



255 Flagstaff Lane  
Hoffman Estates, Illinois 60169  
(847) 885-7702 Voice  
(847) 885-0604 Fax  
[office@sthubertschool.com](mailto:office@sthubertschool.com)

August 2011

Dear Parents/Guardians,

Our Parent/Student Handbook contains information on the procedures, guidelines and policies that have been established to make St. Hubert Catholic School a positive and safe learning environment for our students and staff.

Please keep in mind the handbook cannot cover every situation that may come up during the course of the school year. Statements in the handbook are subject to amendment with or without notice. The school will attempt to keep parents/guardians informed of all changes as soon as possible. Some changes may be made immediately due to unforeseen circumstances.

Since all students are expected to be familiar with the information in the handbook, parents are asked to review the handbook with each child. The parent and each child must sign and return the bottom portion of this sheet to the office no later than Wednesday Friday, August 24<sup>th</sup>. Our expectation is that by signing the bottom portion of this sheet you have, together with your child(ren), read and fully support the school mission and the procedures, guidelines, and policies that are included in the handbook. As a cost saving measure, this year's Parent/Student handbook can be found on the St. Hubert School web site. Hard copies will not be distributed to you directly. They are only available on our web site at [www.sainthubert.org/School\\_web/school.htm](http://www.sainthubert.org/School_web/school.htm). Use the "underscore" between School and web.

Please know that we are totally committed to Catholic education and together we can make a difference in your child's life. Thank you for your help and support in ensuring a successful year at St. Hubert Catholic School.

Sincerely,

*Vito C. DeFrisco*

Principal

*Marcia Larson*

Assistant Principal



Please cut along this line and return this signed bottom portion to school on Wednesday, August 24<sup>th</sup>.

Parents/guardians, once you have reviewed with your child(ren) and accepted the procedures, guidelines, and policies that are included in the 2011 – 2012 Parent Student Handbook please check the box below, sign, and return this sheet to the school office no later than Wednesday August 24<sup>th</sup>.

***We fully support the procedures, guidelines, and policies in the Parent/Student Handbook***

Please print family last name here:

Parent Signature

Date:

Student Signature

Date:

Student Signature

Date:

Student Signature

Date:

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August

15	Monday	Teacher In-Service 9:00 a.m. – 3:00 p.m.
16	Tuesday	Teacher In-Service 9:00 a.m. – 3:00 p.m.
18	Thursday	Teacher In-Service 9:00 a.m. – 3:00 p.m.
19	Friday	Council Religious In-Service for Teachers
22	Monday	Student Information Day 8:00 a.m. – 11:00 a.m.
22	Monday	Newcomers Parent Coffee – Parish Ministry Center Club Room – 10:30 until 11:00 a.m.
22	Monday	Kindergarten Orientation (children only 8:30 a.m. – 9:15 a.m.)
23	Tuesday	SIT Team Meetings with Teachers 9:00 a.m.-3:00 p.m.
24	Wednesday	First Full Day – All Day Preschool and Kindergarten through – grade 8
24	Wednesday	4 Year Old A.M. (children only) 8:00 a.m. – 9:00 a.m.
24	Wednesday	4 Year Old P.M. (children only) 11:15 a.m. – 12:15 p.m.
25	Thursday	First Day 3 Yr. Old Preschool- (children only) 8:00 a.m. – 8:30 a.m.
25	Thursday	Grade 4 Band Demo – Band Room at Noon (children only)
26	Friday	4 Year Old Pre School full session (children only)
29	Monday	Grade 4 Band Try Outs – Band Room – (children only) 8:00 a.m.

September

1	Thursday	Curriculum Night Junior High – grades 6, 7, 8 & 3 year Old Pre School – 7:00 p.m.
5	Monday	<b>NO SCHOOL</b> – Labor Day Holiday
6	Tuesday	Hot Lunch Begins
6	Tuesday	Curriculum Night – 4 Yr. Old Half and Full Day Pre School through 5 <sup>th</sup> grade – 7:00 p.m
6	Tuesday	New Parent Band Meeting Lunch Room 4:30 p.m.
9	Friday	Grandparents Day
17	Saturday	Track-a-Thon
21	Wednesday	<b>EARLY DISMISSAL 10:30 A.M.</b> – Half Day In-Service
24	Saturday	Track-a-Thon “ <b>Rain Date</b> ”
28	Wednesday	All School Picture Day – Pre K – 8 class & individual ( <i>Graduation pictures in January also</i> )
30	Friday	Mid first trimester

October

6	Thursday	<b>EARLY DISMISSAL AT 10:30 A.M.</b> – Half-Day Parent Teacher Conferences
7	Friday	<b>NO SCHOOL ALL DAY</b> – Full-day Parent Teacher Conference
10	Monday	<b>NO SCHOOL</b> – Columbus Day
11	Tuesday	Band Parent Meeting Lunch Room – 7:00 p.m.

November

10	Thursday	End of first trimester
10	Thursday	Veterans Day Program
11	Friday	<b>NO SCHOOL</b> – Veteran’s Day Holiday
21	Monday	Report Cards Distributed this week
21	Monday	Jr. High Science Fair – grades 7 & 8 in the Multi Purpose Room from 7:00 p.m. – 8:00 p.m.
23	Wednesday	<b>NO SCHOOL</b> – Non-attendance Day
24	Thursday	<b>NO SCHOOL</b> – Thanksgiving Break
25	Friday	<b>NO SCHOOL</b> – Thanksgiving Break

December

1	Thursday	Christmas Program in church – 7:00 p.m.
9	Friday	Christmas Band Concert Multi Purpose Room – 7:00 p.m.
16	Friday	Christmas Break begins at end of day
19	Monday	<b>NO SCHOOL</b> – <b><u>Christmas Break through and including Monday January 2</u></b>

