

ST. ZACHARY SCHOOL



Handbook

2023-2024



TABLE OF CONTENTS

Absence/Attendance	15	Medical Cannabis	18
Activities	35	Mental Health Protocols	39
Admission/Non-discrimination Policy	3	Missing Children Records Act	38
Allergy & Anaphylaxis Prevention Procedures	17	Mission Statement	2
Amendment	39	Notes	33
Annual Notification of Guidelines for School Records	29	N.U.T. Passes/Out of Uniform Days	14
Athletics	36	Parent Association	38
Bicycles	34	Parent /Guardian Conduct	38
Bullying Prevention	9	Parent Meetings for Sacramental Preparation	32
Care of Property	19	Parent-Teacher Conferences	19
Catholic Identity	2	Philosophy	2
Change of Address/Phone	33	Pick-Up Procedures/P.M. Dismissal	6
Child Abuse	30	Policies Not Listed	39
Child Custody	29-30	PowerSchool	21
Classroom Food List	23-24	Preschool/Pre Kindergarten Hours	5
Communicable Diseases	18	Principal's Right to Amend	38
Communications from School	32	Progress Reports/Report Cards	22
Concussion Guidelines	36-37	Recess/ Winter Weather Recess Guidelines	7
Deliveries to the School	33	School Advisory Board	38
Dental Examinations	16	School Hours	5
Detention System	12	School Medication Procedures	19
Discipline/Code of Conduct	8	School Visitation/Security	5
Dismissal during School Hours	5	Searches Conducted by School Personnel	11
Drop-Off Procedures/A.M. Arrival	6	Sexual Harassment	31
eLearning Days	32-33	Snow Regulations	34
Electronic Communication Devices	26	Social Media & Student Passwords	25
Eligibility	36	Standardized Testing Program	22
Emergency Forms	19	Student Wellness Policy	22
Emergency Procedures Closing Information	32-33	Substance Abuse by Student	11
Extended Day Program	35	Technology	26-29
Family Vacations	15	Telephone	33
Field Trips	34	Toileting Policy/Toilet Training Information	20
Financial Assistance	4	Transfer Students	3
Financial Policies	4	Tuition Policy	4
Food Service Program	8	Uniform/Dress Code	13-14
Gang Activity	10	Vision and Hearing Testing	17
Graduation	32	Vision Examinations	16
Grading	21	Volunteer and Safe Environment	
Gym Uniform	13	Compliance Procedures	31
Harassment and Battery	10	Weapons	10
Health Requirements	16	Winter Recess Guidelines	7
Health Examination and Proof of Immunizations	16		
Homework	21	APPENDIX	
Homework Club	35	Immunization Requirements	A
Honor Roll	21	Covid Family Pledge Form	B
Internet Communications Outside of School		CANTS Form	C
Hours	29		
Insurance	25		
Lockdown, Fire, Tornado Drills	33		
Lunchroom Regulations	22		

CATHOLIC IDENTITY

The St. Zachary School religion curriculum is consistent with the religion curriculum of the Archdiocese of Chicago. Religion is taught daily with the same rigor as other subject areas. Catholic social teachings are infused throughout the instructional program.

Mass and other liturgical celebrations are essential components of the provided faith formation. Teachers prepare students for the sacred liturgy by teaching the context of the Mass within the Church Year, reflecting on the scriptural readings and the feast or saint commemorated.

Catholic liturgy, sacraments, tradition and prayers are taught as an integral part of the school's curriculum. Liturgy is celebrated regularly for the school. Students and staff pray daily and Catholic traditions are celebrated according to the liturgical seasons.

St. Zachary School prepares students for their role as responsible citizens with the capacity to be leaders in the Church and society.

We provide opportunities for students to participate in community service projects or service learning based on the social teachings of the Catholic Church and a sense of stewardship for the common good.

SAINT ZACHARY SCHOOL MISSION STATEMENT

Saint Zachary Parish School is committed to providing students with a Catholic – Christian foundation. We exist in order to assist parents, the primary educators, in shaping the beliefs, attitudes, values, and practices of our children in accordance with the Gospel message. We are called to instill and nurture in our students a sense of fairness, social justice, and respect for racial and ethnic diversity. We dedicate ourselves to providing a quality educational program to address the development of the whole child: intellectually, morally, physically, socially, and spiritually.

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.

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 Advisory 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/PRE KINDERGARTEN STUDENTS must be either three (3) or four (4) years of age by September 1 and must be completely toilet trained and independent in the bathroom.

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

St. Zachary School is operated under the auspices of the Catholic Cardinal of Chicago, a corporation sole, in the Archdiocese of Chicago, admits students of any race, color, sex, 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 sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs. It is the policy of St. Zachary School to provide equal opportunity in employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

Transfer Students:

It is necessary that all financial obligations be met prior to the request for the transfer of any student records to another school.

All junior high transfer students will be accepted into the 6th, 7th and 8th grades on a probationary period of one year, except those students transferring from other Catholic schools or with administrative approval.

St. Zachary School reserves the right to deny an enrollment of any student transfer due to suspension or expulsion from another school.

FINANCIAL POLICIES

Tuition Policy:

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. St. Zachary School utilizes FACTS Tuition Management Services to administer its tuition and incidental billing for all school families. All parents/guardians must set up an active account online with FACTS regardless of tuition payment option selected. Payments are automatically deducted from a specified bank account. All annual FACTS enrollment fees are paid by the school. Late tuition payments are subject to an additional charge by FACTS Management. The Tuition Agreement describes charges and policies regarding tuition.. Tuition is expected on the payment date you have chosen as a part of your FACTS account set-up. If a child withdraws from St. Zachary School for any reason during the 1st, 2nd, or 3rd trimester, the family will be responsible for tuition for **the entire trimester plus a \$500 early withdrawal fee. Extended time away from the school is not considered a withdrawal and is strongly discouraged. Tuition is due as scheduled during these times when applicable.**

St. Zachary School, in conjunction with the Parish and FACTS Tuition Management, works diligently to maintain tuition is both reasonable and affordable and expects all school families to honor their financial obligations. FACTS will keep families well informed as to their tuition status via emails and phone calls. A representative from FACTS as well as the School Principal's office will notify families who do not pay their tuition on a timely basis. Families may log into their FACTS account at any time to see their tuition and incidental expense activity.

In the event that a school family's financial obligation has not been paid, the school reserves the right to the following:

1. To deny any student participation in athletics or extra-curricular activities if tuition is 30 days or more delinquent.
2. To deny parents access to PowerSchool after 15 days delinquent, until tuition is paid in full.
3. To deny continued enrollment at any time during the school year to students whose tuition is 30 days delinquent. Parents will be notified that the student(s) may not attend further classes until payment or arrangements are made.
4. To deny any student whose family has not met their financial obligation prior to graduation, participation in all graduation activities, including commencement.
5. To deny report cards and release of records.
6. To place the delinquent account for collection, in the event that a family's financial obligation to the school has not been met.

Any family suffering from hardship of any kind must communicate with the principal and/or Pastor prior to these dates in order for exceptions to be made. The principal will consult in confidence with the appropriate administration members and attempt to resolve the situation in a way that is both fiscally responsible for the school and considerate of the needs of the individual family.

As a convenience for our families, we will bill your incidentals for other school related fees including, but not limited to: Extended Day Program (EDP), field trips, World's Finest Candy Sale, Green and Gold Spring Fling tickets, sacrament and graduation fees, volunteer hour billing and sports fees. We will inform you if FACTS billing is not available for a certain item.

Financial Assistance:

Financial assistance is available at St. Zachary Parish. Enrolled school families (Kindergarten through Grade 8) requesting assistance must complete an online application through FACTS Grant & Aid Assessment. All qualified families must apply through both Big Shoulders and Empower Illinois Tax Credit Scholarships (TCS) programs prior to receiving any parish assistance. Families currently receiving parish assistance who subsequently receive an award from a TCS or CARITAS will have the amount of their parish assistance reduced by the amount of the TCS or CARITAS award.

