

SECTION THREE:

SBPS Elementary (Grades K-5)

Practices, Procedures and Policies

THE SCHOOL DAY

DAILY SCHEDULE

7:00 a.m.	Morning extended care available
7:40 a.m.	Doors open - students may begin arriving at school
7:55 a.m.	Tardy Bell Warning
8:00 a.m.	Classes begin (any student arriving after 8AM will be considered tardy)
10:50 a.m.	Lunch schedule begins
2:55 p.m.	Dismissal Begins for grades K and 1st
3:00 p.m.	Daily Dismissal for all other grades 2-5
3:00-6 p.m.	Afternoon extended care

ADMISSIONS

St. Benedict Preparatory School is a Roman Catholic School that strives to teach the Faith and Christian values. St. Benedict Preparatory School does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of educational policies, admission policies, hiring of staff, loan programs, athletic, or other school-administered programs. As stated in the Cardinal's document paper, DECISIONS, "It would be a serious mistake to think that our schools are not able to make the changes needed to enable them to respond effectively to the needs of our contemporary Church and society." In light of this document the School Board has adopted the following priorities for admission of students to St. Benedict Preparatory School. St. Benedict Preparatory School will admit students who are non-Catholic and non-Parishioner provided that these students will not displace Catholic students. Participation in Catholic religious instruction and school activities related to the Catholic character of the school are required of all students.

1. Priority will be given to the children of parishioners.
2. Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.
3. According to the *School Code of Illinois*, a child must be five (5) years old on or before September 1 to enter Kindergarten and six (6) years of age on or before September 1 to enter first grade. Before enrollment, a pupil entering our school for the first time must

present a registered birth certificate. Likewise, a child must be four (4) years old on or before September 1 to enter 4-year old preschool; a child must be three (3) years old on or before September 1 to enter 3-year old preschool. Any exceptions made to this policy will fall under these guidelines: the child undergoes a pre-evaluation of skills and competencies, demonstrates maturity needed to be successful in the program, does not have a birthday beyond September 21st of the appropriate year. The Head of Parish School (HOPS) reserves the right to refuse admittance into the school program should he/she feel placement in the program is not appropriate for the child. Further, if it is determined after admittance that the placement is not appropriate for the child, the HOPS reserves the right to request the student withdraws from the program. Students admitted under this exception will be on probation for one quarter. The HOPS may request withdrawal from the program during this time if placement is not best for the student.

4. A copy of the student's last report card should be presented with the application for admission for students entering grades 1-5.
5. An interview with the HOPS or Head of School for all students entering grades 1-5 and their parent upon request will be one of the criteria for admission. All admissions are subject to the discretion of the administration, Archdiocesan policies and the policies of St. Benedict Advisory Board.
6. An evaluative test may be given to all students registered for admission in grades 1 through 8. The purpose of this test is to evaluate the student's reading level placement.
7. **All students entering grades 1 through 5 from other schools will be accepted on probation for one full school year and some families may need to sign an agreement which specifies expected behavior and achievement. New students will be informally evaluated by their teachers at various times during the probationary year and may be asked to transfer out if the terms of the agreement mentioned above are not met. Upon transferring out, tuition will be charged up to the date of dismissal and other fees shall be forfeited according to the terms explained in the tuition agreement.**
8. **Any false statements or omissions made by parents/guardians concerning the mental, physical, or behavioral health of the child, or concerning any mental, physical, or behavioral disability which could affect the child's ability to function in a normal school setting, shall be cause for serious consequences for the student, including possible dismissal from school upon receipt of the correct information. Upon dismissal, tuition will be charged up to the date of dismissal and other fees shall be forfeited according to the terms explained in the tuition agreement. In the event of more than one child in the family, cause for dismissal will pertain only to the child in question.**

9. The St. Benedict Elementary School registration process for the following school year will begin in Winter for current families. ***Each family MUST re-register for the following school year by paying the determined registration fee and completing the form provided at that time.*** Current parents with incoming kindergarteners (must be 5 by September 1st) must obtain and fill out the registration form and submit other items needed for registration as outlined in item number 09 below.