January		
3	Tuesday	School resumes
6	Friday	Mid second trimester
9	Monday	Progress Reports Distributed this week Grades K – 3
12	Thursday	<b>EARLY DISMISSAL</b> 10:30 A.M. – Half Day Parent Teacher Conferences
13	Friday	<b>NO SCHOOL ALL DAY</b> – Full day Parent-Teacher Conferences
16	Monday	<b>NO SCHOOL</b> – Martin Luther King Holiday
19	Thursday	Graduation Picture Day 8 <sup>th</sup> Grade
21	Saturday	Band Solo Contest at St. Hubert School 6:00 a.m. – 4:00 p.m.
24	Tuesday	Prospective New Parents Night in the School Library 7:00 p.m.
29	Sunday	Catholic Schools Week Mass 9:00 a.m. – for students in grades Pre K through 3 Catholic Schools Week Mass 10:45 a.m. – for students in grades 4 through 8 Open House at school after both Masses
29 - Feb 3	Sun-Fri	Catholic Schools Week
February		
8	Wednesday	<b>EARLY DISMISSAL AT 10:30 a.m.</b> – Half day In-service
20	Monday	<b>NO SCHOOL</b> – Presidents Day Holiday
24	Friday	End of second trimester
25	Saturday	Black and Gold Gala
28	Tuesday	Report Cards Distributed this week
March		
3	Saturday	Band Contest at St. Mary School
23	Friday	Spring Break begins at the end of the day
April		
2	Monday	School Resumes
6	Friday	<b>NO SCHOOL</b> – Good Friday
9	Monday	<b>NO SCHOOL</b> – Easter Monday
13	Friday	Mid third trimester
13	Friday	Spring Play 7:00 p.m. – Multi Purpose Room
16	Monday	Progress Reports Distributed this week grades K-3
21	Saturday	Confirmation 10:00 a.m. and 1:00 p.m.
May		
2	Wednesday	<b>EARLY DISMISSAL 10:30 a.m.</b> – Half Day In-Service Day
5	Saturday	First Holy Communion 10:00 a.m. and 1:00 p.m.
11	Friday	Band Concert
12	Saturday	First Holy Communion 10:00 a.m.
14	Monday	May Crowning 9:00 a.m.
17	Thursday	Camp Wonderland – <b>Tentative</b>
28	Monday	<b>NO SCHOOL</b> – Memorial Day Holiday
29	Tuesday	8 <sup>th</sup> Grade Appreciation Night 7:00 p.m. – Multi Purpose Room
31	Thursday	8 <sup>th</sup> Grade Dance 7:00 p.m. – Multi Purpose Room
31`	Thursday	3 Year Old Preschool Last Day
June		
1	Friday	<b>NO SCHOOL</b> - Faculty In-Service
1	Friday	8 <sup>th</sup> Grade Graduation 7:00 p.m.
4	Monday	4 Year Old Preschool Last Day
5	Tuesday	End of third trimester
5	Tuesday	<b>EARLY DISMISSAL – 9:30 a.m. LAST DAY OF SCHOOL</b>

### ***St. Hubert School Philosophy of Education***

St. Hubert Catholic School's philosophy of education is to develop the whole child through the involvement of Church, parents and the school. We recognize the parent/guardian as the primary educator of the child and work together to instill within our students a deep commitment to God, the Church, and our community, through the teachings of the Gospel values and traditions.

Realizing that each child is unique, our goal is to help every child succeed and grow in an atmosphere of Catholic love and understanding. Academic excellence is a significant part of this goal.

We hope to foster a climate within our school which will enable our students to develop the abilities to think independently and to make decisions based on the teachings of Jesus.

St. Hubert Catholic School is an integral part of St. Hubert Parish. Through all of our liturgies and religious experiences, we hope to encourage within our students a personal relationship with God. We involve students in liturgies, prayer, faith experiences and social outreach programs, so they can develop into faith filled, active participants in the Church and world community.

### ***Mission Statement***

St. Hubert Catholic School educates all children, preschool through eighth grade, in a solid core curriculum and instills in them the principles of our Catholic faith and the ideas of Christian values. We regard each child as a unique gift from God worthy of love. We are committed to being partners with parents/guardians in nurturing students who will be morally, academically, socially, and emotionally prepared for the challenges of the future.

### ***TEACHER/ADMINISTRATOR COMMITMENT***

We pledge ourselves as Christian educators "not merely to advance the internal renewal of the Church but to preserve and enhance its beneficent influence upon today's world, especially its intellectual world."(Declaration on Christian Education, Vatican II).

As teachers and administrators, we strive to provide a positive atmosphere where our own interest in learning and the sharing of our knowledge and experience inspire students to greater intellectual growth. Faith is nourished and fortified through prayer and example.

### ***PARENT COMMITMENT***

The religious education of children is primarily a parental responsibility, one that you have chosen to share with us. Together we will be successful in the Faith development of the child when the sound doctrine and Christian values learned in school reinforce those beliefs and values instilled in the home.

We expect parents to participate actively in the faith life of their family. The children are taught that regular participation in liturgy is essential to their lives as Catholic Christians. Parents, then, are expected to share Eucharistic celebration every weekend with their children at St. Hubert Church. The children are taught that daily prayer is an important part of their faith life; they need to see their parents as prayerful persons and join them in family prayer.

Parish Sacramental Programs are designed to support parents as they fulfill their responsibility for their children's sacramental preparation. St. Hubert Catholic School teachers reinforce in the classroom the preparation that takes place in the home for the parish celebration of First Eucharist and Reconciliation.

### ***STUDENT COMMITMENT***

St. Hubert Catholic School strives to provide a positive learning environment for all students. Students are members of a supportive community rooted in the Catholic tradition.

Students are challenged to...

- have the courage to be hopeful
- respect themselves, others, their property, and the environment

- be responsible for the consequences of their actions
- embrace diversity and right injustices
- be prepared to learn every day
- be honest and peaceful in their words and deeds

## **UNITS**

### ***Early Childhood Unit***

The Early Childhood Unit is comprised of the three & four year old preschool and the kindergarten. The goal of the Early Childhood Unit is to meet the individual needs of each student in the spiritual, social, emotional, cognitive, and physical areas. Religious education is an integral part of the Early Childhood Unit. Independence and self-help skills are encouraged and learning through play is important in the development of the child. The Early Childhood Unit provides a place where each child can grow and learn at his or her own rate, a place where each child can feel safe, cared for, and happy, and a place where Catholic values are instilled and lived. Developmentally appropriate activities provide experiences for the student. The preschool and kindergarten curriculum include the development of concepts and skills in language arts, math, science, art, music, as well as gross and fine motor areas.

### ***Primary Unit***

The Primary Unit strives to meet and develop the spiritual, intellectual, emotional and social needs of each child in a positive and caring environment.

The Primary Unit consists of first, second, and third grade students. Emphasis at this level is placed on the areas of religion, language arts, and math, as well as social studies, science, computer, physical education, music, fluto phones, art and library skills.

The Religion curriculum focuses on our relationship with God and others, elements of the Mass, and the Church as a community. The sacraments are discussed at each grade level with emphasis on Eucharist and Reconciliation in second grade. The children participate in service projects and liturgical events.

Language Arts encompasses reading and phonics, grammar, spelling and writing skills. Students are challenged to work to their highest potential, with consideration given to individual needs and learning styles.

Mathematics in the primary grades concentrates on mastery of basic facts, skills, and concepts. Fundamental skills are taught through the use of manipulatives, problem solving, and critical thinking.

### ***Intermediate Unit***

The Intermediate Unit, grades four and five is a time when a student develops in many areas: personality, character, faith, responsibility, and friendship. Family life begins to share the spotlight with outside interests and friends. Keeping up with this growth and finding a balance are a challenge shared by both parents and teachers. The intermediate grades attempt to help the students to find that balance.

