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ST. ZACHARY SCHOOL INFORMATION

SCHOOL ADDRESS:567 W. ALGONQUIN ROAD, DES PLAINES, IL 60016
SCHOOL TELEPHONE :(847) 437-4022
SCHOOL OFFICE HOURS:7:30 A.M. – 3:30 P.M.
SCHOOL E-MAIL ADDRESS:.....schooloffice@saintzachary.org

SAINT ZACHARY SCHOOL MISSION STATEMENT

Our mission is to provide the children of Saint Zachary Parish and community with a Catholic-Christian formation. We exist in order to assist parents, the primary educators, in shaping beliefs, attitudes, values, and practices of our children in accord with the Gospel message. We are called to instill in our students a sense of pride and respect for racial and ethnic diversity, fairness and justice. These qualities are necessary for active participation as Christian adults. We commit ourselves to providing a quality educational program to address the development of the physical, moral, and intellectual talents of each individual.

PHILOSOPHY

We at St. Zachary School believe in Catholic education which develops the whole person, mind and body. We believe parents are the primary educators of the children. We, the educational community, share this responsibility with enthusiasm, concern, and love.

We believe in providing opportunities for a variety of experiences thereby developing in each student a better understanding of the Catholic community and an awareness of one's commitment to God, neighbor and self.

The children of St. Zachary School are separate individuals who approach the world of learning with various levels of development, natural ability and backgrounds. Hence, they learn in different ways.

Through our educational programs we:

- foster parent awareness of student progress
- strive to create or enhance in each individual positive self-concepts
- incorporate aspects of value education
- teach the basic skills
- address the perceived needs of each child
- augment skills of critical thinking and self-direction necessary to function in future society as a contributing person.

We believe that the students and faculty are partners in learning. Teachers are learners as well as the children and, through verbal and behavioral dialogue, all are challenged to go beyond themselves in the lifelong pursuit of education.

SCHOOL GOALS

The 2010-2011 school goals are developed by the faculty. The goals are presented to the school population at the beginning of the year.

ADMISSION/NON-DISCRIMINATION POLICY

All admissions are subject to the Illinois age norm, the policies and procedures of the Archdiocese of Chicago and the St. Zachary School Board, and the discretion of the administration.

In admitting children, this order of consideration is followed:

1. Children of parishioners with children already enrolled
2. Children of parishioners now reaching school age
3. Children of new parishioners who are transferring from another Catholic school
4. Children of parishioners transferring from a public school
5. Children of non-parishioners transferring from another Catholic school due to merging or consolidation or a school not offering a pre-school through 8 program
6. Children of non-parishioners

PRESCHOOL STUDENTS must be either three (3) or four (4) years of age by September 1 and must be toilet trained.

KINDERGARTEN STUDENTS are required by the State to be five (5) years of age by September 1.

St. Zachary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. St. Zachary School does not discriminate on the basis of gender, race, color or national or ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

TUITION

The primary purpose of tuition is to maintain the fiscal viability of our school and to ensure full and equitable fiscal participation by all parents. Tuition must be paid by the 10th of each month. Late tuition payments are subject to an additional charge. The Tuition Agreement describes charges and policies regarding tuition. Official records will not be transferred should tuition be in arrears.

EXTENDED DAY PROGRAM

The Extended Day Program provides care, supervision and recreation for children attending our school. This program is available only on school days.

Hours: 7:00 A.M. - 8:00 A.M.
3:00 P.M. - 6:00 P.M.

Fees are based on hours used per week. A late charge of \$5.00 for every five (5) minutes past 6:00 P.M. will be assessed.

Payment is due upon receipt of the bill.

SCHOOL VISITATION/ SECURITY

Visits to the school/class must be arranged with the school office and teacher in advance. Access to any area of the building, at any time, will require a “pass” from office personnel. Parents and visitors are required to enter through the front entrance. **All visitors must report to the school office.**

DISMISSAL DURING SCHOOL HOURS

A written request from parents is required for a student to leave school during school hours. It should be presented to the teacher, approved by the office, and the student must be signed out by an adult. No student is dismissed with any adult other than a parent or guardian, unless previous written arrangements have been made by the parent.