10. ***Open registration for new families will begin During February (Catholic Schools Week)*** at St. Benedict Elementary School's Annual Open House. Current families should be registered by this time to insure your place in the school.

11. The following items are needed to complete the registration process:
 - ✓ copy of the student's birth certificate (hospital birth certificates not acceptable)
 - ✓ copy of the student's baptismal certificate (if baptized Catholic)
 - ✓ request for transfer of permanent education records from previous school (Gr. 1-8)
 - ✓ compliance with the *School Code of Illinois* regarding medical/dental record forms on file prior to enrollment in Preschool, Kindergarten, Grade One, Grade Six and for all new transfer students.
 - ✓ interview with HOPS or Heads of School for students entering grades 1-8 and their parent upon request.
 - ✓ copy of last report card (for students entering grades 1-8)
 - ✓ **non-refundable family registration fee.**
 - ✓ completion of the Registration Form
 - ✓ **a completed tuition agreement form**

AWARDS ASSEMBLY

Students will receive ribbons and certificates for consistent effort, improvement, honors, etc. *The school will not issue "perfect attendance" awards because we would prefer that students remain at home if they are ill.* All students are encouraged to set goals early in the year and to work to achieve them.

BIRTHDAYS

St. Benedict School and faculty enjoy helping your child celebrate his or her special day. The classroom routine, however, should not be interrupted. Teachers may serve the birthday treat during a lunch or classroom snack time. Parents should be aware that some children in the class may have food allergies. If you do send a birthday treat, please make sure it can be quickly and easily distributed to the entire class. It will not be the teacher's responsibility to cut and serve treats or provide napkins and plates. Instead of a food treat, it is suggested that a student donate a book to the classroom library.

BIRTHDAY PARTIES/INVITATIONS

By being a part of a Catholic school, parents value fostering community and unity. When parents plan celebrations that involve classmates of their children, we ask that they do so in a

way that does not undermine the classroom climate and community. Parents need to model community and unity to their children. Thus, invitations to private celebrations are to be extended to the entire class, or to all of one gender within a classroom (For example, if your daughter is having a birthday party, then at the very least, all the girls in the classroom should be invited). Excluding part of the class is disruptive to the learning environment in the classroom. The school will not give out private addresses or phone numbers for invitation purposes. Teachers will not allow students to pass out invitations at school if the above requirements are not met. This also includes graduation and other celebrations.

BULLYING (see section one of the PK-12 Handbook for full policy)

CONTRACTS

Academic and/or behavioral agreements may be required of students to assist in monitoring progress in school on a day-to-day basis. It is expected that all parties fulfill their responsibilities as outlined in the agreement.

DRESS CODE

The purpose of a uniform code is to create an atmosphere where our students will (a) appear in a neat and kept manner to reinforce discipline in their classes; (b) not be distracted during their studies by the wide range of available children's fashions, styles and designers; (c) accept a sense of equality in every students' clothing and limit concerns regarding parents' ability or choice to provide expensive student wardrobe; (d) accept limits set by the school to eliminate disputes over appropriate school attire with their parents; and (e) be more easily recognizable by all school parents, the parish and community to improve student safety outside of school. Parents are expected to work with the school in enforcing the dress code. Please ensure that the children are dressed properly before leaving home each day. Parents are asked to label all uniforms, sweaters, scarves, gloves, hats, boots and gym clothing.

School uniforms are worn as a symbol of pride in oneself and for the school community. It also allows for the student to accept responsibility of dressing appropriately for a specific activity. The faculty needs your support and cooperation to enforce the uniform policy. Together we can be proud of how our school community presents itself to the public.

Students will wear uniforms beginning on the first day of school. If uniforms have not arrived, parents/guardians are asked to send a note to the homeroom teacher that states when the uniform is expected. During the year, a written excuse from the parent/guardian must be sent to the office when the student is out of uniform. Until the uniform is available, solid white or maroon "polo" style tops or maroon sweatshirts, with tan or navy pants will be acceptable.

