physically present on a required school attendance day. Any day that a student is absent, the parent/guardian must notify the school by calling the school office at 708-386-5286 or sending an electronic message to the classroom teacher. If the parent/guardian fails to contact the school, the absence is recorded as “unexcused.”

Absences are considered “excused” due to:

- Student illness, including physical, mental or behavioral health. If absent for more than **three days** due to illness, a doctor’s note is required upon return.
- Observance of a religious holiday
- Death in the family
- Family emergency
- Situations beyond the control of the student, as determined by the school
- Circumstances that pose a concern for the child’s health, safety, and well-being
- Other reasons as approved by the principal/administration

For excused absences, students will be allowed to make up missed assignments. Students will lose credit for assignments when the absence is unexcused.

### *Tardiness*

Tardiness significantly interferes with a child’s learning and disrupts the activities of the rest of the class. Parents/guardians are asked to have students at school in time to begin their day at 8:05am. The front doors of the school open at 7:50am and will remain open until 8:15am. After 8:15am, students will be buzzed in from the front door. Students who are not at their desks by 8:05am are marked as tardy. Excessive tardiness will be addressed with families as needed.

### *Excessive Absenteeism*

“Excessive absenteeism” is defined as missing 10% or more of the required school days. Student data will be reviewed monthly; families will be contacted for those students with excessive absenteeism to correct the issue.

Every effort will be made to improve the student’s record, including on-going conversations, check-ins with the staff and meetings with the school counselor. A list of outside resources can be assembled for families to help them get students to school. If necessary, students may be placed on an attendance contract.

If there is no improvement in the child’s attendance record or cooperation from the parent/guardian, the student may be asked to withdraw from the school.

### *Early Dismissal*

Parents/Guardians are to notify the school if a student must leave early. Students dismissed early must be picked up from the school office; parents/guardians are not to go to the classroom. Children are not allowed to leave school alone during school hours.

## **Blended/Personalized Learning**

St. Catherine-St. Lucy School is committed to being a fully personalized learning school. This philosophy is based on meeting children at their individual levels, teaching them to develop a growth mindset, and helping them grow academically at their own pace. Classrooms will be structured in flexible arrangements, allowing students to work in small groups with the teacher, collaboratively with peers, or as part of whole group instruction. Adaptive technology is an important component of the personalized learning model and will be used in the classroom setting.

The following items are the cornerstones of our personalized learning philosophy:

- Growth Mindset
- Student Conferencing
  - Goal-Setting
  - Accountability Sheets
- Data Binders
- Student Choice
  - Learner Menus
  - Stations
  - Assessments
  - Flexible Seating
- Ed-Tech Tools

## **Cell Phones/Personal Devices at School**

We recognize that personal electronic devices are widely used by our students and that our students will bring these devices to school. St. Catherine-St. Lucy School does not allow the use of personal devices on campus and has implemented the following policies:

- Personal electronic devices are **not** to be used on school grounds, including the classrooms, the playground, extended day rooms, and the gym.
- Students are not allowed to wear their smart watches in school.
- Devices for students in Grades 5-8 must be turned in to the teacher at the start of the school day. Students in Grades 4 and below turn their devices in to the office.
- Devices are returned to the students at dismissal, whether this is at the end of the school day, extended care, or an extra-curricular event.
- If a child is caught with an electronic device during the school day, including in extended care, the device will be confiscated by the teacher or staff member and will only be returned to a parent/guardian. For a second offense, the phone will be turned into the principal's office and a parent conference required. This includes devices found in the student's backpack, purse, pencil case, pocket, etc.
- A separate letter outlining the cell phone policy must be signed by the parent and the student and returned before the phone can be brought to school.
- The school is not responsible for personal devices brought onto the campus.



## Communication

Good communication between the school and our families is critical, and we use several methods to keep everyone up-to-date. Electronic information and phone calls are made using the information in PowerSchool. If any contact information (phone, email, etc.) has changed, please let the school office know.

- The school website, [www.catherinelucy.org](http://www.catherinelucy.org), contains up-to-date information on news and events around the school. It also contains an electronic copy of the Wednesday Weekly, the handbook, tuition information, and more.
- On Tuesdays, a general phone message will go out to all families with reminders about upcoming school news. In the event of an all-school emergency, this same system will be used to contact everyone. Please make sure we have up-to-date phone numbers.
- On Wednesdays, our school newsletter – the *Wednesday Weekly* – goes home in print form with each child. A copy is also posted on our school website.
- The school maintains both a Facebook page (scslschooloakpark) and an Instagram account (@scsl\_school\_oakpark).
- Information is also sent out via email blast, using the email addresses supplied at registration. Email blasts are used sparingly, to communicate immediate or emergency information.
- Parents are always welcome to call the school office. The number is 708-386-5286.
- Teachers will also communicate with families, via email, monthly newsletters, Class Dojo, or individual notes home. To see a teacher privately, please schedule a meeting in advance, before or after school hours. *Teachers are not available to meet during the school day.*

## Counseling Services

St. Catherine-St. Lucy has a school counselor on-site one day per week. Requests for counseling services may be made by students, parents and/or teachers for a variety of reasons – academic, social, grief, hardships. Parental permission for on-going sessions is required.