SCHOOL HOURS

8:00 A.M.	School begins.
8:10 A.M.	Tardy Bell
8:15 A.M.	Classes begin
11:25 A.M. – 11:55 A.M.	Primary grades: lunch
Noon	Primary grades: recess
11:45 A.M. – noon	Upper grades (4-8): recess
Noon – 12:25 P.M.	Upper grades: lunch
12:30 P.M.	Upper grades: classes resume
2:55 P.M.	Dismissal preparation bell
3:00 P.M.	Dismissal

PRE-SCHOOL HOURS

Half-Day

Monday – Thursday

8:00 A.M. – 10:45 A.M. Morning Preschool

12:15 P.M. – 3:00 P.M. Afternoon Preschool

Full - Day

Monday - Friday

8:00 A.M. – 3:00 P.M.

RECESS

All students will have approximately 15 minutes of outdoor recess daily (weather permitting). Recess will be supervised by the teachers. Children should be dressed appropriately for outside recess.

DROP OFF PROCEDURES

A.M. ARRIVAL

Children are not to arrive earlier than 7:50 A.M. unless they are in the Extended Day Program, or have an appointment with a teacher. Students entering before 8:00 A.M. for an appointment must check in at the office before going to any classroom. Teachers will be notified of a student's presence.

“Drop-Off” 1) In front of Church
2) In the Circle Drive

If using the Circle Drive, pull your car up as far as possible before your child exits the car. Do not park or wait in the Circle Drive; this is where the buses drop off the students.

ENTER VIA ALGONQUIN ROAD:
USE THE CIRCLE DRIVE FOR “DROP OFF” NO PARKING
OR WAITING IN THE CIRCLE.
EXIT VIA ALGONQUIN ROAD – **RIGHT TURN ONLY, PLEASE.**

ENTER VIA KOLPIN TO SOUTH DRIVEWAY:
“DROP OFF” IN FRONT OF CHURCH ALONG THE WALKWAY.
NO PARKING OR WAITING ALONG THIS WALKWAY.
EXIT VIA ANDREA LANE.

PICK UP PROCEDURES

P.M. DISMISSAL

Students are walked to the parking lot at dismissal. Please park your car in the designated spaces and meet your child/children at the barricades. When exiting the lot, watch for children in the parking area. Please **DO NOT** allow your child/children to “**play**” on the lot at dismissal.

STUDENTS WILL BE ESCORTED BY THEIR TEACHERS TO THIS AREA.

ENTER VIA KOLPIN TO SOUTH DRIVEWAY:
PARK IN THE DIAGONAL SPACES TO WAIT FOR THE CHILDREN.
EXIT VIA ANDREA LANE.

ENTER VIA ALGONQUIN ROAD:
PARK IN THE DIAGONAL SPACES TO WAIT FOR THE CHILDREN.
EXIT VIA ANDREA LANE OR ALGONQUIN ROAD.

DISCIPLINE

St. Zachary School promotes a Christian atmosphere based on the teachings of Jesus. Staff and students combine to make a Catholic Educational Community. As a member of this community every student and teacher is asked to adhere to the school regulations regarding behavior. Members of the St. Zachary Community are to be COOPERATIVE, RESPONSIBLE and RESPECTFUL.

Discipline procedures will seek to provide guidelines for behavior and acknowledge both the positive and negative reinforcement of behaviors. Parents and students will be made aware of both academic and behavioral expectations and consequences. A detention system exists for grades four through eight. Parents should expect a written notice to be signed and/or a phone call regarding behavior difficulties.

St. Zachary students are expected to be:

- Prepared for school and on time
- Respectful of fellow students, teachers, and all adults
- Respectful of property
- Polite
- Courteous
- Cooperative
- Willing to resolve conflicts without fighting
- Display good manners at all times

At times the disciplinary action may require suspension and/or expulsion of the student. Some examples of serious misconduct include, but are not limited to: possession of cigarettes or other such substances on school property; truancy; vandalism of school-church-personal property; stealing; serious disrespect for a teacher, aide, student or any adult present; leaving school grounds without permission; possession of or use of or dealing with drugs or alcohol; possession of or use of weapons of any type, lighters or matches. The administrator reserves the right to amend the above statements, as the situation requires.