Please see the school office or the school website for the most recent/updated copy of the school uniform code.

GROOMING

- Hairstyles should be kept clean and well groomed. Unusual hair dyes or styles will not be permitted. Boy's hair should not extend beyond the shirt or polo color.
- No unusual hair SHAVING or etching allowed – if you are going to shave part of your child's head, shave all of it at equal length
- No facial makeup of any kind will be allowed.
- No writing on or cutting/tearing of clothing or shoes will be permitted.
- No body drawing or tatoos
- Uniforms must be sized appropriately for school, not too large or too small.
- Underwear of any kind should not be visible
- ALL SCHOOL STUDENTS GRADES 1-5 ARE TO HAVE THEIR REGULAR UNIFORM SHIRT TUCKED IN AT ALL TIMES

ACCESSORIES

- Only plain white short-sleeved shirts may be worn under uniform or gym shirts. Under shirt is not to be visibly longer than the uniform shirt – student will be asked to tuck under shirt in pants if necessary.
- Only simple jewelry allowed – one small necklace, set of short earrings, one bracelet or ring allowed. Students will be asked to remove items if they are bold or if there are multiples of an accessory. This includes multiple bangle bracelets.
- Hair accessories need to be kept simple. Students will be asked to remove very large or bold hair accessories.
- No hats or sunglasses are allowed in the building.
- Shoe laces must be one color and appropriately match the shoes. Shoes laces or other fasteners must be tied/fastened.
- Students may only wear maroon SCHOOL UNIFORM sweatshirts, sweaters and fleece jackets if they are cold – cardigans, sweaters and other sweatshirts are not appropriate and students will be asked to remove them.

The administration reserves the right to make the final determination regarding the appropriateness of student dress.

Students who do not follow the dress code will be asked to remove/fix appropriate items. If a student is consistently out of uniform, he/she will be considered disobedient and will receive an appropriate disciplinary consequence.

Should a student need to come out of uniform, a note written and signed by the parent needs to be submitted THE DAY THE STUDENT IS OUT OF UNIFORM. If a clean uniform is not available, parents are asked to send their child in a plain shirt and pants, without any noticeable decorations. Preferably, parents will send students in a plain white or maroon top and blue/khaki pants.

FINES

Students who have failed to return school materials, books, or sports uniforms will be charged for their replacement. All outstanding fines for the replacements or fines for damage to school

materials and overdue library books must be paid before the final report cards/transcripts are issued.

FORGOTTEN ARTICLES AND MESSAGES

Forgotten articles such as homework, gym clothes, lunches, or projects will become the responsibility of the student, and SBPS asks that parents/guardians do not deliver them to school after dropping off the student in the morning.

Parents/guardians are also asked not to call the school office with messages except in extreme emergencies. Information regarding who will pick up the student, where to go after school, etc., should be arranged before the child comes to school. **As much as we try to accommodate families, the school assumes no responsibility for passing messages to the student during the school day.**

FINANCIAL ASSISTANCE

We encourage everyone to apply for assistance. The process begins by filling out a tuition assistance form available in the Tuition Office and with the different school secretaries. We are aware of the financial need that exists in our community. Questions regarding the Tuition Covenant Grants may be directed to the HOPS or the Mission Advancement Office.

GANG POLICY

The presence of gangs, gang activity and gang related materials foster anti-social behavior, attitudes, and disrupt educational processes and activities. Although gangs and gang related activities involvement have not yet been a problem in our school, we feel committed to take a pro-active approach as a means of prevention.

The following rules are enacted to prevent disruption and to prohibit gang activities by restricting the actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation. No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, **or other things** which may be viewed as evidence of membership or affiliation in any gang or cult. This includes the wearing of coats and hats during the school day.
2. shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. soliciting to others for membership in any gang or cult.
 - b. requesting any person to pay protection or otherwise. intimidating, or threatening any person.
 - c. committing any other illegal act or other violation of school policy.
 - d. inciting other students to act with physical violence upon any other person.