## Curriculum

The goal of St. Catherine-St. Lucy School is to provide quality education which will meet the needs of all students, helping them to grow and succeed. Our curriculum is based on the Archdiocese of Chicago learning standards, which in turn are tied to Common Core requirements.

The instructional program of St. Catherine-St. Lucy School includes religion; language arts; mathematics; science, social studies; fine arts; physical education and health.

The school year is divided into three trimester terms, each approximately 12 weeks in length. A mandatory Parent-Teacher Conference is scheduled after the first trimester; an additional one may be scheduled after the second trimester at the request of the parent or teacher.

### *Early Learning Academy*

The Early Learning Academy organizes our 3-year-old through 6-year-old students into small groupings, allowing children to grow and develop at their individual pace.

The Lily Pad (3-year-old) and Tadpole (4-year-old) groups will rotate through stations of Art, Gross Motor, Literacy, and Play during the morning. They will gather together for lunch and napping.

The Frog (5-year-old) and Salamander (6-year-old) groups will have block instruction on Math/Reading and Social Studies/Science/Religion.

### *Computers/Technology*

Technology is an important resource for learning at St. Catherine-St. Lucy. Classrooms are equipped with interactive white boards as well as a set of Chromebooks for student use.

We have established ourselves as a 1-to-1 school; there is a Chromebook available for every child in grades K-8. These devices remain at school. There is a separate set of Chromebooks that will go home with students for use during the school year. These devices are intended for school use only and must be returned in May. The same set of school guidelines applies to both in-school and at-home devices.

Students will have access to the internet for educational purposes. They will be supervised during this time but are expected to behave responsibly and to follow the user guidelines set by the school. Technology is a powerful tool and is closely monitored at the school. Computer class is held weekly for students.

Families will be asked to sign a technology contract regarding appropriate use and handling of devices and the internet. Students will also participate in an internet safety program during the school year. Inappropriate use of devices or the internet may result in a loss of privileges. Families may also be responsible for damage caused to school devices through neglect, carelessness, or mishandling.

### *English/Language Arts*

The English/Language Arts curriculum encompasses reading, writing, listening, and speaking skills, with a heavy emphasis on phonics in our younger grades. Students learn through a variety of methods, including on-line tools, projects, practice, literature and informational text. Literacy skills are strengthened through all subject areas, including math, science and social studies.

### *Fine Arts*

Exposure to Fine Arts, through classes, outside programming, and extra-curricular activities, is part of our school curriculum.

### *Grading*

Students are assessed throughout the year on their work; formal grading is one at the end of each trimester when report cards are issued.

- Students in Grades K-2 are assessed using a +/S/- system.
- Students in Grades 3-8 are given letter grades as an assessment of performance in their subject areas.
- Grades are recorded in PowerSchool and can be viewed by parents/guardians.

### *Graduation*

Students will graduate from the 8<sup>th</sup> Grade provided they have fulfilled the academic and behavior expectations of the school. Students may be withheld from the graduation ceremony

### *High School Bridge*

This course is held weekly for students in grades 7-8. Students look at high school options, scholarship opportunities, career choices, and skills and behaviors that will shape their futures. Significant planning time is allotted for our 8<sup>th</sup> grade families when selecting high schools.

### *I-Ready*

I-Ready is an on-line assessment and instruction program used in Kindergarten through Grade 8. It is an adaptive tool, designed to target individualized needed skills in both reading and math. Students have a weekly requirement of I-Ready minutes, completed during school time. Diagnostic tests to assess student growth are given three times per year.

### *Library*

The school library is located on the third floor, with fiction and non-fiction offerings for all grade levels. Students have the opportunity to borrow books from the library. A set time for library class is offered to all grades weekly.

Books from the school or classroom libraries become the responsibility of that student. We ask that children take special care of these items. All books must be returned by the end of the school year. Families will be asked to pay for or replace any damaged or lost items.

Please support your local libraries.

### *Mathematics*

Mathematical concepts are introduced to our youngest students, then reinforced and built upon each year. Problem-solving and critical thinking is fostered in every grade. Students learn through on-line programs, manipulatives, projects, games, along with traditional textbooks.

### *Religion*

St. Catherine-St. Lucy prides itself on our Christian values, which underlie every facet of our school life. Prayer is a part of the daily school routine, and Catholic doctrine is taught in all grades. All students also participate in age-appropriate programs on being safe in today's world.

Both Catholic and non-Catholic students take part in religion classes. Students in grades K-8 attend Mass once a week. All families are welcome to attend these services.