Education in the Catholic faith is a priority. Religion is taught daily. Spiritual growth and the continuing development of Christian values are also an integral part of every school day. The curriculum includes the academic subjects of reading, math, English, science, social studies, and spelling. Students in grade four have classes in library, physical education, art and music. Students in grades five have classes in physical education, art, music, computer and Spanish. There is an emphasis on developing and using good writing skills in all subjects.

Grades four and five are departmentalized. Computer technology is integrated into areas of the curriculum where it enhances the educational program. The students are offered a variety of opportunities for growth. Training as an altar server begins in fifth grade. Students in grades four, five and six may participate in the band program. Participation on school sports teams begins in the fifth grade with instructional emphasis and progresses to inter-league competition. These are exciting years filled with many opportunities.

### ***Junior High Unit – Grades six, seven, and eighth***

The goal in junior high is to work in cooperation with parents to assist students as they develop spiritually, academically, physically, socially, and morally. This goal is achieved through departmentalization, each teacher being responsible for a particular area of the curriculum. Religion, science, social studies, English, literature, mathematics, Spanish, and spelling are the core of the junior high academic curriculum. The study and demonstration of competency of the United States and Illinois Constitutions are also a requirement for eighth grade graduation.

Religion is more than an academic subject; it is a way of life. The religion program in junior high has two goals: to contribute to the spiritual growth of each teen and to invite each one into responsible participation on the life and work of the faith community. The faith life of a junior high student is developed through grade level retreats, participation in unit liturgies and social justice projects.

In order to assist parents in the social development of the junior high student the following activities are available: Project Alert, Operation Snowflake, CPR classes, eighth grade dances and school sponsored athletics.

Classes in physical education, music, art survey, and computer compliment the core curriculum and contribute to the development and well being of the student.

The ultimate goal of the junior high program is to send students to high school who have a solid moral foundation, are academically prepared, and are life-long learners.

### **ADDITIONAL CURRICULUM**

#### ***Art***

The art program encourages students to explore and implement ideas and imagination through various media. Art is taught in preschool through eighth grade.

#### ***Computer***

The use of the technology is directed and integrated into the curriculum under the guidance of the homeroom teacher or specific subject area teacher. Students have scheduled instructional time in the Computer Lab with the classroom teacher.

Computer classes in grades five and six build upon the students to basic computer literacy skills. These skills include basic keyboard recognition, an introduction to word processing and presentation skills.

Computer classes for the junior high students enhance the use of keyboarding and word processing skills to create documents and research papers. At this level the student also begins to incorporate Excel, PowerPoint, and internet research into the daily curriculum.

#### ***Library / Media Center***

St. Hubert Library offers students a variety of non-fiction, fiction, and biographical material, as well as, a collection of Easy Readers and picture books. The librarian and a core of volunteers staff the library. Primary grade students are introduced to basic library skills. These skills include parts of a book, how to use the library, library catalog, and basic research skills. Students are also introduced to a variety of literary genres. Through listening to a story, the students are challenged to draw conclusions about characters, events, setting and purpose. Library class for the fourth grade student builds on the skills learned in the primary grades. All students are encouraged to check out library books for a 7-day period. A book may be renewed for a week with the permission of the library staff. Reference books, such as dictionaries, atlases, almanacs and/or encyclopedias are not available for check out, but are available for student use during the school day. Books are not checked out over Christmas and Spring break.

#### ***Music***

The music education program at St. Hubert Catholic School includes instruction in kindergarten through eighth grade.

Music - study in grades K-3 focus on developing the singing voice, learning to move with music, creating basic rhythmic patterns, using classroom instruments and relating music to the world around us.

Music study in grades 4-6 broadens all of the skills acquired in the primary grades. At this level the music curriculum expands musical knowledge by relating to major composers and historical periods that lead to a greater development of musical literacy.

In grades 7 and 8 the music program is called Art Survey. It involves using the skills previously acquired, and studies the relationships between music cultures, history and art.

### ***Band***

The St. Hubert Band Program provides an opportunity for students to develop an understanding and appreciation for music as an art through listening, analysis, and performance. This program instills in students an awareness of their own musical talent. A student receives instruction in an instrument of choice, and participates in either the beginning, intermediate or concert levels of band. Students in the band programs participate in various musical activities throughout the year. This program is open to all students in grades four through eight. There is an additional fee for this program and it is paid to the band director.

### **Chorus**

A school chorus is available to students in grades five through eight.

### ***Physical Education***

Physical Education classes are an integral part of the curriculum at St. Hubert Catholic School. Classes are scheduled for each grade level on a weekly basis. The curriculum follows the Archdiocesan guidelines for health and physical fitness. Skill tests are given throughout the year.

Students must be dressed in the St. Hubert gym uniform and gym shoes for all gym classes. For safety, slip-on gym shoes are not allowed. On special non-uniform school days, gym shoes are the only requirement. A written request from a physician is required for a student to be excused from physical education class.

### ***Spanish***

Spanish is taught as part of the curriculum to students fifth through eight. In fifth grade students learn by the Audio Lingual method. This prepares them for a formal study of Spanish in grades six, seventh and eight.

### **Curriculum Materials**

#### **Religion**

Grades K-7	RCL Benziger	Copyright 2010
Grade 8	St. Mary's Press	Copyright 2008
	Loyola Press	Copyright 2011

#### ***Language Arts***

##### *Reading*

Grades K-5	Pearson/Scott Foresman	Copyright 2008
Grades 6-8	Prentice Hall	Copyright 2005

##### *English*

Grades K-4	Pearson/Scott Foresman	Copyright 2008
Grades 5-8	Loyola Press	Copyright 1999
Grades 6-7-8	Glencoe/Writer's Choice	Copyright 2009

##### *Spelling and Vocabulary*

Grades K-5	Pearson/Scott Foresman	Copyright 2008
Grades 6-7-8	Sadlier	Copyright 2011

## *Handwriting*

Grades 1-2	Pearson/Scott Foresman D'Nealian Style	Copyright 2008
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## **Mathematics**

Grades K-5	McMillan/McGraw Hill	Copyright 2005
Grades 6-8	Glencoe	Copyright 2006

## **Science**

Grades K-6	Houghton Mifflin	Copyright 2003
Grades 7-8	Prentice Hall	Copyright 2005

## **Social Studies**

Grades 1-5	Houghton Mifflin	Copyright 2006
Grades 6-8	McDougal Littell	Copyright 2005

CARE OF TEXT BOOKS: St. Hubert Catholic School has purchased hard covered textbooks so families do not have to purchase new books every year. Prices of books range from \$30.00 to \$90.00 per book. Books are to be covered at all times with a removable cover that will not destroy the book. Condition of the book at the beginning of the school year will be noted. Fines at the end of the year will be based on any new damages to the book incurred during the year. Fines must be paid before report cards are distributed at the end of the school year.

## **OPTIONAL PROGRAMS**

### ***Athletic Eligibility***

Students may participate in school sponsored athletic programs if they maintain at least a combined GPA of 73%. Athletic eligibility is reviewed by the Administration.