Gang related items will be taken by school personnel, sent to the office, and will be returned only to a parent. Gang affiliation may result in immediate probation, suspension or expulsion from St. Benedict Elementary School.

GRADING PROCEDURES

Progress reports are sent home with the students approximately 6 weeks into each trimester. They indicate how the students have performed so far and what final grade they can expect if they continue at the same level of performance. Accordingly, a failure at this time is not a final matter. There is time to improve before the end of the trimester. Progress reports do not become part of the child's permanent record.

Report cards are issued following the completion of the grading period. Please review your child's progress and contact the student's teacher if you have questions regarding grades.

Academic Policy Grades 3-5 Teachers, parents and students, working in partnership throughout the course of the school year, will assist the students in achieving academic success in the major subject areas, defined as Religion, Reading, Mathematics, Language Arts, Social Studies, Literature and Science.

A student who fails to earn a passing average (D) in a major academic area must satisfactorily repeat content of said trimesters in an approved summer program. Remediation of said content will be, but is not limited to before or after school assistance, assignment contracts, outside tutoring, summer school, Sylvan or Huntington Learning Center. Both the program and program criteria must be discussed with the content area teacher and the principal prior to beginning remediation. A record of recommendations for remediation and actions taken will be placed in the student's file.

The following scale will be used in assigning grades:

93 - 100%	A
85 - 92%	B
77- 84%	C
70 - 76%	D
69 – Below	U or F

Formal parent-teacher conferences are held before the end of the first trimester each year for all students; **parents and guardians must attend this conference**. Additional conferences may be scheduled **by a parent or teacher** whenever the need arises. Parental contact with the school is a vital part of your child's education. Portfolio night will be held in May. Parents and students are strongly encouraged to attend.

HOMEWORK

Teachers often give homework to help reinforce what has been presented during the school day. This work can give the parents/guardians an opportunity to follow the child's progression in school. Written work is not the only type of homework; study assignments, unfinished class work, projects and book reports are also given. Whatever work is assigned, emphasis should be placed on completeness, accuracy and neatness. If for a particular reason a child cannot complete the homework, a note signed by a parent/guardian should be presented to the teacher the next morning. The student will then be permitted to make up the work.

Please note: Homework will vary at each grade level and with each teacher. Please check with your child's teachers for the classroom homework policy. **The Heads of School will uphold a lowered report card grade due to a pattern of missing/late assignments.**

HONOR ROLL

FIRST HONORS	All A's in academic subjects
SECOND HONORS	All A's and B's in academic subjects
BENGAL HONORS	Student demonstrates noteworthy effort and positive attitude

Grades lower than a "C" or an "S" in subjects such as computer, Spanish, music, physical education and art will prevent both first and second honors. Parents will be notified of C's, D's, U' or F's at progress report time so that improvements may be made.

Students Rights and Responsibilities – Code of Conduct

DISCIPLINE PHILOSOPHY

Our discipline philosophy is based on the gospel values of Jesus.

St. Benedict School is a community of individuals who have rights—to learn, to feel comfortable and safe, and to have opportunities to reach full potential. We recognize the dignity and equality of all persons. To function as a successful educational Catholic community, each child has the responsibility to respect the rights of others. Our goals, as educators and parents, must be to consider the common good and to ensure that our actions and treatment of others will help create God's Kingdom on earth.

Consequences occur when actions take away another person's rights and opportunities. Teachers will articulate and display rules and expectations that are necessary for successful classroom management. Children will be aware of the consequences for their chosen actions.

It is important that parents, teachers and students have a common commitment to ensure a peaceful and productive environment. Teachers and parents must cooperate as partners in all aspects of school life. The climate of our school is important, so it is worthwhile to address behavioral concerns immediately.