BULLYING

Bullying is contrary to Gospel values and has no place in St. Zachary School. Intimidation or disrespect of any person is unacceptable in the St. Zachary school community. Bullying is the intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons. All allegations of bullying will be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.

HARASSMENT

The Pastor, administration, and staff of St. Zachary School believe that all students and employees are entitled to work and study in school-related environments that are Christ –centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

GANG ACTIVITY

Gang related activities are contrary to Catholic Social Teaching and have no place at St. Zachary School. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other personal possessions that may be gang-related
- Conduct on or off premises that may be gang related

Parents/Guardians will be notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs”, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

Searches of School Property:

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

ELECTRONIC COMMUNICATION DEVICES

St. Zachary School has the right and responsibility to determine what is acceptable in terms of the possession and/or use of electronic devices during school hours. This includes but is not limited to cell phones, portable media players, wireless handheld devices, pagers, computers, digital cameras, and other communication devices.

Reasons for restricting electronic devices include but are not limited to:

- Electronic devices are capable of accessing the Internet thereby preventing the school from filtering content.
- Students could violate the privacy of others through the use of unauthorized photographs.
- Students can easily bully or harass others through the use of electronic devices.
- The integrity of test and examination grades could be compromised by cheating.
- Parents/Guardians may wrongfully assume that the school shall take financial responsibility for loss or theft of the electronic device.

Consequences for the use of restricted electronic devices during school hours will subject the student to disciplinary action which may include suspension and/or expulsion.

Cell phones:

Cell phones are permitted; they must be kept in the student's backpack in their locker during the school day. They are not to be used during the school day. Abuse of the cell phone directive will result in a call to the parent to pick up the phone; subsequent offenses will require the payment of a five dollar fine.

Electronic Toys:

No electronic toys of any kind are allowed.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

TECHNOLOGY USE INSIDE OF SCHOOL BY STUDENTS

Parents/guardians are expected to sign a consent form for student use of the school technology resources. Each school family will receive the school's regulations for the use of these resources.

SUBSTANCE ABUSE BY STUDENT

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for the purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violation: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options included but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

DETENTION SYSTEM

Grades: 4-8, (Grade 3-second semester)*

Time Frame: Monday/Wednesday/Friday 7:30-8:00 A.M.

Supervisor: Teachers of grades 4 -8, (3)*

Place: Room 110 (Library)

Detentions will be given at the discretion of the teacher or administrator. In most cases a detention will be given when inappropriate behaviors occur after a warning has been given to the student.

The following are examples of inappropriate behaviors warranting a detention:

- Vandalism/destruction of personal property

- Fighting
- Verbal or physical harassment of another student
- Recurring behaviors such as unacceptable language, being disruptive, uncooperative, rude or discourteous
- Disobeying class or general school rules after warning(s) - i.e., uniform infractions.

Any student receiving three (3) detentions in a trimester will be required to attend a conference with his/her parents or guardians, the teacher(s) and the principal.

Detentions given on Monday or Tuesday will be served on Wednesday, detentions given on Wednesday or Thursday will be served on Friday, and detentions given on Friday will be served the following Monday.

Students late for detention 10 minutes or more will be given an additional detention. Students with an unexcused absence from detention will be given an additional detention.

CHILD ABUSE

The protection and welfare of the children entrusted to our care is a goal and responsibility to which we willingly dedicate ourselves. The fulfillment of this responsibility requires constant vigilance and concern in all areas of the school operation. This is particularly true in the very sensitive and critical area of child abuse. Our responsibility to the child requires us to be aware of the symptoms and indicators of child abuse. Our responsibilities and concern for the family require us to approach this sensitive area with great prudence and discretion to avoid any unnecessary embarrassment to those involved.

Suspected Child Abuse/Neglect by Person Responsible for Child's Welfare (Parent/Guardian)

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

SEXUAL HARASSMENT REGULATION

Sexual harassment by an employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subjected to appropriate discipline.

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.

Any employee or student, who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

PROCEDURE:

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.

CHILD CUSTODY

Release of a Child to Non-Custodial Parent:

A court order is required to prevent a non-custodial parent access to the child or to school visitations rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

If it is determined by the school that the custodial parent may not be expecting release of the child to the non-custodial parent, the school will contact the custodial parent. The custodial parent will be informed immediately that the non-custodial parent is requesting release of the child.