SCHOOL HOURS

7:45 A.M.	School begins.
7:55 A.M.	Tardy Bell
8:00 A.M.	Classes begin
11:00 A.M.-11:25 P.M.	Lunch for Preschool-Kindergarten
11:30 A.M. – 11:55 A.M.	Lunch for grades 1 -4th
12:00 P.M. – 12:20 P.M.	Lunch for grades 5 th – 8th
2:55 P.M.	Dismissal preparation bell
3:00 P.M.	Dismissal

PRESCHOOL/PREKINDERGARTEN HOURS

Half-Day Preschool

Monday – Thursday

8:00 A.M. – 10:45 A.M.	Morning Preschool
12:15 P.M. – 3:00 P.M.	Afternoon Preschool

Full – Day Preschool/ Prekindergarten

Monday - Friday

8:00 A.M. – 3:00 P.M.

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 visitor pass from office personnel. While we know our parents, outside parties may not recognize you. This is for the safety of our students, parents, and faculty. Parents and visitors are required to enter through the front entrance. **All visitors must report to the school office. This will be strictly enforced.**

Staff/Students/Volunteers should not open the doors for any individual whether you know them or not. This is for the safety and security of everyone. St. Zachary embraces the caring spirit of all of our families while keeping safety a top priority.

Students may not enter the building without adult supervision and may never be left unattended for any reason in all areas of the school or in before and/or after school activities.

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.

DROP-OFF PROCEDURES - A.M. ARRIVAL

Children are not to arrive earlier than **7:45 A.M.** unless they are in the Extended Day Program, or have an appointment with a teacher. Students arriving before 7:45 A.M. will be placed in EDP; parents will be charged. Students entering before 7:45 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 the Circle Drive
 2) Preschool - side entrance by the Ministry Center

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. Parents may not leave their car in the Circle Drive to walk a student into the school. Park in the lot and escort your student(s). **Parents who park in the circle drive are subject to ticketing from the Des Plaines Police Department as this is a safety hazard.**

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.**

Preschool/Prekindergarten drop-off procedures will be explained to parents/guardians at the orientation meeting.

PICK-UP PROCEDURES - P.M. DISMISSAL

Students are walked to the parking lot at dismissal. Please park your car in the appropriate 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 SPACES TO WAIT FOR THE CHILDREN.

EXIT VIA ANDREA LANE.

ENTER VIA ANDREA LANE:

- PARK IN THE SPACES TO WAIT FOR THE CHILDREN.

EXIT VIA ANDREA LANE.

Preschool/Prekindergarten pick-up procedures will be explained to parents/guardians at the orientation meeting.

RECESS

All students will have approximately 25 minutes of outdoor recess daily (weather permitting). Recess will be supervised by the school staff. Children should be dressed appropriately for outside recess.

Recess Guidelines - Weather 2022 - 2023

At St. Zachary School, our students will participate in outdoor recess as often as is possible. Students need to get outside, move around, and get fresh air every day. Not only is fresh air important for their health, it is important for them socially, emotionally, and for their academic mental health as well.

Research shows that outdoor play increases attention span and decreases both stress and anxiety. At St. Zachary, recess is an important part of the day. Research shows that making time for outdoor play increases attention span in the classroom. “Many studies have found that regular exercise improves mental function and academic performance. And an analysis of studies that focused specifically on recess found positive associations between physical activity and the ability to concentrate in class.”

St. Zachary designs the curriculum and daily schedule to meet the children where they are developmentally. Children of all ages need time to run around and play, and setting aside generous time for recess actually increases focus during class time. “Perhaps most important, recess allows children to design their own games, to test their abilities, to role-play, and to mediate their own conflicts—activities that are key to developing social skills and navigating complicated situations. Preliminary results from an ongoing study in Texas suggest that elementary-school children who are given four 15-minute recesses a day are significantly more empathetic toward their peers than are kids who don’t get recess.”

The following criteria is considered when determining the amount of time that students will be outside for recess:
<https://forecast.weather.gov/MapClick.php?lat=41.74629500000003&lon=-87.76142999999996#.X8ZWY5NKj9E>

Winter Recess Guidelines		
Length of recess	Temperature rules	Outdoor Clothing recommendations
25 minutes	Wind chill is 32 degrees or higher	Hats, gloves, scarves, winter layered style coat
10-15 minutes (walk around the campus)	Wind chill is 13 to 31 degrees	Hats, gloves, scarves, winter layered style coat
NO Outdoor RECESS	Wind chill is 12 degrees or less	Recess held in the classroom

Additionally, all teachers are encouraged to take students outside for a walk around outside.

The State of Illinois requires recess daily.

In regards to recess: There isn’t anyone available in the building to supervise students whose parents do not wish for them to go outside, or students that are not wearing proper attire. If your child comes to school without the Outdoor Clothing recommendations, as indicated above, it is assumed that the parents are aware of this, and that the students will be going outside everyday. Please prepare your child’s outerwear accordingly.

FOOD SERVICE PROGRAM

Students in grades Full Day Preschool -8th may pre-order hot lunch through the Food Service Program (FSP). Ordering takes place online at <https://fspro.BOONLI.COM>. The school password is SZ172. The cost is payable in advance by the month. Milk may also be pre-ordered. There may be "special lunches" announced in advance which students may order. There will be no FSP on these days. If a student does not wish to order the "special lunch" a brown bag lunch and drink will need to be sent. Please refrain, as much as possible, from bringing in "FAST FOOD" orders and please refrain from having delivery services deliver lunch to your student.

DISCIPLINE/CODE OF CONDUCT

St. Zachary School promotes a Christian atmosphere based on the teachings of Jesus. Staff, students, and parents combine to make a Catholic Educational Community. As a member of this community every student, teacher, and parent 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. 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:

- Attend school daily and be on time
- Be respectful of fellow students, teachers, and all adults
- Be respectful of property and the environment
- Be prepared for learning: have your supplies, materials and homework
- Avoid the use of weapons, drugs or any harmful or illegal substances
- Honor the Ten Commandments
- Be willing to resolve conflicts without fighting
- Display good manners at all times: Be polite, courteous, cooperative, and use appropriate language
- Adhere to the dress code and personal hygiene expectations

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 vape 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 PREVENTION

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

Bullying is:

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

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

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos or videos.

Bullying acts or conduct described above can include the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above.

NO STUDENT SHALL BE SUBJECTED TO BULLYING...

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from school.

HARASSMENT AND BATTERY

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. This includes but is not limited to student to student harassment as well as parent to parent, parent to staff and staff to parent. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Examples of harassment may include, but not be limited to:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

The principal will immediately notify local law enforcement officials of written complaints from school personnel concerning issues of assault, battery or any threat of force or violence directed toward any school personnel or student. The principal shall also notify the Illinois State Police within three days of each incident.

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.

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.

The Office of Catholic Schools should be notified as soon as possible. A written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report will be submitted within twenty-four hours to the assistant superintendent and regional director of Catholic Schools.

DETENTION SYSTEM

Grades: 4-8, (Grade 3 - Second trimester)*

Time Frame: 7:15-7:45 A.M. - Day is determined when detention form is given.

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

Place: Determined when a detention form is given.

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) behavior related detentions in a trimester will be required to attend a conference with his/her parents or guardians, the teacher(s) and the principal.

Students late for detention 5 minutes or more will be given an additional detention. Students with an unexcused absence from detention will be given an additional detention.

Academic Detentions:

Academic detentions may be given to students in grades 4th – 8th.

UNIFORM/DRESS CODE - Revised 2021-2022

Pre-School and Prekindergarten: No formal dress code; clothes should be appropriate for the classroom. Gym shoes are preferred as students will be active throughout the day. Also, during snowy months, please provide a pair of shoes as boots are not safe to wear through the school day.

GIRLS

Grades Kindergarten- 3

- Navy-green plaid jumper no shorter than 2 inches from mid-knee. ***Purchased from Dennis Uniform.***
- Navy blue straight legged uniform pants are allowed. No cargo pants allowed.
- White or dark green long or short sleeve polo shirt
- Leggings may be worn under a jumper, not as pants-solid colors-navy, black or white. Full length, not capris length.
- Navy blue uniform shorts may be worn until Oct. 1 and after May 1; worn with white or dark green polo shirt tucked in
- Solid navy blue cardigan sweater, vest, V-neck pullover sweater, or a solid navy crew neck sweatshirt/quarter zip with or without St. Zachary logo.