St. Benedict School feels that children must learn that there are consequences for inappropriate behavior. Children learn through experiences, so corrections are important to the child's growth and development as a member of the school community at large. Corrective measures may be warnings, discussions of the problem with the child and/or parent, restitution, or other penalties such as detentions. Whatever measures are used, the ultimate purpose is to impress upon the child the need to be responsible for the choices and actions they take, as well as to contribute to the educational and social needs of the community. While there are some behaviors and possible courses of action listed, other reasonable actions for behaviors may be used by teachers and staff.

****Conduct which is detrimental to or negatively affect the mission and reputation of Catholic school, whether inside or outside school may result in corrective disciplinary actions.**

Incidents of inappropriate and/or disruptive behavior are dealt within the classroom whenever possible. The teachers work with the children to make sure the classroom rules are understood and the reasons for the rules taught. Children learn that each adult may have different procedures to help them follow the rules. Some of the following consequences might be used by classroom teachers:

- Student must accept responsibility for the behavior
- Student must resolve to avoid recurrence of the chosen behavior.
- Student must repair what has occurred.
- Restitution required in some instances.
- Students may be sent away from class to a supervised area.
- Behavior notices may be given/phone call home to parent.
- Students may receive a detention and be required to stay after school.

THE SAINT BENEDICT ELEMENTARY SCHOOL GUIDELINES OF BEHAVIOR

To create a positive learning environment and to insure students personal and academic success we must have a clear understanding of what social and moral behaviors are necessary to do well at our school. We have determined four major characteristics as being essential in helping students make responsible decisions.

TAKE CARE OF YOURSELF, At Saint Benedict Elementary each student must learn to be responsible for her or his own actions and well-being. Students should know what are good and bad habits for their own bodies and minds. When students are responsible for themselves they dress correctly, refrain from physical self-harm, eat properly, never abuse drugs or alcohol, and never smoke cigarettes. They also get enough sleep and eat foods that are good for growth and nutrition. Students also take care of their personal belongings and do not intentionally deface or destroy the items they are fortunate to own.

TAKE CARE OF EACH OTHER, At Saint Benedict Elementary all students show respect towards each other and celebrate the diversity of our student body. By taking care of each other we treat others, and their property, in words and actions in the same manner we would wish to be treated. Students do not do anything to infringe upon the rights of students to learn, be safe, feel comfortable and reach their full potential. At Saint Benedict Elementary School we are a family and we treat others as our brothers and sisters.

TAKE CARE OF THE TEACHERS, At Saint Benedict Elementary School our teachers are completely certified and well-trained. They dedicate themselves to teaching at a Catholic school and we should consider them a gift. We take care of them by listening to them and following their directions, completing assignments as requested and respecting their authority.

TAKE CARE OF THE SCHOOL, None of us own the school. It is a gift from the generations of students and parents that have given of themselves and their finances to keep our school a vibrant home of Catholic Education. Take care of the building, keep it clean and help in its upkeep by respecting the building and the work of the maintenance staff. It is a reasonable expectation that students help clean the room or lunchroom when they are through using it.

DETENTIONS

When a student violates one of the behavior guidelines and a teacher feels the consequence for such action is a detention, the following procedures apply:

There are two kinds of detentions:

Teacher Detentions: Assigned by classroom teachers following unacceptable behavior.

School Detentions: Assigned by an administrator or a teacher for a violation of a school regulation.

Parents will be notified when a student receives a school detention. A 24-hour notice will be given to students when school detentions are assigned. When a student receives a school detention he/she is obligated to be in attendance for the detention on the day assigned. School detentions are served on school days at 3 p.m. until 3:45 p.m, or as designated by the issuing teacher. The only excused absence from a school detention is an excused absence from school on that day. Athletic games, practices, other co-curricular activities, out-of-

school appointments, etc. are not excusable reasons for failing to serve an assigned detention. A student who does not meet their detention assignment is marked as truant and will be assigned an additional detention and parents will be notified. A student who is truant from detention a second time in a semester will be suspended from school for one day and a parent conference with the administration will be required.