### ***AFTER SCHOOL STUDENT CLUBS***

Information regarding various after school student programs and clubs will be sent home in the fall. Students who are absent may not participate in after school programs or activities.

### ***Extended Time before and after school Program***

The Extended Time Program is available from 2:00 P.M. – 5:45 P.M. and in the morning from 7:00 until regular classes begin. It provides professional care, supervision, recreation, and enrichment activities for the child. It serves families who desire both Catholic school education and supplementary after school care in a Christian environment. The program is open to students enrolled in St. Hubert Catholic School all day kindergarten through grade six. Junior High students may attend the Extended Time after school program with the approval of the Administration.

An experienced director and aides staff the program. The staff works together to help each child grow in maturity and in self-respect, as well as to maintain an atmosphere wherein respect and understanding for others are realized.

The program operates on school days when school is in session. The after school program is not available when classes are dismissed at 10:30 AM. An emergency that causes school to be canceled also results in canceling the Extended Time Program. The program begins on the first day of school.

## **ORGANIZATIONS**

### ***Family & School Association***

The St. Hubert Family & School Association is open to all parents and guardians of St. Hubert Catholic School students. The Family & School Association consists of over twenty standing committees. This organization provides all volunteer services including room parents, library, office, computer and teacher aides, parent and student enrichment activities, and hospitality for many school functions. The Family & School Association assists the Development Core Team in sponsoring the annual Gala/Silent Auction and other fund raising

activities. There are four general membership meetings per year, with speakers and topics of interest to parents of elementary school children. All parents are encouraged to become involved in the Family & School Association.

**Family & School Association officers for 2011 – 12 school year are:**

Stacey Ruben	Co-President	Paula Ramos	Treasurer
Kris O'Brien	Co President	Kirsten Binder	Secretary
Kris Groselek	Vice President		

**School Advisory Board**

The function of the St. Hubert Catholic School Advisory Board is to support and work with the administration of the school. It concerns itself with matters of tuition and the establishment of school policies, and operates within the framework of policies enacted by the Office of Catholic Schools.

The School Board is not a grievance committee for settling parent-teacher problems. The principal and assistant principal handle these concerns in the school office.

For information regarding monthly board meetings, please check the Web site. School Board meetings are open to all parents and are held in the School Library September through June.

**School Advisory Board officers for 2011 – 12 school year are:**

Maria Yonkus	President
Ted Scislowski	Vice President
Lisa Encarnacion	Secretary

**School Advisory Board members for 2011 – 12 school year are:**

Maria Corso	Peter Dombrowski	David Piecuch
Michael DeLarco	Traci Garcia	Michael Tereza
	Amy Laskiewicz	
Father Robert Rizzo Pastor	Mr. Vito C. DeFrisco Principal	Mrs. Marcia Larson Assistant Principal

**POLICIES**

**ADMISSION POLICY**

St. Hubert Catholic School is maintained to offer a Catholic education, three year preschool through grade eight, to children of families registered as St. Hubert parishioners, parishioners of surrounding parishes, and families of other faiths. The admission of students is based upon availability of classroom space. If space is limited, priority is given to siblings, providing they are living in the same household with students of St. Hubert Catholic School, children of registered parishioners, children transferring from Catholic Schools, children from other Catholic parishes and children of other faiths. A child entering the 3 year old preschool must be age 3 by September 1. Children entering the 4 year old preschool must be age 4 by September 1 and kindergartners must be 5 by September 1. First grade students must be age 6 by September 1. Every effort is made to meet the special needs of each child at St. Hubert Catholic School. If a child's needs are more than the staff or programs can provide, efforts are made to find an appropriate school placement.

**Tuition / Fee Information**

Tuition Management© is the company that has been contracted to manage tuition. All families must complete the Tuition Management© form. Payment is by deduction from a checking or savings account on the 1<sup>st</sup> or 15<sup>th</sup> of every month, July 2011 – June 2012.

If your automatic deduction fails it is a parent's responsibility to contact Tuition Management© at 1 800 722-4867 to have the payment resubmitted. In the event of consistent delinquencies, you may be asked to withhold

your child/children from school until the account is brought up to date. All tuition payments must be current before your child/children are considered registered for the following school year.

A check is accepted only when payment is made in full on or before June 15.

Parents having their last child graduating in May 2012 need to make the May and June payment prior to the graduation ceremony. Graduates will not partake in graduation activities unless all financial commitment has been met.

The operation of St. Hubert Catholic School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child's education (and religious formation). The tuition and fees for St. Hubert Catholic School are approved annually by our School Board, the Parish Finance Committee, the school's Administration and the Pastor. The following policies are in effect for tuition and fees:

### ***Tuition Payment***

There are **two** basic payment options to make tuition payments. All tuition payments are received and processed through Tuition Management Systems (TMS). TMS is the contracted provider by St. Hubert Catholic School for administering our tuition program. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire Tuition is due on or before June 15. Families must notify the Administration by May 15 when selecting this payment option.
2. Monthly Payments – (12 payments) – Monthly payments are due on or before the 1<sup>st</sup> or the 15<sup>th</sup> of the month beginning in July and ending in June. All automatic payments must be set up two weeks before the actual due date.

Special note: Although there are two basic payment plans, tuition payments may be processed on-line via a credit card which are initiated by the family each month. All fees for this service are paid by the parents.

### ***Late Payments***

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to St. Hubert Catholic School on a timely basis. **Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the PRINCIPAL/PASTOR/BUSINESS MANAGER so that special arrangements and adjustments to your agreement can be made.** This payment plan must be agreed upon by all parties.

### ***Tuition Delinquency***

Any family whose tuition account falls two months in arrears and has not made alternative arrangements, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities) and subject to Financial Suspension. If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed. All textbooks, library books, sports uniforms and/or band uniforms and equipment must be returned as well.

Any eighth grade student with outstanding tuition or fees will not be able to participate in eighth grade activities and/or graduation ceremonies.

### ***Registration Fee***

Both new and returning students will be required to pay a non-refundable family registration fee and a per student lunch service fee. Returning students must complete and return all Tuition/Registration form to the school office along with all fees to hold or reserve his/her spot for the following year. If the school does not have all registration forms and/or fees, the student is not considered enrolled for the following year. Parents, guardians or persons responsible for the payment of tuition are required to sign and return all registration

forms. **If any registrations forms are not signed and/or returned or fees have not been paid, the student will not be considered registered. ALL FEES ARE NON-REFUNDABLE.**

### **Late Registrations**

Families registering after June 15<sup>th</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be attending according to a formula established by the Administration.

### **Refund Policy**

For students who withdraw from St. Hubert Catholic School, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received.