### *Sacramental Programs*

Sacramental preparation for Reconciliation, First Communion, and Confirmation are available to our Catholic students. Programs are also available for students and their families wishing to become members of the Catholic faith. Please reach out to the pastor, principal, classroom teacher, or school office for guidance.

### *Science*

Our youngest students engage in Science work, for the insights and knowledge gained help strengthen other academic skills. In grades 4-5, students are introduced to engineering design through a program called *SparkShop*. In junior high, Science class becomes part of the daily rotation of core classes.

### *Social Studies*

As with Science, our students begin studying Social Studies in their earliest years. The Social Studies curriculum covers family and communities and early civilization through modern history. Students are taught critical thinking skills – making inferences, analyzing information, sequencing events, drawing conclusions. Our 8<sup>th</sup> Grade students study the United States Constitution and must pass a test on the material to graduate.

### *Peacemakers*

The Peacemakers program is unique to St. Catherine-St. Lucy School. Topics including friendship, tolerance, conflict resolution, and dealing with anger, are taught through a mix of literature, discussion and video, based on our core values and Catholic faith.

### *Power School*

Power School is a cloud-based program that allows parents to view their children's progress on both tests and homework assignments throughout the school year. We ask that parents utilize this tool frequently, particularly beginning with 3<sup>rd</sup> grade, to stay current with student work. There is a unique sign-in for each child; this sign-in stays constant through every year the child is at St. Catherine-St. Lucy School.

Please contact the classroom teacher or school office for the PowerSchool log-in.

### *Physical Education*

Physical Education classes are required for each child in the school and are held on a weekly basis. In addition to gym class, students up through Grade 7 participate in yoga classes, held once a week. For both classes, students should wear the school gym uniform and gym shoes.

If a child needs to be excused from gym and/or recess, a doctor's note is required.

### *Stars Program*

Additional in-school support for reading, math, and academic coaching, is available for students who qualify. This program is funded through Title 1; parental permission is required.

### *Student Testing*

Students with learning/academic/speech issues can be evaluated through District 97. The testing is done after consultation between the teacher and parent/guardian. The testing requires evaluation forms and school and parental consent. District 97 provides weekly services in speech/language therapy for students who qualify.

## **Discipline/Code of Conduct Expectations**

St. Catherine-St. Lucy prides itself as a school where all people and all things are treated with dignity and respect. Our goal is to create a safe, caring, nurturing environment for students, parents, and staff. The underlying philosophy at our school is:

- Treat others with kindness, care, and respect
- Respect school spaces and materials
- Do your best at all times
- Follow the guidelines of the classroom and the school

### *Parents/Guardians*

As our partners in the growth and education of our children, the parents/guardians of the St. Catherine-St. Lucy community are expected to demonstrate respect for the faculty, staff, volunteers, and students of the school, on or off school grounds and at school-related events. Unacceptable behaviors include, but are not limited to, harassment, verbal abuse, threats, or assault of any member of the community.

Every effort will be made to continue the relationship, including face-to-face meetings or conducting business with another family member. However, if the relationship can no longer be maintained, we reserve the right to ask the family to remove the student from the school during the year or to not re-enroll for the next year.

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the

administration may take the following actions:

- To inform the parent/guardian of his/her right to be present on school grounds is temporarily or permanently suspended.
- To dismiss the child(ren) of the parent/guardian temporarily or permanently from school.

### *Students*

Most student infractions can be handled at the classroom or extended care level. If problems persist, parents/guardians will be contacted. The classroom teacher may suggest a conference or behavior contract when necessary

More serious violations – disrespect to a staff member, fighting, theft, etc. – will be dealt with accordingly on a case-by-case basis. Appropriate consequences, based on the offense and child's age, will be added and may include detention, time off from extracurricular activities/other school privileges, and possibly suspension. Parents/guardians will be informed of the consequence by the principal.

Our intent is always to correct and to guide our students with love and understanding; our consequences will be in line with these beliefs and in line with the infraction. Support and communication between families and the school is critical, as we work together for the good of the children, as well as their growth and development.

*The school reserves the right to inspect school and/or personal property if cause is warranted.*

### *School Incident Reporting System (SIRS)*

Illinois Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement and the Illinois State Police (ISP) within one to three days of occurrence. SIRS is a web-based application used by schools to report these incidents to the State Police electronically. The Oak Park Police Department will be also be notified.

### *Security Cameras*

Security cameras are in-place throughout the school campus, including the hallways, gym, and playground areas. If necessary, video footage can be used in discipline cases. This footage is for use by the school and will not be shared with parents/guardians.

### *Gang Activity*

Gang activity is against school policy and will not be tolerated in any form. Appropriate action will be taken, including contacting law enforcement if there is a threat to the safety of the students and/or staff.

## **Emergency Procedures**

We will make every effort to keep school open. However, if conditions threaten the safety of our students and/or staff, we will be forced to close.