Grades 4-8

- Navy-green plaid skirt no shorter than 2 inches from mid-knee purchased from Dennis Uniform.
- Navy blue straight legged uniform pants are allowed. No cargo pants allowed.
- White or dark green long or short sleeve polo shirt (tucked in)
- Leggings may be worn under skirts only, not as pants - solid colors-navy, black or white. Full length, not capris length.
- Navy blue uniform shorts may be worn until Oct. 1 and after May 1; worn with white polo shirt tucked in
- Solid navy cardigan sweater vest, V-neck pullover sweater, or a solid navy crewneck sweatshirt/quarter zip with or without St. Zachary logo.

BOYS

Grades Kindergarten- 8

- Navy blue straight legged uniform slacks (no Cargo pants)
- White or dark green long or short sleeve polo shirt (tucked in)
- Solid navy blue uniform shorts may be worn until Oct. 1 and after May 1; worn with white or dark green polo shirt tucked in
- Solid navy blue cardigan sweater, vest, V-neck pullover sweater, or a solid navy crewneck sweatshirt/quarter zip with or without St. Zachary logo.

BOYS AND GIRLS

Gym Uniforms:

- Navy blue uniform gym shorts may be worn during warm weather season, (May 1 through October 1), with or without St. Zachary logo.
- Navy blue sweatpants with or without St. Zachary logo
- Gym t-shirt with St. Zachary logo - ***purchased through Dennis Uniform.***
- Solid navy blue crewneck sweatshirt with or without St. Zachary logo.
- Athletic shoes worn with socks.

Hair

Haircuts and hair colors are to be appropriate for school, not causing distraction or undue attention. According to Senate Bill 817, "Jeff Hawkins Law" Provides that public and private schools "may not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists."

Jewelry

- *Necklaces:* should not be worn
- *Bracelets:* should not be worn
- *Rings:* should not be worn.
- *Earrings:* Girls may only wear one pair of small post earrings. Earrings should not hang below the ear lobe. Earrings are not permitted for boys. No additional body piercing is allowed.

Make-up

- *NO* make-up or colored nail polish may be worn.
- Clear nail polish may be worn by the girls.

Shoes

- Leather, suede, or gym shoe style in one predominant color.
- *NO* clogs, flip-flops, sandals, platforms, roller-skating shoes, boots, open-backed shoes, light up shoes or shoes that make noise are allowed.
- During snowy months, students need to bring an extra pair of shoes to change into as boots are not permitted to wear through the school day
- Athletic Shoes
- Rules apply on P.E. days also

Sweatshirts

- Plain navy sweatshirts may be worn by students in all grades on gym and non-gym days
- Students must wear a white or green school polo shirt underneath the sweatshirt with the collar visible on non-gym days

Walking Shorts

- Navy blue (length no shorter than 2 inches above knee)
- May be worn by all students from May 1 through October 1
- White or green polo shirts (tucked in) are to be worn with walking shorts
- Uniform shoes are to be worn with walking shorts
- Socks must be above ankle bone (white)

N.U.T. Passes/Out-Of-Uniform Days/Bull-Dog Dress Down Days/Dress Up Days

- Specific days are scheduled as Dress Down or Dress Up
- Dress up Days: dress pants, skirts or dresses. (No jeans, **shorts**, t-shirts or shirts with inappropriate, suggestive, crude statements and/or messages)
- Dress down Days: uniform regulations for socks and shoes are the same. Jeans (proper fitting, clean and without holes or tattered bottoms, worn at the waist). T-shirts with appropriate messages. Leggings may **ONLY** be worn if a tunic style shirt is worn and reaches the student's mid-thigh.
- Halter, strapless, midriff or spaghetti strap tops are prohibited.
- If the weather is warm (during our warm weather season, May 1 through October 1), walking shorts may be worn except on Dress Up Days.
- Hats are not permitted to be worn in the building.
- Handbook guidelines regarding make-up and jewelry apply on out of uniform days
- *NUT PASSES ARE NOT VALID ON DAYS WHEN MASS IS ATTENDED*

ABSENCE/ATTENDANCE

Students are expected to attend school every day for the entire school year.

If your child needs to be absent, please:

- Call or email the school office at www.schooloffice@saintzachary.org 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 ensures 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.
- **Any student who misses 3 or more days of school for an illness, MUST have a doctor's note stating they were seen by the doctor and may return to school.**
- Students MUST be present in school for $\frac{3}{4}$ of the school day to be eligible for afterschool activities. This includes clubs, school concerts, band and all sports.

All school work must be made up within a reasonable amount of time; for example, absent 1 day=1 day to make up work. Absent 2 days=2 days to make up work. You may ask for work on a daily basis to be picked up at the end of the school day.

Absence from school is defined as not physically present on a required attendance day. **Tardy** is defined as not physically present at the posted opening of a regular student attendance day.

St. Zachary School may consider retention for extreme cases of chronic absences or tardiness. **Students who have unexcused absences for 5% or more of the school year may be retained unless proof of certified tutoring is provided at parent/guardian expense and class academic requirements have been met with passing grades.**

Excused Absences from school may include:

- 1) Illness (verified by the parent/guardian; if more than 3 consecutive days, verified by physician;
- 2) Death in student's immediate family; other emergency beyond the control of the student's family (fire, flood, natural disaster, accident, or mandated court appearance for which documentation is required;
- 3) Extraordinary educational opportunity for the student preapproved by the principal (e.g., state science or history fair finals; debate team final, etc.)

Unexcused Absences from school are defined as an absence without a valid cause. This includes parents who do not report an absence to the office via phone call or email.

Extended Absences:

Extended absences are defined as absence from school for a minimum of five consecutive days due to serious health issues, family circumstances, travel abroad during the school year including extended absences due to default on payment plans for tuition and school fees. Per tuition agreement, tuition is NOT prorated for any extended absences.

FAMILY VACATIONS

The school discourages vacations or trips taken during the school year. Valuable instruction time is lost and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Parents should discuss their child's progress with the teacher before vacation plans are made. **Parents/guardians who take their child out of school for vacation may not request that teachers make special or individual assignments before the vacation begins.** Class assignments, homework and tests will be made up after the student returns to class. Students will have 1 week to turn in any missed assignments.

HEALTH REQUIREMENTS

St. Zachary School follows the guidelines set forth by the Cook County Health Department and the State of Illinois Code (Sec. 27-8). It states that every student entering either preschool or kindergarten (when enrolling for the first time at any grade level) and sixth grade must have a complete physical examination with an update of his/her immunization records..

- All children in Illinois shall present proof of having had a health examination, including lead screening, and of having 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.**
- **Immunization Requirements can be found in Appendix A.**

It is advisable that this examination include a test for tuberculosis, a urinalysis and a blood count. State law requires that children be immunized against measles, mumps, rubella, chicken pox, polio, whooping cough, diphtheria, tetanus and hepatitis B. (See immunization requirements in Appendix A)

Transfer students from out of state must complete an Illinois State Physical. Students, who are not immunized for a medical reason, must provide a doctor's statement that the immunization is contra-indicated.

No student shall be permitted to complete in a try-out or game unless such student has filed with the school principal a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such tryout, practice or contest in any athletic activity. No student shall be allowed to participate with a disabling illness or injury without a physician's release.

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 provide proof of having had a health examination as follows:

- Upon entering school for the first time (**preschool/prekindergarten**, 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

Illinois State Code (HB 752) states that every student must complete a dental examination by a licensed dentist when entering **kindergarten, second and sixth grades**. Proof of this examination must be submitted to the school. Forms are available in the school office.

Vision Examinations

All children **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.

VISION AND HEARING TESTING

Testings are completed *every other* school year.

- 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.

SCHOOL ALLERGY AND ANAPHYLAXIS PREVENTION PROCEDURES

The purpose of below procedures is to help minimize the risk of an allergic reaction and to create a plan to quickly assist the student if a reaction occurs.

Prior or on the first day of school, parents/guardians of students with life-threatening allergies will:

- Notify the school of the child's allergies
- Provide written medical documentation, instructions and medications as directed by the physician. These instructions will include how and when the medications are to be administered during a reaction.

Parents/Guardians will be given a Medical Authorization Form to be completed by the student's Health Care Physician. This form will be updated annually as well as during the school year if there are any changes. An Emergency Medical and Authorization Form will also be provided indicating any medical conditions or allergies the student may have and emergency contact information. These forms will be kept on file in the School Office and the medical physician's form will accompany any medication outside of the school office.