The accumulation four detentions during one semester will result in the parents being required to attend a conference with the administration. If the problematic behavior has not been corrected by this time, or the child/parents do not make sufficient effort to adhere to the expectations stated in this handbook, a student may be placed on a Behavior Agreement.

MAJOR INCIDENTS require immediate removal from the classroom. These include

- **Physical danger** such as fighting or violent use of force; possession, use, sale or distribution of dangerous, noxious or unlawful objects; tampering with emergency services/equipment
- **abuse/ psychological danger** such as obscene or vulgar language, including racial, sexual or ethnic slurs; undermining a teacher/staff member's authority; stealing; deliberate damage to school or personal property; sexual harassment; wearing gang related clothing, colors or using gang signs; bullying or other harassment; cyber-bullying
- **unwillingness to gain control** such as cutting classes; disrespect for teachers; chronic classroom disruptions; provoking behavior; unwillingness to take direction; failure to follow Acceptable Computer Use Guidelines.

In addition to the above, a major incident may be anything that, in the opinion of the principal, constitutes a serious and significant disruption of learning, endangers the safety of students or staff or undermines the school's philosophy and goals.

For Major Incidents, the administration will contact the parents by phone or writing to discuss the situation. The consequence for such action may be a detention, suspension, parent/student/administration conference, required counseling, loss of school or grade level privileges, behavior contract, or other forms of reprimand the principal sees as appropriate for the offense.

All students have the right to due process which includes notification, an opportunity to be heard, and the right to a fair decision.

Students and the Internet

Our primary goal is for students to use the Internet responsibly. SBPS students may not author offensive, indecent, or threatening websites, email or other online communications when using a school computer for a classroom project or assignment.

Students should refrain from authoring outside of school resources private websites, email or other online communications that may contain threatening or offensive language. Should said online authored material either (a) cause a material or substantial disruption to the school community, (b) infringe on the rights of others, (c) represent a serious threat to school property or member of the school community (d) constitute bullying according the specified definition, the school reserves the right to impose disciplinary action on the student. Disciplinary action in this case may result in suspension or expulsion. In some cases, the police or archdiocesan attorneys may be notified. These rules and expectations govern student computer usage both in and out of school.

TECHNOLOGY USE OUTSIDE OF SCHOOL

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

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

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff and parish for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. St. Benedict students are to be role models for the school, parish and broader community whether in school uniform or not. In addition, student conduct in or out of school that reflects negatively on St. Benedict Parish and Schools may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

Students will be subject to disciplinary action for:

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

SUBSTANCE ABUSE BY STUDENT

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, checmicas, 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 treatments of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal violations: 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:

- Parents/guardians will be notified if a violation is suspected
- Student will be suspended during the school investigation
- Conference with principal, parent/guardian, student, and other appropriate persons as determined by the principal
- Notify the police as directed by law
- If a 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 include, but are not limited to continued suspension and/or expulsion. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

TARDINESS

St. Benedict Elementary School believes strongly in nurturing the value of punctuality in our students. Teachers and administrators will positively reinforce students who are consistently punctual. ***A LITTLE LATE IS TOO LATE!*** The school bell rings at 8:00 a.m. and a student is considered tardy if not in their homeroom. Since tardiness interferes with a student's progress and is a distraction to the class, punctuality should be consistently supported by the parents.

Students who come to school late are to stop in the office to pick up a tardy slip *before* reporting to homeroom. If tardy students report to the classroom without a tardy slip, they will be sent down to the office to receive one before allowed into the classroom.

If a late student does not arrive at school before the class leaves for a special/fine arts/physical education class, a mass, outdoor activity or field trip, the student may miss that activity until the class returns to homeroom. Office personnel are not responsible for escorting the child to these locations.

SAFETY PATROL

MORNING HOURS -- 7:35 to 8:00 a.m.

The school safety patrols represent authority and must be obeyed. Any misconduct on the part of a student will be reported to the principal. Parents are responsible for the safety of their child/ren traveling to and from school. The purpose of the school safety patrols is to assist in the safe conduct of students upon arrival and dismissal.