### **Tuition Assistance**

#### **After the Start of the School Year**

St. Hubert Catholic School has a limited amount of financial funding to offer tuition grants to qualified students whose families demonstrate financial need. However, families that are in need of financial assistance will be responsible to pay all fees and at least half of the total tuition amount monthly. In addition, the family will be required to secure the second half of the tuition amount through a sponsoring agent like parishioners, other family members, or local businesses. The combined payments from the family and the sponsoring agent (parishioners, other family members, or local businesses) will make up the total monthly tuition payment. The sponsoring agent can also elect to pay their portion in one payment. **Proof of that support must be presented to school.** Some assistance and direction will be given to those parents that are in financial need relative to securing the second half of the annual tuition bill. Tuition assistance must be secured and agreed upon within a 60 day period unless an exception is granted by the Pastor or the school's Administration. Parents/guardians must sign a tuition agreement form indicating how and when tuition will be paid. Please contact the school office for more details.

#### **Before the Start of the School Year**

Any families, who need financial assistance before the start of the school year will be required to contact the school's administration no later than April 15<sup>th</sup>, be able to pay at least half of the total tuition expense monthly, and secure the remaining half of the tuition bill through a sponsoring agent (parishioners, other family members, or local businesses). **Proof of that support must be presented to school.** After a review and evaluation has been completed, the school's administration will notify the family of its decision and parents/guardians will be asked to sign a tuition agreement form indicating how and when tuition will be paid. Students whose current year's tuition is delinquent cannot request financial assistance until their account is current or if an exception is made by the school administration. Tuition assistance is applicable to tuition only and is applied to the tuition account on a monthly basis. Financial funding is limited and available on a first come first serve basis.

#### Tuition Rates for 2011-2012

	Yearly	Monthly Payment
1 student	\$ 4,224	\$352
2 students	\$ 6,924	\$577
3 students	\$ 9,204	\$767
4 students	\$10,236	\$853

### **Fee Schedule for 2011 – 2012**

The following fees are due at registration for new families and pre-registration for existing families.

\$60.00 per student.....	Lunch Supervision Fee
\$90.00 per family.....	Registration Fee
\$ 5.00 per family.....	Family and School Association Fee
\$220.00 per family.....	Non Registered/Non-Catholic Family Subsidy Fee (Non registered/Non Catholic Families only)

Field trip/activity expenses are also not included; these are charged by grade level at the time of the specific activity and are paid by check.

Tuition reimbursement for students who no longer attend St. Hubert School will be calculated based upon a daily rate formula. The annual tuition amount is divided by the number of school days multiplied by the number of the student attendance days to determine the exact tuition figure. Student fees are not refundable.

### ***BUS***

District 54 school buses use the school parking lot for morning arrival and afternoon dismissal. Children are to ride only their assigned bus. If your child is a regular bus rider and will not be riding the bus home, send a note to the homeroom teacher advising her of the change. All students are to ride their assigned buses unless notification has been received by 10:30 a.m. that an adult is driving the child home. No child will be removed from a bus after the dismissal bell. Removing a child from a bus causes a delay to all buses leaving the parking lot, which in turn may make the bus late to the next school.

### ***BUS SERVICE***

Students living more than 1-1/2 miles from school within District 54 boundaries are privileged to utilize free transportation provided by School District 54, only as long as they obey the safety regulations distributed to each family on Student Information Day. Refusal to obey these regulations will result in suspension and/or loss of the privilege. Parents should advise the school office in writing anytime a child is going to be parent driven rather than ride his/her own bus. Students may not ride a bus other than the one to which they have been assigned. Bus students may not elect to walk home unless the parent's written permission is on file in the office.

### ***BUS SAFETY RULES***

- Be at your corner 5 minutes prior to scheduled pickup time.
- Stay off the road while waiting for the bus.
- Form a single file line outside the bus before boarding.
- Enter the bus in an orderly manner and quickly find your seat.
- Remain seated while the bus is in motion.
- Keep hands and head inside the bus windows at all times.
- Do not throw anything out of the bus windows.
- Loud talking, laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Keep the bus safe and clean at all times. No eating is allowed on the bus.
- No animals or pets are allowed on the bus.
- Keep belongings out of the aisle. Only musical instruments that fit on the student's lap will be permitted on the bus.
- Do not request special stops; only regular routed stops will be made. Students are required to ride their own bus.
- Use extreme caution when exiting bus to assure that clothing, purses, or book bags do not get snapped in the handrail or door. Be aware that the "danger zones" are the areas within 10 feet from the front, sides, and rear of the bus. If in one of these areas, the bus driver cannot see you. Stay clear from these danger zones to avoid serious injury. Wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
- In the event of a road emergency, remain in the bus until instructions are given by the driver.

### ***BUS SUSPENSION***

The above mentioned rules are made to ensure the safety of all children riding school buses. It is imperative that these rules are followed. Discipline reports from the bus driver for infraction of rules will be handled in the following manner:

- 1st infraction-Warning letter sent to parents
- 2nd infraction-Suspension from riding the bus for a period of 5 days
- 3rd infraction-Suspension from riding the bus for a period of 10 days

- 4th infraction-Suspension from riding the bus for the remainder of the school year.

The seriousness of the first infraction will determine whether the student will receive a warning letter or a suspension of one to five days, which will supersede the warning letter.

Please review these bus rules with your child. It is extremely important that your child knows the rules and the consequences for not following them. The safety of all children is the primary concern.

## **CHILD CUSTODY**

### ***Guardianship of a Student***

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child.

### ***Custody/Guardianship Issues***

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the assistant superintendent immediately.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

### ***Release of a Child to Non-Custodial Parent***

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the noncustodial parent is requesting release of the child.

The school should 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 should be contacted.

Generally, in situations where there are concerns regarding the release of a child to a non-custodial parent, it is best to contact the assistant superintendent and/or the Archdiocesan Office of Legal Services.

## **DISCIPLINE**

Behavior regulations at St. Hubert Catholic School are based on the Christian values of mutual respect and responsibility for the rights of self and other members of the school community. The children are guided to develop self discipline, thus refraining from behavior which disrupts or hinders the growth of, self or others, in a learning environment.

In order to maintain a safe, orderly, non-disruptive environment that is conducive to learning and fosters Catholic values, there are certain behaviors which are deemed unacceptable by the school community. These behaviors have different consequences associated with them depending upon the seriousness of the infraction and the developmental stage of the child. Any behavior in school or out-of school, which is detrimental to the good name of the school, as well as the student, is cause for a review.

### ***Behaviors that affect academic performance***

Examples of behaviors that affect academic performance include but are not limited to the following:

- missed/late assignments
- make- up work not completed within designated time(students are given the number of school days absent plus one day to make up work)
- carelessness/low effort
- non-participation/inattentiveness
- unprepared for class
- not following directions

The consequences of these behaviors when demonstrated result in a lack of learning, poor grades and student/teacher communication and/or parent/teacher communication.