- Provide properly labeled prescribed medications and replace medications after use or upon expiration. Parents/Guardians will provide two sets of above medications, including Epi-pens. One will be kept in the school office and the other will be kept in extended day care if they are attending.
- Provide emergency contact information.
- Parents/Guardians will educate the child in self-management of his or her allergy.

Failure to comply with the above stated provisions will possibly have the student excluded from school until they have been completed. These provisions are in place for the safety of your child and those around him/her.

School Responsibility

- School personnel in direct contact with the student will be instructed on the use of an Epi-pen and be aware of the signs and symptoms of an allergic reaction.
- Teachers will enforce no trading and sharing rules.
- Teachers will avoid the use of any allergy food used in lesson plans and crafts.
- Lunchroom aides will enforce the cleaning of the tables prior to students starting lunch.
- Teachers and lunchroom aides will encourage hand washing after food handling in the classroom.
- Teachers will provide classroom families with the list of "safe" treats to be brought into the classroom and stress that food brought in for special events should be purchased in stores and contain complete ingredient declarations.

COMMUNICABLE DISEASES

School policy states that a student who has a contagious or communicable disease cannot be readmitted to school without a physician's certificate which states that he/she is able to return to school. Notify the school immediately upon diagnosis of any communicable disease, especially measles.

The following communicable diseases require exclusion from school:

- Chicken pox - not less than six (6) days after eruption and/or all scabs must be dried;
- Conjunctivitis - may return to school 2 hours after antibiotic has been started;
- 5th's Disease - fever free for 24 hours and note from physician required;
- Strep Throat - may return when both fever free and on antibiotics for 24 hours;
- Mononucleosis - may return when fever free with a note from the physician;
- Mumps - nine (9) days and/or until the swelling has disappeared
- Gastric Upset - may return to school after no occurrences in 24 hours.

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.

Students who have been found to have Head Lice will be sent home immediately for treatment. To return to school, students must show proof of proven treatment: receipt of professional treatment or empty box of Nix®(permethrin) or Rid®(pyrethrin). Students will be rechecked at school.

- **If your child has a sore throat, earache, persistent headache, elevated temperature of 100° or higher, he/she should be at home. We do not have the personnel to care for a sick child. If a child has a fever of 100° or higher, or displays the other symptoms listed above a parent will be called to pick the child up from school. Children should be fever-free for 24 hours before returning to school. Therefore, if a child is sent home during the school day, he/she may not return the next day.**
- **Any student who misses 3 or more days of school for an illness, MUST HAVE A DOCTOR'S NOTE stating they were seen by the doctor and may return to school.**

MEDICAL CANNABIS

Students are not permitted to use or possess cannabis in our school except in accordance with the law, school policy and permission of the principal. School policy should provide that if a parent/guardian of an elementary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver", both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

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

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.

FAMILY 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.

Parents are requested to list only relatives, friends or neighbors WHO RESIDE IN OR AROUND your home area on the Family Emergency Form. The people listed should live within a radius of a twenty-minute car ride to school. **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.

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. cell phones. Students should not 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.

TOILETING POLICY

Toilet Training Information

Definition of being toilet trained

The child is fully aware of and in control of their bodily needs, does not need to wear diapers or training products such as Pull-ups, and can use the toilet without assistance. The child is able to unfasten/fasten their clothing and thoroughly wipe and clean themselves. It also means that the child can communicate their need to use the bathroom and can attend school for the full length of the program without a toileting accident.

Even when children are toilet trained accidents do occur, especially at the beginning of the school year, as children adjust to a new schedule, a full day of school, using a community bathroom, and being in a group setting. For these occasions, families should provide a change of clothes to be kept at school. However, if a child has an accident and cannot clean and change themselves, then a family member or other adult on the emergency contact list, must be called to come to school and provide assistance to the child. In instances where frequent accidents are symptoms of an illness, it will be necessary for the child to stay home until they are well and can use the bathroom without incident.

Exclusion of child

If a child does not meet the definition of being toilet-trained or is having frequent toileting accidents, then a conference should be scheduled with parents to create a plan to support the child's adjustment to using the bathrooms at school. If this is unsuccessful after an agreed upon amount of time, then exclusion of the child should be considered until complete toilet training is achieved.

Preschool is license-exempt

The early childhood programs of the Catholic schools of the Archdiocese of Chicago are part of the elementary school which has recognition by the Illinois State Board of Education (ISBE). They are not licensed by the IL Department of Children & Family Services (DCFS) to provide child care or intimate care*.

Status of school employees

All Church and School clergy and lay employees and volunteers are required to meet the Archdiocese of Chicago Office for Protection of Children and Youth Safe Environment Compliance Guidelines <https://protect.archchicago.org/>

Teachers, assistants, administrators, office staff, and volunteers are not allowed to:

- Help children use the toilet
- Clean a child who has soiled themselves
- Wash/clean intimate body parts
- Dress or undress a child or provide support with changing clothes
- Be alone with a child in the bathroom

**If a school accepts children who are not toilet trained, wear diapers or disposable pull-ups, then the early childhood program is required to be licensed by DCFS and have a designated diapering area with an accessible hand washing sink (IL DCFS Licensing Standards 407.340) and staff trained in toileting and diaper-changing procedures.*

GRADING

Grades reflect a student's academic progress and achievement for the trimester. Grades are based on tests, quizzes, class work, homework, and participation.

Grades 4th- 8th use the following grade scale:

100% - 93% = A

92% - 85% = B

84% - 77% = C

76% - 70% = D

69% - 0% = F

HONOR ROLL

Grades 4th - 8th are eligible for Honor Roll at the end of each trimester. The GPA criteria for Honor Roll are as follows:

- High Honors: 3.6 -4.0
- Honors: 3.0-3.5

**Any grade of D or F (or with a Fail – in Music, Art, etc.) makes a student ineligible for Honor Roll.*

POWERSCHOOL

PowerSchool is the Archdiocesan administrative software that manages all student data. At St. Zachary School, parents and students in all grades have access to real time grade reporting through the PowerSchool parent portal. Parents are reminded that having such open access to data can be a blessing and a curse. Real time access to data is a wonderful tool for helping your child learn how to track his/her grades in a class. Your child will be able to see missing work as well as see the impact of tests and quizzes and homework on his/her overall grades. This will help your child manage his/her time and become more accountable for his/her grades. On the downside, data can be easily misread and misinterpreted. For example, if your child receives a 3/5 on a quiz the first day of a trimester, his/her grade will show up as an F in the class. To read this correctly, we need to remember that grades are cumulative and that this is one quiz of perhaps 20 that are given throughout the trimester and that the final grade also will include homework, tests, etc. Another possible misread is with missing work - all missing work can show up as a zero. If your child is absent and has missed an assignment, it will show up as a 0. Don't panic - when your child turns it in, the grade will be remedied. By the same token, if your child was not absent and simply didn't turn in the assignment, that 0 is a good reminder of why s/he needs to turn in his/her work. Teachers will often mark that an assignment is checked in but not graded yet. This is to simply let you know that the assignment was in fact turned in. Teachers will also gladly engage in conversation about an assignment, your child's progress and work in a class: I will not permit them to spend time discussing why a grade was a 93, not a 94. We trust the teachers to generate solid data and we are trusting you to be good consumers of the data we are providing. The data you will access is real time; remember, however, that work needs to be graded by hand and is not instantaneously recorded in PowerSchool. Some work will be inputted very quickly by a teacher, other work takes more time. If your child takes a test at school, please do not expect the grade to be recorded that evening. Teachers work diligently to update PowerSchool on a weekly basis, however remember they are also planning quality instruction for your child and some assignments take longer than others to grade. We are all excited about this development and look forward to giving you real time access to your child's progress. We hope it encourages greater accountability and independence in your child's academic life as we prepare them to move on to high school. **PowerSchool will be inaccessible from approximately mid- July until after Labor Day.**

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, gives 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.

PROGRESS REPORTS/REPORT CARDS

Report cards are issued at the end of each trimester throughout the school year. Provided tuition is current, parents can check student progress on PowerSchool at any time. Teachers will update PowerSchool weekly. Parents are encouraged to contact teachers with any questions regarding grades but to also **allow up to 1 week for grades to be posted**. Completed and assessed work is sent home regularly. Lack of progress will be addressed as needed.