However, by providing this service, St. Benedict Elementary School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a school safety patrol is not on duty.

Common courtesy should be extended to our neighbors and to each other as we provide safety for all of our students.

For the safety and well-being of all concerned, please follow the guidelines listed below:

- 1. NEVER PERMIT A CHILD TO CROSS IN THE MIDDLE OF THE STREET.**
- 2. DO NOT DOUBLE PARK ON BYRON, BELL, IRVING PARK OR LEAVITT STREET.**
- 3. DO NOT LEAVE YOUR CAR UNATTENDED IN SCHOOL DROP OFF ZONES.**
- 4. ALLEYS IN THE AREA ARE NOT TO BE USED AS THROUGH STREETS OR WALKWAYS.**

ALL K-5 STUDENTS will be entering the Leavitt Street doors between 7:40 and 8:00 am.

The Safety Patrol will be recording all illegally parked cars.

1. A courtesy verbal reminder will be given for the first offense.
2. A mandatory conference with the HOPS will be scheduled for the second offense.
3. A mandatory conference with the HOPS and pastor will be scheduled for the third offense.

Parents (and those parties designated to pick up students from school) who chronically fail to support the Christian values of the school through use of verbal abuse or obscene gestures directed at school safety patrols or school staff will jeopardize their child's right to remain at St. Benedict Preparatory School.

LUNCH PROGRAM

St. Benedict School provides lunchroom facilities for its students. Students are expected to follow all lunchroom rules, which are posted and discussed during the first week of school. If a student forgets a lunch, every effort will be made to ensure the child eats. Please do not drop off late lunches at the office. NO outside FAST FOOD lunches will be accepted at the office.

Students have the option of purchasing milk and/or hot lunches daily from August through June. Each student will be issued a lunch DEBIT card. Families will be billed weekly through RenWeb. Please see the website or RenWeb for more information and menus.

Our lunch program is serviced by Quest who serve our students “cafeteria style” tasty and nutritional meals and snacks.

All the foodservice staff – the servers, cooks, and bottle washers work as a team. Their mission is to bring in all kinds of wonderful food for the children to enjoy and help make lunch time a safe, relaxed and enjoyable time of day.

LUNCHROOM RULES

Students are expected to:

- Stay with the class on the way to the cafeteria and follow the teacher
- Sit with others in their class
- Use appropriate table manners
- Not play with or throw food
- Use “inside” voices
- Refrain from chewing gum
- Ask for permission to leave seat
- Clean place, on and under the table, of garbage and spills
- Respect all lunchroom supervisors and volunteers

RECESS GUIDELINES

The Four Major Behavior Guidelines listed on page 41 will be enforced plus:

1. Students should respect all playground supervisors (teachers and volunteers).
2. Students should play in the center of the courtyard away from classroom windows and the cars and vans parked in the courtyard.
3. Students should be visible to teachers at all times and must be supervised by a responsible adult.

Since it is important for children to get fresh air, exercise and interact socially with others in a less structured atmosphere, recess is held outside unless the weather is inclement (rain, bitter cold, etc.) Children should be prepared for an outside recess all year round. It is important, especially in winter, that the children come to school dressed appropriately (hats, mittens, slacks, etc.) Requests are received periodically for children to remain inside for recess. If your child is incapacitated in regard to recess play (on crutches, or has recently recovered from a serious illness) this request will be honored. However, a written request from the child’s physician must be shown if the child is to be held inside for more than two consecutive days.

ARRIVAL & DISMISSAL

Student Patrol will be working at the drop-off time in the morning (7:40 a.m.-8:00 a.m.) to assist the students getting into school safely. The STOP, DROP and GO policy will be in effect. Parents/guardians will drive up near the school entrance on Leavitt, (STOP) and parent or student patrol volunteers will open car door, (DROP) and assist student into school (GO). **No parking for any length of time is permitted directly in front of the school during morning arrival time.** The administration will open the school doors daily at 7:40 a.m. Students proceed to their homeroom where the teacher is awaiting their arrival.