The school will never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement will be contacted.

Parent-Teacher Conference/Communication:

In the absence of a court order, St. Zachary School will provide the non-custodial the opportunity (upon request) for a parent teacher conference. The conference can be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child will be provided, upon request, to the non-custodial parent in a timely fashion.

UNIFORM/DRESS CODE

Pre-school: No formal dress code; clothes should be appropriate for the classroom.

Girls' uniform:

Kindergarten - grade 3: A navy-green plaid jumper, no shorter than 2 inches from mid-knee, with a white long or short sleeve polo shirt or tailored-collar blouse or turtleneck (during cold weather). Matching plaid or navy dress slacks or navy stretch pants (**not** sweatpants) may be worn under the jumper during cold weather.

Grade 4-8: A navy-green plaid skirt, no shorter than 2 inches from mid-knee, with a white long or short-sleeve polo shirt or tailored-collar blouse or turtleneck (during cold weather). **THE SHIRT MUST BE TUCKED IN AT ALL TIMES.** During cold weather (December through February) the girls may wear navy stretch pants under the skirt.

All girls: White socks (anklets, knee-high or above ankle bone styles) are to be worn at all times with the exception of cold weather, when white or navy tights may be worn under the jumper or skirt.

NO make-up is allowed; this includes nail polish.

Jewelry, for safety reasons, only small button or post earrings may be worn-one pair please. Necklaces should not be worn outside of the blouse or shirt and should not be worn on gym days.

Boys' uniform:

All grades: Navy blue dress slacks with a belt, should the style require a belt. No cargo style pants allowed. A white long or short-sleeve collared oxford or polo shirt or turtleneck (during cold weather). **THE SHIRT MUST BE TUCKED IN AT ALL TIMES.** White, blue or black socks are to be worn at all times. Chains should not be worn outside of the shirt and should not be worn on gym days. Earrings are not permitted.

All students:

There is the option of wearing a navy cardigan sweater or vest, navy V-neck pullover sweater or vest, or the **school** navy sweatshirt. Sweaters, vests or sweatshirts should be sized appropriately; no over-sized garments will be allowed.

Students may wear white and/or black athletic shoes with all uniforms; dress oxford tie shoes, deck shoes, loafers, or saddle shoes with the 'dress uniform'. NO sandals, pumps, flip-flops, hiking boots or boot shoes are allowed. Shoes should be clean and in good shape.

Optional warm weather uniform:

For warm weather days (August - October 1 and May 1 - last day of school) the students may wear navy blue walking shorts (no spandex or knit) with a white polo shirt and athletic shoes. PARENTS PLEASE NOTE: Use your best judgment - some days are not warm enough for this uniform even if it falls within the allowed parameters.

Gym uniform:

Students wear the gym uniform to school on gym days. The uniform consists of the school sweatshirt, sweatpants or gym shorts, T-shirt or Track-a-thon T - shirt, white socks, and gym shoes. The gym shorts may not be worn between October 1 and May 1 unless otherwise notified by the office.

The gym uniform is purchased at Schoolbelles.

Proper grooming:

Each student is expected to be in complete, presentable and clean uniform daily. Keep all uniforms clean and in good repair. Parents may receive notification regarding inappropriate uniforms.

Students are expected to practice good hygiene: clean face, hands, nails and hair. Make-up and nail polish is not allowed. Hair is to be neatly styled and appropriate. Hair should not hang over eyes. Boys' hair should be collar length or shorter. Neither sculpted hair nor color-treated hair is permitted.

Inappropriate Uniform:

Student will receive a written warning requiring a parent signature for the first and second offenses within a trimester. The third offense within a trimester will warrant a detention.

N.U.T. PASSES/OUT-OF-UNIFORM DAYS

No Uniform Today (N.U.T.) passes or scheduled out-of-uniform occasions require appropriate attire. T-shirts must be clean, of an acceptable style (no strapless, no midriffs) or design. Pants or shorts should be of a decent length and fit. No sandals, pumps, flip-flops, hiking boots or boot shoes allowed. No make-up is allowed.