- If there is an emergency closing, we will communicate to families through voicemail and email. Additionally, information will be posted on the school website ([www.catherinelucy.org](http://www.catherinelucy.org)) and our Facebook and Instagram pages.
- For most closings, the school will switch to remote learning. Specific details on assignments and class times will be provided by the individual classroom teachers. Students should use their at-home Chromebooks in these situations.
- The school has a Crisis Manual with detailed procedures for specific situations that are practiced during the year. Communication steps are also spelled out. Parents will be notified through our voice and email channels.

## **Extended Care Program (before and after school)**

St. Catherine-St. Lucy offers an extended day program for parents who need supervision of their children outside of school hours. The program incorporates an afternoon snack, time for homework, and time for play. Extended care is open only to St. Catherine-St. Lucy students.

- Morning daycare opens at 7:00am. Afternoon daycare is open from 2:45-6:00pm.
- A completed application for the extended day program is required before students can attend. Please notify the school office if a student will no longer be part of the program; this will stop the automatic billing process.
- Fees for aftercare are separate from tuition charges, payable through the school office or through Facts. Childcare Action Payments are accepted for extended day. Failure to pay may result in your child being excluded from the program.
- Daycare is also available on an as-needed basis. Appropriate daily rates will apply.
- Attendance will be kept at both morning and afternoon day care. Students must be signed in and out by a parent/guardian.
- Parents will not be allowed to go into the extended care rooms.
- Students are expected to follow the school behavior guidelines. Consequences will be enforced by the extended day staff. In the event of serious misbehavior, parents/guardians will be called to pick up their children.

## **Extra-Curricular Activities Programs and Policies**

St. Catherine-St. Lucy School offers many opportunities for students of all ages to participate in activities outside the classroom. These activities are a privilege; students will be expected to maintain both their academics and their behavior. The school discipline guidelines apply to all extra-curricular groups, events, and/or teams. Permission from parents/guardians will be required prior to participation.

- At all events, students are expected to represent their school with the highest level of respect

- and sportsmanship. St. Catherine-St. Lucy parents/guardians are expected to do the same.
- Separate information is sent out prior to the program beginning. Parent permission must be obtained, in writing, before a student can participate in the activity. Failure to follow school and team guidelines can result in suspension or expulsion from the activity.
  - Moderators and coaches are responsible for students only during a practice, event, or competition. A parent/guardian is responsible for the student at all other times, including transportation to and from the activity.
  - Students who participate after school in extra-curricular activities at the gym, must check in first with the aftercare staff. Any students who remain after the practice/activity has ended, must go to aftercare, and families will be charged the aftercare fee. Students cannot walk home without written permission.
  - Students may not leave school grounds during practices. Once students leave the school or gym, they cannot return.
  - Families will be asked to help as volunteers for extra-curricular programs.

### *Sports Teams*

The school offers a range of sports teams. Being part of a team carries responsibilities – to fully commit to the team; to attend practices and games; to be on-time; to respect your coaches, teammates and opponents at all times.

To participate in school athletics, students/families must:

- Represent the school values at all times.
- Have an annual sports physical. This can be done during a regular doctor visit.
- Provide parent/guardian permission in writing.
- Acknowledge receipt of the concussion information sheet. The school follows the Archdiocesan and State of Illinois concussion protocols.
- Adhere to the eligibility requirements established by the school.

St. Catherine-St. Lucy allows students to modify their athletic uniform for the purpose of modesty in clothing or attire that it in accordance with requirements of their religion, cultural values, or modesty preferences. If a student chooses to modify his/her athletic or team uniform, the family is responsible for the costs of the modification. The student does not need prior approval from the school for the uniform modification.

### **Family School Association**

The Family School Association works to host events, activities, and fundraisers that join together the St. Catherine-St. Lucy community. The group is comprised of volunteer parents who work closely with the Marketing/Enrollment Director, for the betterment of the school.



## **Field Trips**

Field trips may be planned by the classroom teachers during the year and are chosen for the purpose of enhancing learning experiences. Field trip permission slips must be signed by the child's parent/guardian and returned to school for the student to attend. Verbal permission **will not** be accepted. It is a privilege to attend a field trip; that privilege may be revoked due to behavior concerns. In the event that a child does not participate in a field trip, he/she is expected to be at school on that day and will be assigned to another classroom for the duration of the trip.

## **Food Service Program**

St. Catherine-St. Lucy School is able to offer a breakfast snack and hot lunch to every student in the school. Our food service provider is FSP.