STANDARDIZED 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 via PowerSchool after Labor Day. All students in grades k-8 will be administered the I-Ready Diagnostic in the fall, winter, and spring.

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.

If you chose to not participate in the hot lunch program, please pack a healthy well-balanced lunch. Refrain from packing excess candy and absolutely NO GLASS BOTTLES/CONTAINERS.

STUDENT WELLNESS POLICY

St. Zachary School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

ST. ZACHARY SCHOOL CLASSROOM FOOD LIST

1. The foods listed below will be allowed in the classroom for snacks (Pre-K through 2nd grade) and special classroom celebrations (Birthday, Halloween, Christmas, Valentine's Day, etc.)
2. **Prepackaged/individually wrapped items are recommended for celebratory parties, however, large quantity (Costco/Sam's) items that are factory sealed may also be sent to school...The teacher will open and distribute the large quantity treats to the class using gloves to distribute.
3. Please read the ingredient label **BEFORE** buying any food item. If there is a mention of peanuts/tree-nuts (cashews, almonds, walnuts, etc.) anywhere on the ingredient statement...**DO NOT BUY!!** Please let the School Office know if a food is no longer safe. Ingredients have been known to change without notice.

Vegetables

All Fresh

Prepackaged food items are required

Cheese

Hard cheeses

String Cheese

Crackers

Keebler:

- Town House or Club Crackers

Nabisco:

- Ritz
- Wheat Thin

Specialty Crackers

Keebler

- Graham Crackers (original)

Pepperidge Farm:

- Goldfish Crackers (original or cheddar)
- Goldfish Pretzel Crackers

Annie's

- Cheddar/Classic/Graham Bunny Cracker

Kraft:

- Cheese Nips

Frito-Lay Products/Chips

Potato Chips

Doritos

Corn Chips

Sunchips

Rold Gold Pretzels

Cheetos

Popcorn

Pirates Booty

Skinny Pop

Specialty Chips

Pop Chips (Original, BBQ, Sea Salt)

Veggie Straws

Donkey Chips

Enjoy Life Products:

- Plentils (all varieties)

ST. ZACHARY SCHOOL CLASSROOM FOOD LIST- *continued*

Fruit

Single serve fresh fruit
Single serve fruit snacks
Fruit Roll-Ups
Single serve cups/pouches (applesauce)

Yogurt

All yogurts without toppings are acceptable
All single serve yogurts in a pouch/tube are acceptable

Gelatin

Single serve cups are acceptable

Sweet Treats

Kellogg:

- Rice Krispie Treats (Original only)

Nabisco:

- Chips Ahoy! (Original)
- Oreo Cookies (Original & Golden)
- Teddy Grahams
- Vanilla Wafer Cookies

Enjoy Life Products:

- Cookies
- Bars (all varieties)
- Seed & Fruit Mixes (all varieties)

Frozen Treats: (only for special events)

- Popsicle Brand Popsicles
- Dean's Ice Cream Sandwiches

At this time, the foods listed above provide allergen statements that exclude peanuts and tree nuts. **Please be aware that manufacturers can change the product, or add a line to production that contains nuts. Always read the label first!!!**

When in doubt, don't buy the product. Choose a product with a clear allergen statement.

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. Enrollments for insurance plans are now done on-line. Please go to the GERBER LIFE INSURANCE COMPANY website at <https://www.k12specialmarkets.com/> to obtain details on coverage, benefits, and premiums. Claim forms will also be available from the website. There will not be any paper enrollment forms sent home to you as in the past.

SOCIAL MEDIA AND STUDENT PASSWORDS

(105 ILCS 75/15)

Sec. 15. Notification. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. Notification under this Section must be published in the elementary or secondary school's disciplinary rules, policies, or handbook or communicated by similar means.

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, wireless handheld devices, computers, digital cameras, SMART watches 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 in the "off" position, not merely silenced. They are not to be used during the school day or during EDP. Abuse of the cell phone directive will result in a call to the parent to pick up the phone.

Smart Watches:

No Smart Watches of any kind are allowed

Electronic Toys:

No electronic toys of any kind are allowed.

TECHNOLOGY

At St. Zachary School, students learn to use and master technology they will need in high school and beyond. The students of St. Zachary School have liberal access to technology to engage in educational projects that will benefit their school work and their personal and social development. All users are expected to follow the school's Acceptable Usage Policy at all times.

Student Access: To obtain access to the school's computer network, a student must submit properly signed copies of the Student's Authorization for Computer Network Access and the Parental Authorization for Student's Computer Network Access. Unless a student's computer network privileges have been suspended or revoked, the student and parental authorizations and student ability to access the network will be valid so long as the student attends the school. If a student's computer network privileges are suspended or revoked, newly signed copies of the student and parental authorizations must be submitted before the student's access privileges are restored. Any violation of the terms of these Authorizations, of the Policy, of these Rules and Regulations, or of additional rules, regulations, or other terms and conditions of computer network access promulgated by St. Zachary School will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Parental Responsibility: Parents/Guardians are solely 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 at the discretion of the administration. 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. 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.

Acceptable Use: Access to the school computer network must be for bona fide educational or research purposes consistent with the school's educational mission. Use of technology for non-school related or entertainment purposes is strictly forbidden. Access also must comply with the Policy, these Rules and Regulations, other rules, regulations, or other terms or conditions of computer network access promulgated by St. Zachary School, and all other disciplinary policies and regulations necessary for the safety and pedagogical concerns of the school.

Unacceptable Use: Any use which disrupts the proper and orderly operation and discipline in the school; threatens the integrity or efficient operation of the school computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or used for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the school computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action. Unacceptable uses of the school's computer network specifically include, but are not limited to, the following: taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat; using cyberspace to threaten, harass, offend, or defame another student or community member, regardless of user's intent; compromising the privacy or safety of other individuals by disclosing personal addresses, telephone numbers, or other personal identifying information; accessing, using, or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right; using the computer network for commercial, private, or personal financial gain, including gambling; deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions; creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages; creating or sending email or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations; modifying, disabling, compromising, or otherwise circumventing any antivirus, user authentication, or other security feature maintained on the school network or on any external computer, computer system, or computer account; using or accessing another user's computer network account or password, without consent from that user; downloading or installing text files, images, or other files to the school's computer network without prior permission from the technology facilitator; downloading, installing, or updating software to the school's computer network without prior permission from the technology facilitator; creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer; participating in, or subscribing to non school-related mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of emails or other electronic messages to be sent to the school's computer network; using encryption software or otherwise encoding or password-protecting any file which is created with, sent to, received by, or stored on the school's computer network; any student use of the Internet which is not stated as an intended use on the Internet Use Form submitted by the student; and attempting to commit any action which would constitute an unacceptable use if accomplished successfully.

Students will be assigned Chromebooks to use in their daily instruction. The purpose of this Chromebook is to offer enhanced instruction in the subject matter through the use of technology. Any data, media, or communication received on the Chromebook and any communication emanating from the device whether they are responsible for the data, media, or communication or not is subject to staff monitoring at all times. Students assigned Chromebooks are forbidden to: download any apps, video, music, or other electronic media not specifically assigned by the teacher; use social media of any type on the Chromebook, use any email other than their assigned St. Zachary School email; take photographs or video except when specifically assigned by the teacher; use private technology belonging to themselves or anyone else during the school day. The student has no expectation of privacy for anything on or communicated by the Chromebook. Failure to follow these guidelines will result in the loss of the Chromebook for a specified period of time in addition to other consequences relative to the offense. During that time, the student is on

his/her own to complete the assignments given by the teacher. Neither accommodations nor exceptions will be made to facilitate the student learning during this time.

Student Email and Social Media: Students may only use their assigned @student.saintzachary.org email addresses for school related functions. Students may not use outside email, Facebook, YouTube, Twitter or other similar sites on school computers without the expressed permission of their teacher. Students using these services improperly will be subject to appropriate consequences based on their age and experience.

Student Use of the Internet: The school's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by students themselves. The school expects students to follow the guidelines below while on the internet: Students should never give out such personal information as their name, age, home address, telephone number(s), photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the Internet or through email. Students should never give out such personal information about other individuals over the Internet or through email. Students should immediately inform their parents, guardians, or a member of the school staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message which makes them feel uncomfortable. Students should never agree to meet someone in person whom they have "met" online. Students should never agree to send or accept any item to or from a person whom they have "met" online without parental knowledge, permission, and supervision. Students should never use a proxy server to avoid internet security. Students who fail to abide by these safety guidelines will be subject to appropriate consequences based on their age and experience.