SCOUT UNIFORMS

Scout uniforms may be worn on those days when there is a scout meeting scheduled.

CARE OF PROPERTY

All school uniforms and gym uniforms are to be clearly marked with the student's name. Students are responsible for their personal belongings. It is suggested that valuable personal items not be brought to school, i.e. MP3 player. It is not encouraged that students carry large sums of money with them. All hard covered books are to be covered. Each child should have a school bag to protect books and other materials going to and from school. Each student should take pride in caring for parish and school equipment, buildings and grounds.

PARENT-TEACHER CONFERENCES

Scheduled conferences for all students are held twice a year. The purpose of these conferences is to ensure communication between the parents and teachers regarding the strengths and needs of the student. Additional conferences, during the second trimester will be held at the request of the teacher and/or parent.

If at any time, during the school year, parents wish to meet with the teacher, **they should contact the school to make an appointment.**

When the need for additional communication arises, the procedure to be followed is:

1. The parent arranges to confer with the teacher involved.
2. If the difficulty is unresolved, the parent and teacher arrange to meet with the principal.

Additional steps are available.

PARENT MEETINGS FOR SACRAMENTAL PREPARATION

Parent meetings to help prepare for the Sacraments of First Communion, Reconciliation and Confirmation are held during the school year. Parents are requested to attend these meetings to deepen their understanding of the Sacrament and as a support to their child.

ABSENCE

New Guidelines:

There are new attendance guidelines we need to follow. These guidelines change the way we have traditionally handled attendance especially for those students who are tardy or leaving school for the day in excess of one hour. A student may no longer have perfect attendance if he/she was excessively tardy and/or has left early due to illness, appointments, vacations, etc.

A student must be present for a minimum of **300 minutes** of instruction per day, minus lunch and recess, in order to qualify for a full day's attendance. A minimum of **150 minutes** of instruction per day must be met in order to qualify for a ½ day's attendance. These guidelines are for 2nd – 8th grade only.

Kindergarten and first grade students must be present for **240** minutes of instruction per day, minus lunch and recess, and a minimum of **120** minutes of instruction per day to qualify for a full day or half day of attendance, respectively.

When a child is absent, please:

- Call the school office by 9:00 A.M. When there is no call and the child is absent, the school calls the parent. It is a time-consuming procedure, but it insures our knowledge of the child's safety. The call should be made each day the child is absent. This applies to all grades, pre-school through 8th.
- Upon the child's return, send a written, dated note explaining the absence. This note is required even when a parent has called the school during the absence. If a note is not received, we will call the parent.

All school work must be made up within a reasonable amount of time. You may ask for work on a daily basis.

NOTES

Written messages are required for:

- | | |
|---------------------------|--|
| ▪ Absence | Please note the days and dates of absences and the reason for absences. This note is to be signed by a parent or guardian and presented to the homeroom teacher. |
| ▪ Tardy (after 8:10 A.M.) | Student arrival after 8:10 warrants a note to the office. |
| ▪ Early dismissal | A note on the day of the appointment stating the time of and reason for dismissal is necessary. |
| ▪ Uniform | When a student is unable to be in full uniform. |
| ▪ Gym class | When a student is unable to participate in gym class. |
| ▪ Outside recess | If a child must stay inside during recess. |

- Special situations The school should be alerted to a special situation; i.e. death in the family, the student will be going home with another student instead of by bus, or a student will be picked up by someone other than the usual person, etc.
- Medications Refer to the “School Medications Procedures”.

HEALTH REQUIREMENTS

St. Zachary School follows the guidelines set forth by Cook County Health Department and the State of Illinois.

All children in Illinois shall present proof if having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.**

It is advisable that this examination include a test for tuberculosis, a urinalysis and a blood count. In addition, all children are required by law to be immunized against measles, German measles, diphtheria, tetanus, pertussis, poliomyelitis, and mumps. (See immunization requirements below)

Parents who object, for medical or religious reasons, must provide a doctor's statement that the immunization is contra-indicated or they must sign a statement declaring the immunization is inconsistent with a tenet of an organized religion.