- As part of our food service program, students receive a breakfast box in the morning and a hot meal during lunch. Snacks are provided for children in afternoon extended day.
- If a student does not wish to receive hot lunch, he/she must bring a bag lunch to school. Any lunches brought to school during school hours should be dropped off at the school office and not taken directly to the classroom.
- Outside food cannot be heated up/microwaved at the school.
- Food is not allowed in the classroom outside of the breakfast and lunch breaks, although exceptions may be made for holidays, parties, etc. Please check with the classroom teacher before bringing any food items to the classroom.
- Students should bring water bottles to school. A water station is available for refilling bottles.
- Students cannot order food in from outside providers.
- We are very mindful of student allergies and keeping our children safe. Many of our classrooms are designated as "nut-free zones." Please make sure we are aware of your child's allergies. Teachers will communicate regarding prohibited items.

## **Health Requirements/Records**

St. Catherine-St. Lucy School is committed to keeping children safe and healthy. We follow the guidelines of the State of Illinois regarding vaccinations and exams and ask that parents communicate with us regarding health issues that may affect the child.

- Physical examinations and record of immunizations must be on file in the school office before a child begins school. St. Catherine-St. Lucy follows the rules established by the State of Illinois Board of Education. Specific requirements can be found at:
- [http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf).
- Health examinations must be performed and documented prior to entering kindergarten or first grade and upon entering sixth grade.
- Before May 15 of the school year, students in Grades K, 2, and 6 must present proof of

- being examined by a dentist.
- Students enrolling in kindergarten or in school for the first time in school must present proof of any eye exam within the previous year.
  - Students not in compliance with health and immunization requirements will be notified by the school. Proof of compliance must be submitted no later than **October 15**. Students without the proper records will be excluded from school, as mandated by the State.
  - Student health issues, including allergies, must be on file with the school office. The school will work with families when students require medicine during school hours. Please note - teachers are not allowed to dispense medicine to students.
  - If a child becomes ill at school, the parent/guardian will be called. If unavailable, the school will reach out to the emergency contacts.
  - Children should not come to school with a fever or while contagious. If a child is out ill for three days or more, a doctor's note is required to come back to school.
  - If a child is hurt in school, parents will be notified. If necessary, the paramedics will be called, and the child will be transported to the nearest hospital.
  - During the school year, the school may offer mobile dental visits and vision/hearing screenings. Parent/guardian permission will be required for participation.

#### *Allergies*

The school is to be notified of any student allergies and corresponding treatment. Documentation of these allergies from a physician must be turned in to the office. In classrooms where there are children with peanut allergies, nut products will not be allowed. Teachers must be notified of students who carry an epi-pen.

#### *Asthma*

Students with asthma must have a documented asthma plan from a physician on file in the office. Children who require an inhaler must have a note from the physician. The inhaler will be kept with the child or with the child's teacher.

#### *Medications*

Students who need to take medication must have a physician's note on file in the office. The medication can be kept in the office or with the child. Please include permission to give medicine to the child or a note explaining that the medicine will be self-administered.

#### *Opioid Policy*

In accordance with applicable State law, St. Catherine-St. Lucy 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 we are able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours in the school office.

Upon any administration of an undesignated opioid antagonist, the school must immediately notify the student's parents/guardian/emergency contact. Within 24 hours after the

administration of an opioid antagonist, we 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, we must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

Parents/guardians will be asked to sign a letter holding the school and the Archdiocese harmless in the administering of this opioid antagonist, whether or not notification was given.

## **Homework**

Homework is intended to be meaningful work that strengthens concepts taught in class. The amount of work will vary by grade and the requirements of the curriculum. As students get older, they will become more independent with their homework. Parental involvement and support, however, is critical at every grade level.

Students in Grades 1-8 receive an assignment notebook from the school and should use it daily to keep track of homework. Younger students also have Homework Folders for at-home work; parents should check the folder daily. Completion of homework assignments is posted on PowerSchool for the older students.

When homework is assigned, it is expected to be completed by the date given. The consequence for incomplete homework is based on classroom rules and guidelines. We ask your help and support in stressing the importance of completing homework. Please work with the classroom teacher on any issues.

Students with unexcused absences will not be given credit for homework missed on those days.

## **National Junior Honor Society**

St. Catherine-St. Lucy School is a recognized member of the National Junior Honor Society. Students may apply in their 7<sup>th</sup> and/or 8<sup>th</sup> grade. Admittance is based on the qualities of scholarship, leadership, character, and service. A ceremony is held in the spring to honor those young men and women who have been selected; they are expected to hold true to these standards throughout the rest of their student careers.

## **Pets/Animals at School**

Please do not bring any pets or animals to the school, out of respect for student/staff safety.

## **Photography**

St. Catherine-St. Lucy School and its partners post pictures of our students in publications and on our website to promote the school. Personal information is never used with any photos. If you do not want your child in any pictures, please contact the school office to opt out.

## **PowerSchool**

PowerSchool is an internet-based system that allows parents/guardians to view their students' grades and assignments. Each child has a unique identifier, which stays the same throughout their time at St. Catherine-St. Lucy. Parents/Guardians are encouraged to check PowerSchool frequently, to stay informed about school progress.