At dismissal time, students will remain in their classrooms until they are picked up by a parent or adult guardian. The adult will not enter the room, but meet the child at the door once the teacher calls him or her. Dismissal will begin at 2:55 and end at 3:10PM. (On Tuesdays, dismissal begins at 1:55PM and ends at 2:10PM).

Even though we try to provide this patrol service, St. Benedict Preparatory School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a patrol parent or school personnel is not on duty.

The children are asked to come to school no sooner than five minutes before the 7:40 drop off time. Students should wait outside the elementary school doors on Leavitt Street. The school does not provide supervision for students who arrive to school before 7:40AM. Please plan your morning routine accordingly. The school is not responsible for the supervision of students who arrive to school earlier than 7:40AM unless they are in the morning extended care program.

Parents of children are asked not to accompany students into the building unless there are unusual circumstances, or if the parent has made an appointment to see the teacher.

Students who have made previous arrangements with the teacher or students whose teachers have an early morning, open door policy for students who need academic assistance may be admitted to the school early. Students will need a signed note from their parent/guardian in order to be admitted. Students must come to the school office to wait until their teacher is available.

Unless in the Extended Day Program, at a scheduled school activity, or special circumstances arise, all students are expected to be off school grounds by 3:10 PM. Children need to be picked up promptly or they will be sent to the Extended School Care and charged the appropriate fee. **Students are not to change out of uniform before leaving the school premises.**

After school hours or on non-school days, students must be under adult supervision at all times when in the school building, gymnasium or anywhere on the parish and school property. Students attending extracurricular events should be in the care of their parent, guardian or a designated adult.

Students who are being dismissed at a time other than the regular school dismissal time must have a written request from the parent/guardian. No student will be permitted to leave school without a written request. Parents/guardians must come into the school office to meet the child and to sign the child out of the office. Upon return to the school that same day, children must check in at the office. Students who arrive late to school due to a scheduled medical appointment must sign in at the school office.

SACRAMENTAL FEES

Students participating in sacramental preparation programs incur a fee. This affects students who are celebrating their First Eucharist (grade 2), First Reconciliation (grade 2) and Confirmation

(grade 8). Further information regarding sacramental fees will be available from the Director of Religious Education. The Sacramental Fees are determined by the Director of Catechesis.

SCHOOL SUPPLIES

Most school supplies will be supplied by the school. The school asks parents to purchase a small number of personal items throughout the school year.

TELEPHONE USE

Students may use the school phone for emergencies only. They will not be permitted to call home for forgotten books, homework, PE clothes, lunches, field trip forms, etc. No calls may be placed from 7:40-8:30AM. Students are prohibited from using cellular/wireless phones on school grounds unless they receive permission from the homeroom teacher or the principal. Permission may be granted if a student plans to call his/her parent/guardian. If students are granted permission, they may ONLY use the phone in the school lobby. Students are not to use mobile phones anywhere else on school property. Students are not allowed to call/text friends and acquaintances on school property. This will be strictly enforced!

Students are discouraged from bringing mobile phones to school. However, if the parents feel it is necessary for their child to possess a mobile phone, it is to be turned off during the school day. PARENTS SHOULD NOT EXPECT TO COMMUNICATE WITH THEIR CHILD DURING THE SCHOOL DAY VIA CELL PHONE OR TEXT MESSAGE. IF a child receives a disciplinary consequence because the parent expected to communicate with their child, the principal will uphold said consequence. Parents, please do not put your child in the position to disobey the teacher/school staff. Please take care of business before the school day, or communicate a message that can be received after school. Any URGENT messages should be phoned into the main office with Mrs. Dodovich. If a student consistently leaves his/her mobile phone turned on so that it disrupts the learning environment, the mobile phone may be confiscated by the principal whereby it is to be claimed by a parent. The school is not responsible for lost, stolen or damaged mobile phones.

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.