If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

- Upon entering school for the first time (**pre-school**, Kindergarten, or first grade) or when transferring into the school without the required physical examination, or when transferring into Illinois from out-of-state
- Prior to entering **kindergarten**
- Upon entering **sixth grade**

Dental Examinations

All children in **kindergarten, second and sixth grades** shall have a dental examination by a licensed dentist. Proof of this examination must be submitted to the school. Forms are available in the school office.

Vision Examinations

A new law effective January 1, 2008, requires that all children **enrolling in pre-school or entering kindergarten** shall have an eye exam. Proof of this examination must be submitted to the school. Forms are available in the school office.

These records are to be presented to the school before the first day of school.

IMMUNIZATION REQUIREMENTS

ALL MEDICAL FORMS ARE TO BE TURNED IN TO THE SCHOOL OFFICE BEFORE THE FIRST DAY OF SCHOOL.

PRESCHOOL

POLIO (TOPV) - 3 or more doses at no less than 4 week intervals.

DIPHTHERIA, TETANUS & PERTUSSIS - 4 or more doses no less than 4 weeks apart, with the interval between 3rd & 4th dose at least 6 months.

MEASLES, MUMPS & RUBELLA - 1 dose at 12 months of age or older.

HEPATITIS B - 3 doses with first 2 doses no less than 4 weeks apart and at least a 2-month interval between 2nd & 3rd dose. The interval between the 1st and 3rd dose must be at least 4 months.

HEMOPHILUS INFLUENZAE B - 1 dose at 15 months of age or older.

CHICKENPOX (VARICELLA) - 1 dose at 12 months of age or older.

KINDERGARTEN

POLIO (TOPV) - 4 or more combined IPV or OPV doses or 3 or more doses if all IPV or all OPV. Doses administered at no less than 4 week intervals with last dose after the 4th birthday.

DIPHTHERIA, TETANUS & PERTUSSIS - 4 or more doses with last dose being a booster received on or after the 4th birthday. The first 3 doses being no less than 4 weeks apart, with the interval between 3rd & 4th dose at least 6 months.

MEASLES - 2 doses with the first dose at 12 months of age or older and second dose no less than one month after the first.

MUMPS & RUBELLA - 1 dose at 12 months of age or older.

CHICKENPOX (VARICELLA) - 1 dose at 12 months of age or older

SIXTH GRADE

MEASLES - 2 doses with the first dose at 12 months of age or older and second dose no less than one month after the first

MUMPS & RUBELLA - 1 dose at 12 months of age or older.

HEPATITIS B - 3 doses with first 2 doses no less than 4 weeks apart and at least a 2-month interval between 2nd & 3rd dose. There is to be at least a 4 month interval between the 1st & 3rd dose.

DIPHTHERIA – If 10 years have elapsed since the last booster, an additional Td booster is required.

COMMUNICABLE DISEASES

Notify the school immediately upon diagnosis of any communicable disease, especially measles.

The following communicable diseases require exclusion from school but no written release needed to return:

- Chicken pox - not less than six (6) days after eruption
- Mumps - nine (9) days and/or until the swelling has disappeared

All other communicable diseases, eye infections, symptoms of a generalized rash, or suspicious lesion require that a child have a written release from a physician before returning to school.

If your child has a sore throat, earache, persistent headache, elevated temperature of 100° or more, he/she should be home. We do not have the personnel to care for a sick child. Children should be fever-free for 24 hours before returning to school.

VISION AND HEARING TESTING

Students in Kindergarten and grades 1, 2, 3, 5 and 7 receive a hearing test. Students in Kindergarten and grades 1, 3, 5 and 7 receive vision testing. These tests are conducted by the Des Plaines Public Health Department.

INSURANCE

It is recommended that the parent take out a student accident policy. If a student is involved in an after school athletic program, it is mandatory that he/she has accident insurance. Parents are required to complete the information on the insurance envelope, given with the beginning of the year papers, whether they buy the insurance coverage or not. If purchasing the policy, return the form to the insurance company. If it becomes necessary to use the policy, the school should be notified within 24 hours so that prompt action may be given to the claim. Claim forms are available from the office.

SCHOOL MEDICATION PROCEDURES

No student shall be allowed to possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form is on file in the office. Each family shall receive a copy of these procedures and the required forms to complete.