PowerSchool is also used to store family contact information and to re-register children for the following school year. Please contact the school office or your child's teacher should you need your log-in information.

## **Remote Learning**

In the event of an emergency or crisis, the school will switch to a remote learning model. This model can combine on-line instruction, on-line assignments, or and/or written work, balanced according to grade level. Remote learning days will be treated as school days, and students are expected to complete required assignments. Teachers will be accessible via their school email from 9am-3pm for students who have any questions or problems. At the beginning of the year, students in Grades 3-8 can take school-issued devices home to use for remote learning. If you do not have internet access at home, please let your child's teacher know so that special arrangements can be made.

## **Safety**

### *General Procedures*

- School hours are 8:05am-2:45pm. Students will enter and dismiss from the front entrance on Washington. The front door will open at 7:50am and remain open until 8:15am. Students arriving after 8:15am will be buzzed in at the front door.
- School doors are locked during the school day, as is access to the Early Learning Academy.
- Parents are asked not to go into the building with their children at arrival. Students from the Safety Patrol will be on the playground to assist students getting into the building.
- All visitors, including parents, must ring in at the front door and head directly to the school office. Parents should not go to the classroom unless the visit has first been scheduled with the teacher.
- Only adults may admit visitors into the building. Students are never allowed to open an

outside school door or to let anyone into the building.

- Students are not permitted to leave school grounds once they arrive, unless they are with a parent/guardian for an early dismissal.
- Students are not allowed to leave extended day once they have been signed in.
- Teachers may organize “walking field trips” for their classes. These trips will extend no more than two blocks past the school grounds and will always be supervised by adults. If the walk will extend past this range, parents will be notified.

### *Safety Drills*

Throughout the year, the school will conduct a variety of safety drills, as mandated by the State of Illinois. These include:

- Three fire drills, with one supervised by the Oak Park Fire Department.
- One lockdown drill, supervised by the Oak Park Police Department.
- One tornado drill.
- Bus safety is reviewed prior to leaving for field trips.
- Procedures and evacuation routes are posted in every classroom. The school maintains a crisis/emergency plan that is reviewed with the Village of Oak Park.

### *Security Cameras*

- Security cameras are posted throughout the school campus, including hallways; common areas; parking lots; playgrounds; the gym.
- These cameras are monitored by school staff for safety purposes in and out of the buildings.
- Footage from the cameras is for use by school staff or law enforcement. It will not be provided to parents/guardian.

### *Traffic*

- We ask our families to be kind, patient, respectful, but most importantly safe around the school during arrival and dismissal times.
- School hours are 8:05am-2:45pm. Students will enter and dismiss from the front entrance. Staff members will be in front of the school between 7:50-8:15am and 2:45-3:00pm.
- Parents may park on Humphrey while waiting for the school door to open. Staff and members of the safety patrol will be on the playground to help during arrival.
- Students should be dropped off on the east side of Humphrey. Cars turning into the street should go all the way down to the cul-de-sac to turn around.
- There is no parking allowed on Washington. This is a drop-off point only.
- Washington is a busy street, and it is preferred that you do not drop students off on the north side. If that is necessary, please use the designated crosswalk, walking with your child.
- When parking at the school, please use designated spaces. Do not park in the courtyard or down the middle of the lot blocking other cars.
- During dismissal, parents may park on Humphrey. The safety patrol will assist students in getting to the cars, if needed. Students must check in with the teachers before leaving.
- Students are to cross the street only at the designated crosswalks.
- Please do not use the alley as a through-street during arrival and dismissal.

## **School Office**

The School Office is located in Room 7, on the second floor of the school building. The office is the hub of the school, the place to serve family and school needs. It is open from 7:30am-4:00pm and can be reached at 708-386-5286. Please check in at the office for: lost and found, school information, medical supplies, fee and tuition payment. Students who need to phone home will call from the school office.

## **School Hours**

The school day begins at 8:05am; students will be allowed into the building, at 7:50am. Please have your children at school in time to be at their desks and ready to learn at 8:05. Students in morning care will be dismissed in time to go directly to their classrooms.

Dismissal is at 2:45pm, and students will exit through the front door. Children in extended care will be escorted to their rooms by the staff.

Extended care begins at 7:00am and is open until 6:00pm.

## **Social-Emotional Wellbeing**

The mental health and care of our children is of great concern to our school. To that end, we have practices in place to work with our students.

- Yoga is practiced on a weekly basis to bring about a sense of calmness and positivity.
- Our Peacemakers program teaches students to deal in a positive way with wide-ranging emotions and feelings.
- A school counselor is available one day per week to meet and talk with students. Parental permission is required.
- There are a number of outside resources available if needed. The school will work closely with families to help them navigate the process.

## **Social Media**

Social media makes up a significant part of a child's social life, particularly the older he/she gets. We monitor on-line behavior during the school day, but we need parental support during off-school hours. Guiding and monitoring children's on-line behavior is as important as guiding their in-person behavior. Parental input is key to helping them make sound decisions and choices.