Downloads: Users may only download text files, images, apps, or other files or software obtained through the Internet, email, file transfer protocol (ftp), or other means of file-sharing with the permission of the school. Users must scan all such files with virus detection software before installing, executing, or copying such files onto a school computer.

Privacy: Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the school. Users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account. The school may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by St. Zachary School and to further all other educational, safety, and pedagogical concerns of the school. The school also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or without user notice. Use of the school's computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the school to access and review such files consistent with this paragraph.

Technology Protection Measures: Consistent with the school's educational and pedagogical concerns, the school shall implement technology protection measures, which may include filtering and/or blocking software, on every school computer which has access to the Internet. Such technology protection measures shall be implemented in the best manner practicable to prevent access to any material, including visual depictions, which is obscene; which constitutes pornography, including child pornography; or which, with respect to use of computers by minors, would be harmful to minors. The school may disable the technology protection measure on an individual computer during use by non-student adults to enable access to material needed for bona fide research or other lawful purpose. The school shall monitor the use of the computer network by students and any other minor users in order to ensure compliance with the Policy, these Rules and Regulations, other rules, regulations, or other terms or conditions of computer network access promulgated by the school, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the school.

Security: The security and integrity of the school's computer network is a high priority. Users are to keep their accounts and passwords secure and confidential at all times. If a user believes at any time that he or she has identified a security gap, weakness, or breach on the school's computer network or on the Internet, the user must notify a school staff member immediately. The user may not exploit the gap, weakness, or breach, and the user may not inform any

other individuals of it. Any user who violates this security policy may be subject to a suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Gaming: Students are reminded again that use of all technology during the school day is exclusively for academic purposes. Use of technology – either personal or that belonging to the school, is not to be used for gaming, socialization, and general entertainment during the regular school day.

Enforcement: The failure of any user to abide by the Policy, these Rules and Regulations, or other rules, regulations, or other terms or conditions of computer network access promulgated by the school will result in the suspension or revocation of the user's computer network privileges, disciplinary action, and/or appropriate legal action.

INTERNET COMMUNICATIONS OUTSIDE OF SCHOOL HOURS

St. Zachary School will not assume responsibility for disciplinary actions against students who engage in inappropriate internet use/communication through personal websites, email, chat rooms, or instant messaging outside of normal school hours.

Students sign an Acceptable Use Policy for responsible use of technology at St. Zachary School and are closely monitored during the school day. The use of computers at home needs to be monitored very closely by parents. If in any way internet use outside of school hours interferes with the learning environment at school or is intrusive or offensive to any student or staff member appropriate actions will be taken.

ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools has established guidelines for the school records. These guidelines describe your rights with regard to the records of your child which are maintained by your Catholic school. These rules include:

1. Right to inspect. You have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.)
2. Right to prevent disclosure. The school will not disclose anything to third parties from your child's record unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested to be kept confidential, or (3) the information is requested by a school to which your child is officially transferring, or (4) the request for the information meets one of the limited circumstances described in the Guidelines for School Records.
3. Right to request correction. You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decided not to change the record, you may insert an explanation in the record.

Once your child turns eighteen, he or she obtains all of the above rights.

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.

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 makes 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.

VOLUNTEERS AND SAFE ENVIRONMENT COMPLIANCE PROCEDURES

There are many opportunities for parents/guardians to volunteer their time and talent! Volunteers make it vital to our success! Here are some ideas: help be a counter at Track-a-thon, join a committee, be a Teacher's Helper for field trips or classroom activities, lunch supervisors, library helpers and many more! We need you! **Each family is required to participate as a volunteer for a minimum of 20 hours a year at the school. If the 20 hour volunteer requirement is not met by April 30th your FACTS account will be billed \$20 for each hour under 20 hour requirement. Volunteer hours completed after the April 30 deadline will rollover to the next school year.**

Individuals who choose to be a vital part of the school by sharing their time, treasures, and talents with students and staff, are required to complete the list of all the tasks/training outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

For more information about all the requirements please visit www.saintzacharyschool.org and scroll to **Current Families** button and go to the **Protecting God's Children** button from the drop down menu.

Virtus/Protecting God's Children for Adults.

To set up a Virtus account and register for an online class: <https://www.virtusonline.org/virtus/>

Note:

- *All participants must pre-register online to attend a class, after completion, a copy of the Virtus certificate must be put on file in the school office.*
- *If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago, and submit a copy to the school office.*

Online Criminal Background Check.

You will authorize and complete a criminal background check through your Virtus account.

Read and electronically sign the Archdiocesan Standards of Behavior

You will find this form in your Virtus account. You will acknowledge and electronically sign.

Read and sign the Child Abuse and Neglect Tracking Forms (CANTS)

You will find this form on our website. This form must be turned into the school office. PLEASE DO NOT MAIL THIS FORM YOURSELF TO DCFS.

Mandated Reporter Training

To access and complete the training: <https://www.dcfstraining.org/manrep/index.jsp>.

Note: All participants must submit their certificate of completion along with the CANTS 22 to the school office.

Any parent wanting to chaperone a field trip must be in compliance with the school office prior to the field trip permission slips due date

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.

GRADUATION

Diplomas will be awarded to those students who have:

- completed the school's academic requirement
- achieved a passing grade on the Constitution of the United States and the State of Illinois examination
- adhered to the school's code of conduct
- returned all school materials

If a student fails two trimesters of any basic course in the eighth grade, a signed diploma will be withheld until satisfactory completion of required work.

All financial obligations must also be met prior to receipt of diploma.

COMMUNICATIONS FROM SCHOOL

Thursdays are "mail days". All written communication will be emailed home on Thursdays from the school office. Please keep the office informed if you have a change in your email address.

EMERGENCY PROCEDURES/SCHOOL CLOSING

Emergency school closing, necessitated by snow, icing conditions, or any other emergency will be communicated by the following:

- Telephone Notification System
- Our School Website: www.saintzacharyschool.org
- Emergency Closing Center: Phone 847-238-1234
- Online: www.EmergencyClosings.com
- Email: sign up for personalized notifications of closings at www.EmergencyClosings.com
- Radio Stations WHN (AM 720), WBBM (AM 780)
- TV Stations: CBS 2, NBC 5, ABC 7, WGN 9, FOX, CLTV

eLEARNING DAYS

eLEARNING days will be implemented when the school is closed due to inclement weather or any other emergency unless otherwise noted. St. Zachary School will only use these days up to four times a year unless otherwise directed by the Archdiocese of Chicago.

Families will be notified of eLearning days just as they are notified of school delays and closings via School Messenger.

Student work will be posted on the teacher's website. There will be an attendance question and an assignment equivalent to student "work time" just as when they are in class. The assignment will not utilize any technology that the child/ren are not familiar with. Teachers will provide parents with easy access and work with the students during the beginning of the school year to ensure they are prepared for a possible eLearning day. If there are any concerns, please communicate directly with the child/ren's teachers.

Teachers will consider the age and ability of the students when giving online assignments as well as consider the time to complete the work by considering learning needs and the ability to be self-directed.

For students in Pre-K, K, 1st and 2nd grades academic requirements will be limited. Grades 3-8 will have a reasonable amount of work assigned with the expectation that assignments will be completed in a timely manner. Teachers will be available to students via email during regular school hours, which are 8:00 a.m. - 3:15 p.m. Please utilize the teachers' emails that are on their teachers' pages. Teachers will be monitoring these forms of communication during the school day.

Work for students will be posted by 8 a.m.

LOCK DOWN, FIRE, TORNADO DRILLS

In accordance with State Law, lock down drills, fire drills and tornado drills are held periodically throughout the year. Everyone in the building is bound to follow all emergency procedures.

DELIVERIES TO THE SCHOOL

Items forgotten at home are to be **delivered to the school office or dropped in the bin outside the school entrance doors**. This is for security reasons and to minimize classroom disruptions.

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.**

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.

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
- **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 a note **from the doctor** is required
- **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, or a student will be picked up by someone other than the usual person, etc.
- **Medications:** Refer to the "***School Medication Procedures***"

BICYCLES

Bicycles may be brought to school by students in grades 4-8. Bicycles are to be walked in 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.