Parents/Guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

HOMEWORK

Homework is defined as academically related work assignments given to students by teachers that will require time outside of the regular classroom to be completed. Regardless of the form that it takes, homework is an important part of the instructional program which requires good understanding between home and school. Properly planned and assigned, it enables the parent to see what the student is doing in school, give the teachers another perspective on the student's abilities, and opens up new avenues of communication between parent and child. Parental involvement in your child's school work should be in the form of positive reinforcement.

LIBRARY

The school library is open to all students. Over-due books are subject to fines.

STUDENT EVALUATIONS

Report cards are issued at the end of each trimester throughout the school year. Progress reports will be sent home mid-trimester. Completed and assessed work is sent home regularly. Lack of progress will be addressed as needed. Parents may request updates as desired.

TESTING PROGRAM

Standardized tests are administered according to the recommendations made by the Office of Catholic Schools. The results of these tests are made available to the parents. All students in grades 3, 4, 5, 6, and 7 will be administered the Terra-Nova tests during the spring.

COMMUNICATIONS FROM SCHOOL

Wednesdays are "mail days". All written communication will be sent home on Wednesdays from the school office. Please check with your child on Wednesdays for the school mail.

DELIVERIES TO THE SCHOOL

Items forgotten at home are to be **delivered to the school office**. Do not take them to the individual classrooms. This is for security reasons and to minimize classroom disruptions.

EMERGENCY CLOSING INFORMATION

The following Chicago area broadcast stations will provide emergency closing information: WGN, WBBM, WMAQ, WLS, B96, WGN-TV, NBC-TV, FOX-TV and CLTV. To check online go to www.Emergencyclosings.com. Search for St. Zachary School by name and city or phone number, 847-437-4022. We also utilize a family phone tree to notify families of a closing. If an emergency occurs during the school day and school must be closed parents will be contacted. Please complete the Emergency Closing Form in the packet and notify the school office when there are updates and/ or changes.

EMERGENCY FORMS

A family emergency form is distributed to the students at the beginning of the school year. This form must be returned to the school listing the names of responsible, available persons who can be contacted by the school office in the event that the parent cannot be reached in an emergency. **Please notify the office of any changes in this information immediately.** This form includes the parent's signature and will be kept on file in the school office.

Parents are contacted when a child becomes ill or has an accident in school. The telephone numbers on the emergency form are used to locate a parent or guardian in time of need.

CHANGE OF ADDRESS/TELEPHONE

VERY IMPORTANT: Parents are required to notify the school office of any change of home, business, or emergency contact's address and/or telephone numbers. **These records must be kept accurate and current.**

FAMILY VACATIONS

We strongly believe that attendance in school is important to a child's school success. Therefore, children are expected to be in school unless they are ill. We strongly urge parents to coordinate vacation plans or other such activities with school vacations. Some classroom experiences cannot be reconstructed for students who are absent. Parents who find it necessary to remove their students from class during non-vacation periods should understand that it is the responsibility of the child and/or the parents to contact the teacher, who will determine the appropriate make-up assignments. The preferred method to address missing work is to request assignments prior to absence from school.

CRIMINAL BACKGROUND CHECK AND TRAINING

In September 2003 the Archdiocese of Chicago announced the "Covenant to Protect Children" initiative. This program meets the requirements, from the Bishops Charter, to "establish and maintain safe environments for children and to evaluate the background of all archdiocesan, parish and school personnel, and volunteers who have regular contact with children".

We are required to have our staff, coaches, and volunteers complete the required Criminal Background Check and subsequent Virtus Training. The Virtus Training involves a three hour workshop to assist those working with children in recognizing the signs of those who abuse children.

We will be asking those volunteers having regular contact with our students (our paraprofessionals, coaches, assistant coaches, library assistants) to complete this check and training. Generally, those who act as chaperones and accompany students on field trips are not required to complete the check and training.

FOOD SERVICE PROGRAM

Students in grades K -8th may pre-order hot lunch through the Food Service Program. Menus are sent home monthly. The cost is payable in advance by the month. Milk may also be pre-ordered. Please refrain, as much as possible, from bringing in "FAST FOOD" orders.