While at school and extended day, the use of social media is prohibited. However, there are certain actions that we will *strongly* address if brought to our attention – regardless of

where/when the posts occurred.

These actions include:

- Continued cyber-bullying, which are words and pictures meant to continually demean or intimidate another student.
- Pictures or messages meant in any way to shame or embarrass the school, its students, staff, or families.
- Taking unauthorized pictures or videos at school.
- Threats to any members of the St. Catherine-St. Lucy family.
- Use of the “St. Catherine-St. Lucy School” name on social media platforms without permission of the school. This name is protected by Archdiocesan copyright.

Under Illinois law, the school cannot request or require a student’s password to gain access to a his/her account on social media. The school can, however, conduct an investigation and require cooperation if there is significant evidence that the social network account violates school policy.

## **Student Records**

Parents/guardians have the right to inspect their students’ records. These records are confidential and maintained in the school office. IEP and 504 records are also confidential and kept in the principal’s office.

A birth certificate or other acceptable proof of a child’s age and identity (passport; visa; etc.) must be presented to the school within 30 days of enrollment. This is required under Illinois law to ensure that the student is not listed as a missing child. If no such documentation is received, we are required to notify the Illinois State Police of local law enforcement. The parent/guardian will be notified of this situation. In addition, St. Catherine-St. Lucy will flag the records of any current or former student who has been reported missing by the Illinois State Police.

In case of a transfer, certified copies of students’ records are requested within 14 days of enrollment. For students transferring to other schools, unofficial records are sent within 10 days of a request. Official records will be sent only after all financial obligations have been met.

## **Technology**

Technology is an essential piece of today’s classrooms and is used throughout the school to enhance the learning experience of our students.

Students will be allowed to access the internet for school work. Necessary firewalls are in place to restrict access to inappropriate websites. We also provide internet safety training.

Every classroom has a supply of Chromebooks intended for student use. Students are to

handle the equipment correctly, as instructed by the teacher. These Chromebooks remain at school. Another set is available for students to take for home use, for students in Grades 3-8. Students are expected to use both the equipment and the internet in a safe, respectful, appropriate manner and will be asked to sign a digital use agreement at the beginning of the school year. Failure to use school equipment, software, and the internet according to guidelines will result in a loss of privileges. Students may be held responsible for damage to school devices, if those devices are mishandled.

## Textbooks

Textbooks and novels used by the students are the property of St. Catherine-St. Lucy School. Certain workbooks are purchased through the school and given to the student as his/her own copy. Students may be asked to repay the school for damaged or missing materials.

## Tuition and Fees/FACTS/Financial Aid and Scholarships/Fundraising

St. Catherine-St. Lucy welcomes all students who want to be a part of our family. As a private school, we rely on tuition to cover our costs. The following chart outlines our fees.

*Tuition and Fees*

Family Size	Tuition	Registration Fee	Technology Fee per family (No fee for 3&4-year-olds)
1 Child	\$ 4750	\$100	\$100
2 Children	\$ 7025	\$100	\$100
3 Children	\$ 9250	\$100	\$100
4+ Children	\$11,450	\$100	\$100

- Tuition is divided into 10 equal payments, due on the 15<sup>th</sup> of the month, beginning in August.
- Automatic tuition reminders are sent from FACTS.
- Tuition and other charges are managed primarily through the FACTS system. This includes balance amounts, payments received, and charges added. Payments can be made on-line or in the school office.
- Children can be excluded from school for non-payment of tuition. If you are having difficulties making payments, please contact the school as soon as possible to discuss arrangements to meet your obligations.
- The \$100 registration fee is per family and is assessed in February of the prior school year for current families. New families pay for registration when turning in the application materials. The \$100 is non-refundable.
- No personal checks will be accepted after May 10<sup>th</sup>. Students will be excluded from Graduation, the ELA-5 Achievement Ceremony, or the Honors Assembly if there is an unpaid balance.
- Tuition is pro-rated for families transferring in or out throughout the year.



### *FACTS*

- FACTS is the on-line tuition management system used by schools in the Archdiocese. The website is *factsmgt.com*.
- The system bundles together all fees (tuition, registration, extended care, uniforms tech, etc.) and allows families to pay on-line through a variety of methods. It also offers the ability to change payment methods, view upcoming payments, and print tax statements.
- Any family wishing to receive financial aid or scholarship money must apply thorough FACTS. Any scholarship money awarded will be posted to your Facts account.

### *Financial Aid and Scholarships*

- We recognize that tuition payments require great sacrifice, and we are committed to making school payments affordable for every family. We are blessed to have a number of partners to help us in our mission, providing a wide variety of scholarships and financial aid.
- Assistance is open to every student. The money comes from a number of different sources and partners, and the amounts of the awards vary. Certain scholarships come with family obligations to attend events and outings.
- All scholarships and financial aid require an application. This application is on-line, through the FACTS system. To apply, go to the website: <https://factsmgt.com/> Click on the Parent Resources tab; select Financial Aid.
- Once the amount has been approved, this money will be posted to your family account.