***Behaviors that impede academic performance and are detrimental to the learning environment***

Examples of behaviors that impede academic performance and are detrimental to the learning environment include but are not limited to the following:

- teasing, harassing, bullying, fighting
- inappropriate language
- dishonesty in all forms (includes lying, cheating, and plagiarism)
- disrespectful behavior toward teachers, substitute teacher, aides, other adults or students
- continued disruption of class
- possession or circulation of pornographic material
- leaving school grounds or boundaries without permission
- truancy
- gambling
- unauthorized exchange of money or goods
- trespassing/vandalism of school or private property
- inappropriate physical contact/displays of affection
- endangering the safety of others

Students exhibiting these behaviors may receive a behavior warning, direct detention, or a suspension and may be involved in a conference with a teacher, parent, student and/or administrator. The determination of the appropriate consequence is left to the discretion of the teacher and/or administrator.

***Behaviors requiring suspension or expulsion***

Examples of behaviors that require suspension or expulsion include but are not limited to the following:

- repetition or extreme cases of the above listed serious offenses
- theft/destruction of property
- smoking or possession of tobacco, alcohol, drugs or illegal substances
- possession/use of any weapon
- any behavior construed as sexual harassment or indecent exposure
- violation of any public law while under the jurisdiction of the school

The above behaviors require immediate and severe consequences as a deterrent to future behaviors and to ensure an orderly environment for the learning process.

Students will not receive credit for homework that is due or assigned on the day of any in or out of school suspension. No credit will be given for test or quizzes missed on the day of the in or out of school suspension. It may be necessary for certain discipline issues to be handled by a Disciplinary Review Board.

**Disciplinary Review Board**

The Disciplinary Review Board is appointed by the Principal. The Disciplinary Review Board may conduct disciplinary review conferences when any student may have committed a gross misconduct or chronic violations of any serious violation of school rules.

It shall be sufficient and necessary that at least four (4) of the five (5) Disciplinary Review Board members be present to conduct the conference and render a decision in each case submitted to the Board. The Review Board generally consists of the Principal, Assistant Principal, the School Social

Worker or School Nurse, the student's homeroom teacher, and a student advocate chosen by the student and the parent/guardians. The school's administration has the authority to appoint other members to the Board as needed.

Each Disciplinary Review Board member reserves the right to excuse himself or herself, at his or her sole discretion, from a particular case submitted to the Board. If the student and/or his/her parent(s)/guardian should request that a Board member excuse him/herself, it shall remain the Principal's decision, at his/her sole discretion, whether to replace that member of the board.

#### ***Charge of Misconduct***

Where any such misconduct or violation shall come to the attention of the Principal or Assistant Principal directly, indirectly, or by means of a disciplinary referral after investigation, he/she may require that the student meet with the Disciplinary Review Board.

#### ***Evidence of Charge***

A member of the school's administrative team or a designee will investigate and gather the evidence required to validate the charge of gross misconduct or serious or chronic violations of the School's rules against the student. Once he/she completes the investigation, a determination will be made if the Board should be convened.

#### ***Notice of Charge***

After the Principal or Assistant Principal has validated the charge(s), the parents or guardian will be notified of the situation by phone and schedule a conference for the family with the Disciplinary Review Board to take place in a timely fashion. The Administration will place the student on out-of-school suspension pending the conference with and decision of the Disciplinary Review Board.

#### ***Disciplinary Review Board Conference***

The student and his/her parent(s)/guardian have an obligation in good faith to present all information that they wish the Board to consider at the time of the conference. However, since this is a Catholic elementary school, the School, the parent(s)/guardian, and the student agree and confirm that no attorney shall be permitted to be present either for the School or the student and/or his/her parent(s)/guardian, since such attendance could be disruptive to the Disciplinary Review Process to which the parties have agreed as a part of the agreement of education entered into by the student and his/her parent(s)/guardian with the School upon accepting the Parent/Student Handbook.

Considering their agreement with the School, the student and his/her parent(s)/guardian agree to attend and participate in a Disciplinary Review Board conference when required by the Administration. If a student and/or his/her parent(s)/guardian fail to appear for a scheduled Disciplinary Review Board Conference, the Board will proceed in their absence. In that case, the student in question may be expelled.

#### ***Decision of Disciplinary Review Board***

After hearing all the facts the Disciplinary Review Board will meet in executive session to make its decision concerning the student's status. The Board's decision for the School may be: (1) to take no action; (2) to retain the student under specified conditions; or (3) to expel the student. The decision is reported to the parent(s)/guardian by the Administration.

#### ***Appeal***

The student's parent(s)/guardian reserve the right to appeal a decision of expulsion by the Disciplinary Review Board. They must submit the appeal in writing directly to the Principal within two (2) school days after notification by the Disciplinary Review Board of its decision.

### ***Final Decision upon Appeal***

The Principal and Pastor will make the final decision regarding any appeal of the Disciplinary Review Board's decision. No further recourse is available or allowed.

### **UNIFORMS**

St. Hubert Catholic School has a standard uniform and is conscious that the clothing children wear affects their external conduct and the learning environment. Parents are asked to cooperate with the school and ensure that students comply with the St. Hubert Dress Code. **The school reserves the right to make final decisions on interpreting the dress code as well as individual compliance.**

Students may wear uniform shorts, slacks, etc. at any time of year at their parents' discretion. There is no dress code for preschool students. Uniform pieces for grades Kindergarten – 8 must be purchased from Dennis Uniform. Parents should contact Dennis Uniform with any uniform quality issues for a full garment replacement.

**Only eighth grade** students may wear the Educational Outfitters school and gym uniform for the 2011 – 2012 school year.

### **Out of Uniform Days**

Guidelines for an approved "Out of Uniform Day" are as follows:

- Sleeved t-shirts, blouses, polo or dress shirts; shoulders, midriffs, backs and cleavage must be covered; no spaghetti straps or tank tops allowed
- Any insignia or printing on clothing must not have inappropriate advertisement or endorsements for products, groups or behaviors which contradict school philosophy
- Skirts, shorts, or dresses no shorter than where fingertips touch the leg when arm is extended
- Jeans or slacks must be clean and without holes

### **Spirit Wear Days**

On the last Friday of each month, students are encouraged to wear clothing with the SHS logo to show school spirit. Appropriate spirit wear includes anything with the SHS logo with the exception of SHS team uniforms. St. Hubert School athletic team uniforms are property of the school and may not be worn on Spirit Wear Days. Uniform guidelines for shoes must be followed.