EXTENDED DAY PROGRAM

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

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

Fees are based on days used per week. Charges for the previous week's hours are posted through an invoice every Wednesday on your incidental bill on FACTS; payment is due on the Friday after billing. All incidental fees are set up for automatic billing just as your tuition payments. Fees for this program must be paid when due or students will face exclusion from EDP. Any invoice not paid within 30 days of the due date can result in exclusion from using this service.

A late charge of \$5.00 for every five (5) minutes past 6:00 P.M. will be assessed.

The school office will accept calls regarding EDP between 7:00 A.M. and 3:00 P.M. on school days. Do not leave a message on the school voicemail after 3:00 P.M. as EDP does not have access to this phone. If you don't receive a return call, please try again.

HOMEWORK CLUB

Homework club is for students in grades 4th-8th who are in need of more one on one help in subject areas. Homework club will provide a quiet time for students to complete homework, read and/or ask for clarification of skills learned in class. Students who are have a grade of D or F in any class are highly recommended to attend each week. Students placed on the sports ineligibility list are required to attend homework club.

ACTIVITIES

The school provides a variety of activities for students:

STUDENT COUNCIL:

The purpose of the Student Council is to offer 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.

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.

CLUBS: Throughout the school year a variety of before-or-after-school "clubs" may be available. Notices will be placed in the school's "*Thursday Mail*". Students are expected to maintain school-appropriate behaviors during all activities. Failure to do so, may result in dismissal from the program.

ATHLETICS

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 and a uniform deposit to participate in each athletic program.

Concussion Protocol: In compliance with SB 07 (*Public Act 99-245*), St. Zachary will enforce the following policies.

ALL students participating in interscholastic athletics will need:

1. An Annual Sports Physical: Must be completed on or before the first day of practice and be submitted to the St. Zachary School Office. The medical examination required for those in grade 6 does count for your Annual Sports Physical.
2. Annual Student/Parent Consent and Acknowledgement Form: Must be completed and handed into the Athletic Director on or before the first day of practice.

Coaches: All coaches will need to:

1. Complete Mandatory Concussion Training Course found here: <http://www.cdc.gov/headsup/youthsports/training/> every 2 years. A certificate of completion must be given to the St. Zachary School office prior to the start of the first day of practice.
2. Complete Virtus training, Mandated Reporter Training, a Criminal Background Check in Virtus, signed Archdiocese Standards of Behavior Form, CANTS 689 and CANTS 22 Forms. Certificates must be on file in the St. Zachary School Office prior to the first day of practice. Virtus Bulletins are to be kept up with and read. All information and web links can be found on our website.

Eligibility

We firmly believe that students who participate in physical activities and team sports receive health and overall well-being benefits. We want our students to remember they are student-athletes and academics are the first priority. Therefore we have the following policy in place for academic and athletic success. Eligibility is determined on Thursdays. Any student who has a grade lower than a "C" in any class is ineligible to play sports for the next week. Parents, coaches and students are notified on Fridays as to whether or not a student is eligible to play the following Monday-Sunday. Students have been instructed to talk with their teachers as to how they can become eligible to play again. Students are encouraged to advocate for themselves and own their learning. Students who are ineligible should plan to stay for homework club on Mondays and Wednesdays for opportunities to make up work or get extra help in the areas they are struggling. There is no formal warning process as students and parents have access to PowerSchool at all times.

Concussion Guidelines

Concussion Policy

The St. Zachary Concussion Policy ensures that any student who has suffered a concussion will receive comprehensive support from St. Zachary School addressing both their physical and cognitive needs while their brain is recovering from a concussion injury.

Return to Play and Return to Learn

A student that has suffered a diagnosed concussion or was removed from an interscholastic contest due to a possible head injury or concussion may "RETURN TO PLAY" (sports/gym/recess) only after a licensed healthcare professional gives St. Zachary written guidelines/clearance.

A student that has suffered a diagnosed concussion may return to school only after being evaluated by a licensed healthcare professional and documentation provided to St. Zachary outlining cognitive restrictions. The "RETURN TO LEARN" protocol established by the Institute for Sports Medicine at the Ann and Robert H. Lurie Children's Hospital of Chicago will be implemented as needed.

Mandatory Concussion Courses for Coaches

Refer to Senate Bill 7 (*Public Act 99-245*)

This legislation requires ALL interscholastic athletic coaches to take a training course from an authorized provider at least once every two years.

A free online training course is available at <http://www.cdc.gov/headsup/youthsports/training/>. After viewing the training, a required exam will be taken and a certificate of completion can be printed. These certificates will be given to the St. Zachary School Office.

St. Zachary School Concussion Team

This team will include The Athletic Director, Advisory School Board President, School Administrative Assistant and Principal.

Annual Student/Parent Consent Acknowledgment Forms

A Concussion Information Sheet and the Student/Parent Consent Form must be read and signed by the student athlete and the parent before the student may participate in any interscholastic sporting activity. This form must be completed and turned in to the Athletic Director on or before the first practice.

Annual Sports Physical

A completed Sports Physical must be turned in on or before the first practice. 6th Grade School Physicals do count for Sports Physicals. The current Certificate of Child Health Exam, which can be found on the St. Zachary's website is an acceptable form that can be used. Completed Sports Physicals will be given to the St. Zachary School Office.

PARENT ASSOCIATION

The St. Zachary Parent Association is a parent organization that organizes various fund raisers for the school, coordinates classroom helpers and volunteers, and serves 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 ADVISORY BOARD

The purpose of the St. Zachary School Advisory 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 bimonthly in the Teacher’s Lounge.

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.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on or off school grounds including social media or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year.

MISSING CHILDREN RECORDS ACT AND LEGISLATION LAW

As a non-public school, St. Zachary School must receive certified copies of birth certificates for each new student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon enrolling the student. The certified document is copied by a member of the school office staff and initialed to acknowledge a certified document was delivered at registration. Certified copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other schools within ten days of the request.

The Illinois Missing Children Act requires schools to notify local authorities when an official copy of the birth certificate isn’t received by the school within 30 days of enrollment. At 30 days, the school is required to notify the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school is required by law to notify the police for a possible missing child investigation.

Upon notification by authorities that a student is missing, the administrator shall flag the birth certificate record of that student. Said record shall be kept in a specific file held apart from the student file.

MENTAL HEALTH PROTOCOL FROM THE OFFICE OF CATHOLIC SCHOOLS

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

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.
 - Student/family confidentiality is adhered to as dictated by the *Ethical Code of the American School Counselor Association*.
 - All documentation should be faxed or emailed to the attention of the principal or school designee.
4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.
5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.
6. Re-entry back to St. Zachary School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - Evaluation date and outcome/diagnosis
 - Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to St. Raymond school
7. Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment
8. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.
 - This meeting will occur the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.
 - The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of St. Zachary school. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved. Collaborate with the student and parent in creating and implementing a safety plan.

- Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.

9. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.

- This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting (3-7 days) and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.
- The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.

POLICIES NOT LISTED

St. Zachary School adopts any Archdiocese of Chicago policy as their own for any policy not listed in this document.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. First, the Principal and Pastor approve and then will send to the School Advisory Board to view changes before publishing to all stakeholders. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances. The principal is the final recourse in all disciplinary situations and may, at his/her discretion, waive any and all regulations for just cause.