LUNCHROOM REGULATIONS

Students are expected to obey the posted lunchroom rules. These include, but are not limited to: 1. Be courteous, 2. Use acceptable table manners at lunch, 3. Remain seated during lunch (unless permission to do otherwise has been given by the adult monitor), 4. No yelling, 5. No inappropriate behavior is allowed. Appropriate disciplinary action will be taken.

TELEPHONE

Phone calls are to be made only with the permission of a teacher or member of the office staff. In the event of an emergency, as determined by the school, the call to the parent will be made by the office staff.

BICYCLES

Bicycles may be brought to school by students in grades 4-8. Bicycles are to be walked on the parking lot. All bicycles must be locked at the bicycle rack: The school assumes no responsibility for bicycles.

FIELD TRIPS

Educational field trips are encouraged. Written permission by the parents for students to attend field trips is necessary. A faculty member, assisted by other adults will accompany the students on any field trip. We encourage parents to help supervise and monitor the groups on these field trips. The principal, in consultation with the teachers, may withhold permission for a student to attend a field trip if a student, by his/her behavior or attitude during the year, indicates that the student would not be responsible or would be careless in proper safety toward self or others.

SNOW REGULATIONS

The students have the responsibility to respect other people's homes and property. No snow is to be thrown at people, houses or cars.

CHILDREN WITH ALLERGIES

Some of our students are allergic to certain food items such as nuts, milk, or eggs; others may be allergic to items containing latex. In order to assist these children and their parents *we ask you to refrain from sending food items as treats for birthdays or other events unless you have been given permission to do so by your child's teacher*. As alternatives may we suggest pencils or a book for the room library or a game for the class. The teachers will be able to help you find appropriate alternatives.

ACTIVITIES

The school provides a variety of activities for the students:

STUDENT COUNCIL: The purpose of the Student Council is to offer the students an opportunity to participate in the democratic process and to encourage the growth of leadership. Through their service projects and activities that promote school spirit they are promoting student ownership of the school.

ATHLETICS: Depending upon the interest from the students and the availability of coaches, the school offers several athletic programs to upper grade level students. Boy's Volleyball, Girl's Volleyball, Boy's Basketball, Girl's Basketball and Girl's Softball are offered during the school year. There are usually two levels in each program. The first level is "junior varsity". This level will concentrate on teaching the basic skills needed to play the game. Good sportsmanship and team play are stressed. Playing time for all eligible participants will be made as equal as possible. Winning is desired but not a priority. The second level is "varsity". On this level, sportsmanship and team play is continued. The "varsity" level is a competitive level and playing time may vary among players. All players will play in each game as eligibility allows. Playing time is left to the discretion of the coach(es). Winning is emphasized more at

this level but sportsmanship is of utmost importance. Student athletes are expected to meet expectations as listed in the Student Athlete Agreement. There is a fee for participating in each athletic program.

SCOUTS: A full range of scouting opportunities are available.

BAND: Band is provided at an additional charge. Students in grades 4 -8 are invited to participate. Lessons take place during school hours. Check the school calendar for the Band Sign – Up date.

HOME AND SCHOOL ASSOCIATION

The St. Zachary Home and School Association is a parent organization that organizes various fund raisers for the school, coordinate classroom helpers and volunteers, and serve as a “liaison” between home and school. Additionally, they sponsor educational and recreational events for students and families. Meetings are held on the first Wednesday of every month and all are welcome to attend.

SCHOOL BOARD

The purpose of the St. Zachary School Board is the development of policy to set the general direction of the school. All policies must be in accordance with those established by the Archdiocesan Office of Catholic Schools. The Board strives to improve educational opportunity, to provide and maintain facilities for education and to improve school-community relationships. Open Board meetings are held monthly in the Teacher’s Lounge.

VOLUNTEERS

There are many opportunities for parents/guardians to volunteer their time and talent! Here are some ideas: help once a month at Market Day, work at Casino Night, be a counter at Track-a-thon, join a committee, volunteer to be a Paraprofessional, be a Teacher’s Helper for field trips or classroom activities, and many more! We need you! Please complete the Volunteer Packet with your choices.

PRINCIPAL’S RIGHT TO AMEND PARENT/STUDENT HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parents/guardians informed of all changes on a timely basis. Some changes might be made immediately due to unforeseen circumstances.