### **School Uniform Violation Procedures**

1. Verbal Warning
2. First Written Uniform Infraction issued
3. Second Written Uniform Infraction issued – and faculty member will call parents to clarify St, Hubert School Dress Code
4. Third Written Uniform Infraction issued – possible Parent/Teacher Conference and students in grades K – 8 serve a Before School Detention

**Repeated uniform violations will be dealt with at the discretion of the administration.**

**Written Uniform Infraction notices must be signed by a parent and returned to homeroom teacher.**

**PLEASE SEE THE UNIFORM CHARTS ON THE NEXT TWO PAGES**

**Girls' Dress Code**

	Kindergarten - Grade 3	Grades 4 - 8
<p><b>Tops</b></p> <p><i>Tops may be long or short sleeve and are to be tucked in during the school day</i></p>	<ul style="list-style-type: none"> <li>• White blouse with tailored or Peter Pan collar</li> <li>• White polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>• White blouse with tailored or oxford collar</li> <li>• White polo shirt</li> </ul>
<p><b>Jumpers, skirts, shorts, slacks</b></p> <p><i>Jumpers, skirts, shorts must be no shorter than 3 " above the knee</i></p> <p><i>Must wear Dennis Uniform slacks &amp; shorts</i></p>	<ul style="list-style-type: none"> <li>• Navy blue &amp; green plaid jumper</li> <li>• Navy uniform shorts</li> <li>• Navy twill straight legged pants</li> <li>• Navy corduroy straight legged pants</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue &amp; green plaid skirt</li> <li>• Navy uniform shorts</li> <li>• Navy twill straight legged pants</li> <li>• Navy corduroy straight legged pants</li> </ul>
<p><b>Slacks</b></p>	<ul style="list-style-type: none"> <li>• Slacks are not to be worn under the uniform skirt during the school day</li> </ul>	
<p><b>Sweaters &amp; sweatshirts</b></p> <p><i>Worn over uniform shirt</i></p>	<ul style="list-style-type: none"> <li>• Navy blue or green uniform sweater</li> <li>• Grades K - 8 navy/white SHS sweatshirt – no other sweatshirts allowed</li> <li>• Only plain white t-shirts are to be worn under uniform shirts</li> </ul>	
<p><b>Socks</b></p>	<ul style="list-style-type: none"> <li>• White, navy, or green visible socks or tights (no logo)</li> </ul>	
<p><b>Shoes</b></p>	<ul style="list-style-type: none"> <li>• Neutral colored gym shoes (no lights, wheels, accessories, patterns or loud colors) athletic shoes with laces must be tied</li> <li>• Neutral colored leather dress shoes - no backless, platform, slip-on or sandals</li> <li>• No plastic or rubber shoes such as, but not limited to, "croc" or "jellies"</li> <li>• Boots of any kind are not to be worn during the school day</li> </ul>	
<p><b>PE Uniform</b></p> <p><i>Students are to wear their gym uniform to school on Gym Day</i></p> <p><i>Only SHS sweatshirts or sweatpants may be worn over gym uniforms</i></p>	<ul style="list-style-type: none"> <li>• Grey SHS t-shirt</li> <li>• Navy blue gym shorts</li> <li>• Gym shoes</li> <li>• Socks</li> <li>• SHS sweatshirt</li> <li>• SHS sweatpants</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Hairstyles must be appropriate to uniform and non-distracting; natural shade, no tails, striped sides, shaved sides, etc. Hair should be above eyebrows and not interfere with eyesight posing a hazard to the student.</li> <li>• The school reserves the right to limit nail polish, jewelry, make-up or other markings. (Body piercing other than earrings is not permitted in school or at school functions; multiple earrings are not allowed.)</li> <li>• For safety reasons, jewelry may not be worn during gym class.</li> <li>• No jackets or hats are to be worn in classroom or lunchroom.</li> <li>• Undergarments should be tucked in and not visible at any time.</li> <li>• Ripped or frayed clothing should be replaced throughout the school year.</li> </ul>	

**Boys' Dress Code**

	Kindergarten - Grade 5	Grades 6 - 8
<p><b>Tops</b></p> <p><i>Tops may be long or short sleeve and are to be tucked in during the school day</i></p>	<ul style="list-style-type: none"> <li>• Light blue polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>• White polo shirt</li> </ul>
<p><b>Slacks or shorts</b></p> <p><i>Must wear Dennis Uniform slacks and shorts</i></p>	<ul style="list-style-type: none"> <li>• Navy uniform shorts</li> <li>• Navy twill straight legged pants</li> <li>• Navy corduroy straight legged pants</li> </ul>	
<p><b>Sweaters &amp; sweatshirts</b></p> <p><i>Worn over uniform shirt</i></p>	<ul style="list-style-type: none"> <li>• Navy blue or green uniform sweater</li> <li>• Grades K - 8 navy/white SHS sweatshirt – no other sweatshirts allowed</li> <li>• Only plain white t-shirts are to be worn under uniform shirts</li> </ul>	
<p><b>Socks</b></p>	<ul style="list-style-type: none"> <li>• White, navy, or green visible socks (no logo)</li> </ul>	
<p><b>Shoes</b></p>	<ul style="list-style-type: none"> <li>• Neutral colored gym shoes (no lights, wheels, accessories, patterns or loud colors) athletic shoes with laces must be tied</li> <li>• Neutral colored leather dress shoes</li> <li>• Boots of any kind are not to be worn during the school day</li> <li>• No plastic or rubber shoes such as, but not limited to, “cros”</li> </ul>	
<p><b>PE Uniform</b></p> <p><i>Students are to wear their gym uniform to school on Gym Day</i></p> <p><i>Only SHS sweatshirts or sweatpants may be worn over gym uniform during school day</i></p>	<ul style="list-style-type: none"> <li>• Grey SHS t-shirt</li> <li>• Navy blue gym shorts</li> <li>• Gym shoes</li> <li>• Socks</li> <li>• SHS sweatshirt</li> <li>• SHS sweatpants</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Hairstyles must be appropriate to uniform and non-distracting; natural shade, no tails, striped sides, shaved sides, etc. Hair should be no longer than collar length; hair should be above eyebrows and ears not to interfere with eyesight posing a hazard to the student.</li> <li>• The school reserves the right to limit jewelry or other markings. (Body piercing is not permitted in school or at school functions.)</li> <li>• For safety reasons jewelry may not be worn during gym classes.</li> <li>• No jackets or hats are to be worn in classroom or lunchroom.</li> <li>• Undergarments should be tucked in and not visible at any time.</li> <li>• Ripped or frayed clothing should be replaced throughout the school year.</li> </ul>	

All students go outside for daily recess unless the weather is inclement. Please send your child with weather appropriate clothing. A doctor's note is required for students not able to participate in outdoor recess.

Visit Dennis Uniform at [www.dennisuniform.com](http://www.dennisuniform.com) for purchasing details. Our school code is GMSHS.

## **GENERAL INFORMATION**

### **ABSENCES**

If your child is sick please call the school office line 847-885-7702. State the reason for the child's absence and if an adult is available to pickup books and assignment at the school office between 2:10 P.M. and 3:00 P.M. Requests for assignments/books must be submitted to the school office no later than 10:30 am. Excessive student absences can interfere with the educational process. Unless arrangements are made for missed assignments, projects, and/or Home Schooling, when appropriate, the Administration has the right to retain a student from being promoted to the next grade due to excessive absences.