APPENDIX

A-C

Minimum Immunization Requirements Entering a Child Care Facility or School in Illinois, 2022-2023



Vaccine Requirement ¹	Child Care Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12 th Grade		Minimum Intervals Allowed Between Doses and Other Options for Proof of Immunity
		First Entry into School (Kindergarten or 1 st Grade)	Other Grades	
Diphtheria, Pertussis, Tetanus	Three doses of DTP or DTaP by 1 year of age. One additional booster dose by 2nd birthday.	Four or more doses of DTP/DTaP with the last dose being a booster and received on or after the 4th birthday.	Three or more doses of DTP/DTaP or Td; with the last dose qualifying as a booster if received on or after the 4th birthday. Entering 6 th grade, for students ≥ age 11, one dose of Tdap ²	Minimum interval between series doses: 4 weeks (28 days). Between series and booster: 6 months. No proof of immunity allowed.
Polio⁵	Two doses by 1 year of age. One additional dose by 2nd birthday. Three doses for any child 24 months of age or older appropriately spaced.	Starting school year 2017-2018 any child entering Kindergarten shall show proof of 4 dose series with the last dose on or after the 4 th birthday. ⁵ <i><u>This is a progressive requirement starting in 2017-2018. For the 2022-2023 school year, the four-dose requirement applies to grades K-5"</u></i>	Three or more doses of polio vaccine with the last dose on or after the 4 th birthday.	Minimum interval between series doses: 4 weeks (28 days). 4 th dose at least 6 months after previous dose No proof of immunity allowed.
Measles	One dose on or after the 1st birthday.	Two doses of measles vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Proof of prior measles disease shall be verified with date of illness signed by a physician or laboratory evidence of measles immunity. A diagnosis of measles disease made by a physician on or after July 1, 2002 must be confirmed by laboratory evidence.
Rubella	One dose on or after the 1st birthday.	Two doses of rubella vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Laboratory evidence of rubella immunity.
Mumps	One dose on or after the 1st birthday	Two doses of mumps vaccine, the 1st dose must have been received on or after the first birthday and the second dose no less than 4 weeks (28 days) later.		Proof of prior mumps disease shall be verified with date of illness signed by a physician or laboratory evidence of mumps immunity.
Haemophilus influenzae type b (Hib)	Proof of immunization that complies with the ACIP recommendation for Hib vaccination. Children 24-59 months of age without series shall show proof of one dose of Hib vaccine at 15 months or older.	Any child five years of age (60 months of age) or older shall not be required to provide proof of immunization with Hib vaccine.		Refer to ACIP Hib series schedule. No proof of immunity allowed.

Minimum Immunization Requirements Entering a Child Care Facility or School in Illinois, 2022-2023



Vaccine Requirement ¹	Child Care Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12 th Grade		Minimum Intervals Allowed Between Doses and Other Options for Proof of Immunity
		First Entry into School (Kindergarten or 1 st Grade)	Other Grades	
Invasive Pneumococcal Disease (PCV)	Proof of immunization that complies with ACIP recommendations for PCV. Children 24 to 59 months of age without primary series of PCV, shall show proof of receiving one dose of PCV after 24 months of age.	Any child five years of age (60 months of age) or older shall not be required to provide proof of immunization with PCV vaccine.		Refer to ACIP PCV series schedule. No proof of immunity allowed.
Hepatitis B	Three doses appropriately spaced. (<i>see doses in minimum interval column</i>). Third dose must have been administered on or after 6 months of age (168 days).	Kindergarten through 5 th grade not a requirement. <i>Recommend reviewing these records and if necessary, have student be brought up to date with hepatitis B series.</i>	Students entering 6 th thru 12 th grade, three doses of hepatitis B vaccine administered at appropriate intervals.	Minimum intervals between doses: Between 1 st and 2 nd doses must be at least 4 weeks. Between 2 nd and 3 rd must be at least 8 weeks. Between 1 st and 3 rd must be at least 16 weeks. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.
Varicella	One dose on or after 1st birthday.	Two doses of varicella; The first dose must have been on or after the 1 st birthday and the 2nd dose no less than 4 weeks (28) days later. Two doses of varicella for students entering all grades.		Proof of prior varicella disease shall be verified with: 1) date of illness signed by a physician; or 2) a health care provider's interpretation that a parent's or legal guardian's description of varicella disease history is indicative of past infection; or 3) laboratory evidence of varicella immunity.
Meningococcal Disease (MCV4), (MenACWY)⁴	No Requirements.	No Requirements.	Applies to students entering 6 th -11 th grades: one dose of meningococcal conjugate vaccine. 12 th grade entry: two doses of meningococcal conjugate vaccine.	Minimum intervals for administration: For 6 th grade entry: the first dose received on or after the 11th birthday³ For 12 th grade entry: second dose on or after the 16th birthday and an interval of at least eight weeks after the first dose. Only one dose is required if the first dose was received at 16 years of age or older. No proof of immunity allowed.

Minimum Immunization Requirements Entering a Child Care Facility or School in Illinois, 2022-2023



Notes:

Students attending ungraded school programs must comply in accordance with grade equivalent.

Within the Advisory Committee on Immunization Practices (ACIP) recommendations, vaccine doses given up to four days before minimum interval or age can be counted as valid. However, this does not apply to intervals between live vaccines. Live vaccines shall not be given fewer than 28 days after receipt of a prior live vaccine.

Footnotes:

¹ The chart indicates antigens that may be available in either single-antigen and/or combination-antigen vaccines

² For Tdap: Per the [Child and Adolescent Immunization Schedule](#) a dose of Tdap or DTaP administered at 10 years of age or later may now be counted as the adolescent Tdap booster.

³ For Meningococcal Conjugate: if there is an indication for earlier vaccination (between ages 10 and 11) then the provider submits, a letter/statement stating the reasons and provides that with the vaccine records (Section 665.280). Letter/statement to be honored by School Health Authorities and **NOT** submitted to IDPH for Review.

⁴ For Men ACWY vaccines may be administered simultaneously with Men B vaccines if indicated, but at a different anatomic site, if feasible.

⁵ In accordance with the ACIP catch-up series a fourth dose of Polio is not needed if the third dose was administered at age four or older and at least six months after the previous dose was administered.

Compliance with the School Code

A child shall be considered in compliance with the health examination and immunization requirement in Section 27-8.1 of the School Code if all applicable immunizations that a child can medically receive are given before entering school and a signed statement from a health care provider is presented indicating when the remaining medically indicated immunization will be administered within the current school year. Local school authorities shall monitor immunization schedules to assure their completion. If a child is delinquent for a scheduled appointment for immunization, he or she is no longer considered in compliance.

Resources:

[IDPH Immunization Webpage](#)

[Child and Student Health Examination and Immunization Code](#)

[Immunization Schedules](#)

[CDC Immunization Webpage](#)

[ACIP Vaccine Recommendations and Guidelines](#)

[Epidemiology and Prevention of Vaccine-Preventable Diseases-The Pink Book](#)

[Ask the Experts](#)

Sources:

Title 77, Part 665 Child and Student Health Examination and Immunization Code
Advisory Committee on Immunization Practices (ACIP)

Code of Conduct for Church Personnel

As someone who ministers to young people and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults.

To achieve this, I **WILL NOT**:

- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.
- Share a bed with a minor or vulnerable adult.
- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute pornographic images of minors under the age of 18.
- Introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult.
- Provide alcohol, cigarettes or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs.
- Use alcohol when engaged in ministering to a minor or vulnerable adult.
- Engage in physical discipline for behavior management of minors or vulnerable adults.
- Humiliate, ridicule, bully, or degrade another person.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I **WILL**:

- Report any suspected child abuse or abuse of a vulnerable adult to the proper authorities.
- Avoid physical contact when alone with a minor or vulnerable adult. Physical contact with minors or vulnerable adults can be misconstrued, especially in private settings.

- Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.
- Avoid driving alone in a vehicle with a minor or vulnerable adult.
- Have more than 1 child and at least 2 adults present when using one's own home for youth work.
- Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Refrain from giving expensive or inappropriate gifts to a minor or vulnerable adult.
- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating through e-mails or the internet. Only share work/ministry related e-mail addresses with minors and vulnerable adults. Do not participate in chat rooms with minors or vulnerable adults.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of 2 adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Code of Conduct Acknowledgement Form

Employees and Volunteers

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

The signed Code of Conduct Acknowledgement Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the site where you are an employee or volunteer.

State of Illinois
Department of Children and Family Services
AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking Systems (CANTS)
For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: - - Gender: Male Female Race: _____

Current Address: _____
Street/Apt #
City State Zip

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code) Dates From/To

Parish/School/Agency: _____

Your Position (Circle One): Priest Deacon Religious Order Lay Employee Volunteer

List maiden name and/or all other names by which you have been known (last, first, middle):

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signed Date

Please type, use bold letters or label:

safekids@archchicago.org
Archdiocese of Chicago
Mavra Flores
P.O. Box 1979
Chicago, IL 60690-1979

(Submitting Agency Fax Number)
(Submitting Agency Email Address)
(Agency Name)
(Contact Person)
(Address)
(City/State/Zip)

Submit by mail OR fax OR email

Mail to: Department of Children and Family Services
406 E. Monroe - Station #30
Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: DCFS.ArchDio689@Illinois.gov