### *Fundraising*

- Fundraising is crucial to our school mission. Additional money raised, above and beyond tuition, allows us to continue to provide an excellent education to our students.
- There is no set fundraising obligation for families. We do ask, however, that you participate in fundraising activities to the fullest of your abilities. Every dollar raised helps the school.
- There will be certain events for the school in general, along with other fundraisers targeted for specific purposes (athletics, 8<sup>th</sup> grade activities, etc.) Your participation in all fundraisers is encouraged and highly appreciated.

### **Uniform Policy**

Our school uniforms tell people about St. Catherine-St. Lucy School. They represent pride, community, and school spirit and help foster a sense of discipline and respect in our classrooms and throughout our hallways. We ask for parent support in having our students adhere to the guidelines we have established.

Our dress code is as follows:

- White shirts with a collar.
  - These include polo or dress style, long or short sleeved. No t-shirts, please.

- Shirts may be purchased at major retailers, such as Wal-Mart or Target. White polo shirts with the school logo may be purchased through the school's Spirit Shop on the website.
- Navy blue bottoms
  - Students may wear slacks, jumpers, skirts, skorts, or dress shorts. Skirts, jumpers, skorts and shorts must be of a length that is presentable for school.
  - Pants may be purchased at major retailers, such as Wal-Mart or Target.
  - No leggings.
- Sweaters
  - Students may wear solid, navy-blue cardigans, pullovers, or crewneck sweatshirts.
  - A St. Catherine-St. Lucy gym sweatshirt is acceptable with a collared shirt underneath.
  - Cardigans with the school logo will be available through the school's Spirit Shop.
- Shoes
  - Students may wear dress or gym shoes.
  - Boots and Crocs are not part of the uniform code. If worn to school, students should change into shoes before starting the day.
- Hair
  - Hair should be neat and well-groomed.
  - No hats or caps
- Gym Uniform (for gym/yoga days)
  - Navy blue t-shirt or sweatshirt and sweatpants. No logos.
  - Shirts and pants with school lettering are available for purchase from the office.
  - No leggings.
- Spirit Wear Fridays!
  - Every Friday, students may wear school spirit wear. This also includes jerseys from school sports teams.
  - Spirit Wear may be purchased from the store on the school website.
  - No jeans on Fridays.
- Early Learning Academy
  - Students in the Early Learning Academy are asked to dress for activity and independence.
  - Students will have individual cubbies where they can store their coats and change from boots to shoes.
  - Gym shoes are strongly encouraged. The children play outside every day, weather permitting, and gym shoes are the safest option.
  - Elastic waist/pull-on pants are recommended for the 3-and 4-year-old students. This will allow them to manage the restrooms on their own, without having buttons, belts, or zippers to navigate.

There will be occasional days throughout the year when students are allowed to be out of uniform. Often those days are tied to a specific theme. As a general guideline for Out-of-Uniform Days:

- Students should dress appropriately for the school environment.
- Short shorts, ripped jeans, halter/midriff tops, low-cut tops, saggy jeans, t-shirts with offensive or inappropriate sayings are unacceptable.

Students are expected to follow the uniform guidelines. Consequences will be administered for individuals consistently coming to school out-of-line with our dress code.

## **Volunteers**

We welcome volunteers in our school, both during the day and after school. As members of our school community, they will be treated with kindness and respect by our students and our staff. Volunteers with the school must follow the Safe Environment requirements as specified by the Archdiocese of Chicago before beginning to work with our children.



## SCHOOL CALENDAR 2024-2025

*Additional events may be added throughout the school year.*

Month	Date	Event
August	7	First day for teachers
	14	First day of school
September	2	No school-Labor Day
	27	No school – Teacher Development
October	14	No school – Columbus Day
November	8	No school – Teacher Development End of Trimester 1
	26	Parent-Teacher Conferences – Half Day
	27-29	Thanksgiving Holiday
December	20	Half day of school – Christmas Concert Christmas break begins at dismissal
	January	6
February	20	No school – Martin Luther King, Jr. Day
	28	Catholic Schools Week begins
	7	No school – Teacher Development
March	17	No school – Presidents’ Day
	28	End of Trimester 2
	20	Parent-Teacher Conferences – Half Day
April	21 & 24	No school – Teacher Institute Days
	18	Easter Break begins
May	28	Back to school
	26	No school – Teacher Development
	26	No school – Memorial Day
June	29	8 <sup>th</sup> Grade Graduation
	30	Achievement Ceremony and last day for Early Learning Academy
	4	Honors Ceremony at 1pm/Last day for Grades 1-7