### **Car Drop-off Procedure – Arrival**

Cars enter the Meeting Hall parking lot off Illinois Blvd. Drivers drive along the sidewalk curb between the light outside the Gym and the Meeting Hall door. This allows for 15 cars to exit students simultaneously. Students begin exiting the car at 7:20 A.M. when the school bell rings.

Driver does not exit the car. Student walks to the sidewalk and enters the school building through the Junior High door labeled door #12. Driver stays in line and pulls around lot in the lane. Driver exits the lot at Illinois Blvd. and turns right.

### **Car Pick-Up Procedure – Dismissal**

Cars enter the driveway off Illinois Blvd. and park in the parking lot by the baseball field. Cars may also enter off Grand Canyon Street and park behind the Parish Ministry Center.

Drivers walk to the sidewalk by the Meeting Hall where students are released to the designated person. Cars are not to be parked in the designated spaces for the Children's Advocacy Center.

### **Communication**

If any questions arise during the school year, please contact your child's teacher. Appointments are made with the teacher by calling the school office at 847-885-7702 between 8:30 A.M. and 1:30 P.M. Teachers are not called to the phone during class time or lunchtime. You may leave a voice mail message and calls will be returned after 2:20 P.M. You may check the web site for the staff directory for email addresses and voice mail extension.

### **Conferences**

Parent-teacher conferences are scheduled in October and January. The February conference is optional and is scheduled at the request of either the teacher or the parent. Sign up times are made available for the October conference at the curriculum night in September.

### **Daily Schedule**

All day preschool	Monday through Friday	7:45 A.M. – 1:45 P.M. / Wed 1:15
3 yr. old preschool AM	Tuesday, Thursday	8:00 A.M. – 10:30 A.M.
4 year old preschool AM	Monday, Wednesday, Friday	8:00 A.M. – 10:30 P.M.
4 yr old preschool PM	Monday, Wednesday, Friday	11:15 A.M. – 1:45 P.M.
Kindergarten AM		7:30 A.M. – 10:30 A.M.
Kindergarten All Day		7:30 A.M. – 2:05 P.M.
Grades 1 – 8		7:30 A.M. – 2:05 P.M.
Grades K – 8	Wednesday Early Dismissal	7:30 A.M. – 1:30 P.M.

## **Recess / Lunch Schedule**

All Day Pre K & K	Recess 10:30 – 11:00	Lunch 11:00 – 11:15
1 <sup>st</sup> Lunch Grades 3, 4, & 5	Recess 10:30 – 10:50	Lunch 10:55 – 11:15
2 <sup>nd</sup> Lunch Grades 1 & 2	Recess 11:10 – 11:30	Lunch 11:35 – 11:55
3 <sup>rd</sup> Lunch Grades 6, 7, & 8	Recess 11:45 – 12:05	Lunch 12:10 – 12:30

Children are requested not to arrive earlier than 7:20 A.M. Outside supervision is not provided before school hours. Students arriving after 7:30 A.M. are to report to the office and are issued a tardy slip.

## ***DENTAL***

Illinois State Law **REQUIRES** all children entering an Illinois school present written proof of a dental exam performed and signed by a licensed dentist. The dental exam is a requirement for students in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup>.

PLEASE NOTE THE STATE OF ILLINOIS AUTHORIZES SCHOOLS TO WITHHOLD YOUR CHILD'S REPORT CARD IF YOU ARE NOT IN COMPLIANCE WITH ILLINOIS DENTAL REQUIREMENTS. YOU MAY CHECK WITH THE SCHOOL NURSE FOR FURTHER DETAILS AND DEADLINE DATES FOR SUBMITTING THESE FORMS.

Dental forms are to be completed and returned. It is strongly recommended that each child have at least a yearly dental check-up.

## ***Early Dismissal***

If it is necessary for your child to be dismissed before 2:05 P.M. (or 1:30 P.M. on Wednesdays) a note stating the reason, time of dismissal and the name of the person securing the child is to be sent to the homeroom teacher. The adult comes to the school office, fills out an early dismissal form and the child is notified and released to the adult.

## ***Emergency School Closing/Unexpected Emergencies***

If it is necessary to close the school, every effort will be made to notify the following radio/television stations before 6:30 A.M.

<b>WBBM AM Radio</b>	<b>WGN AM Radio and TV</b>	<b>WLS TV</b>	<b>Channel 32 TV</b>
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In addition, parents/guardians will be notified by email or voicemail of emergencies or unplanned events that cause early dismissal, school cancellation, or late start. This service is provided by SchoolReach which specializes in school-to-parent communication.

If all District 54 schools are closed, St. Hubert Catholic School is closed. If the Office of Catholic Schools closes all Catholic schools, St. Hubert Catholic School is closed. **Please do not phone the school office, the daycare or Parish Ministry Center for additional information.**

## ***EQUAL EMPLOYMENT OPPORTUNITIES***

St. Hubert Catholic School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Hubert Catholic School to provide equal opportunity in employment to all employees and all applicants for employment.

## ***FIELD TRIPS***

Field Trips are planned by the teachers in each grade to enhance the curriculum for that grade level. Information about cost and permission is sent home. The signed permission form and money must be returned to the homeroom teacher before the student is permitted to attend the field trip. All chaperones must meet the requirements for school volunteers. No overnight field trips are permitted.

**GANG ACTIVITY**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic 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 possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/Guardians are 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.

**GRADING/HONOR ROLL**

Grade Equivalencies	
A	93% - 100%
B	85% - 92%
C	74% - 84%
D	66% - 73%
U	Below 66%

An academic honor roll is in place for students in grades five through eight. In order to qualify students must have A's and B's in all classes. An effort grade of 2 or higher must be achieved in all classes.

**GRADUATION**

Students shall be issued a diploma upon completion of the school's academic requirements.

As one requirement for graduation, each student shall receive a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of the requirement shall be documented on the student's permanent record.

A simple graduation ceremony may be held in conjunction with a Eucharistic liturgy or an appropriate Religious service.

Eighth-grade graduation should be celebrated no sooner than the week prior to the scheduled closing of school.

Diplomas will be awarded to those students who have:

1. completed the school's academic requirements
2. achieved a passing grade on the Constitution of the United States and the State of Illinois examination
3. adhered to the school's code of conduct
4. returned all school materials

Diplomas will not be awarded until **all** financial obligations are paid in full.

### **GRIEVANCE PROCEDURE – Parent**

While we realize that some misunderstandings may arise during the year, we are confident that amicable solutions may be reached if all involved act with true Christian charity. If a parent has a concern, you are asked to meet first with the teacher involved, in order to resolve the difficulty. If after such a meeting there is still dissatisfaction, you or the teacher should arrange to discuss the problem with the administration.

### **GRIEVANCE PROCEDURE – Student**

If a student has a concern, they are directed to discuss it with their teacher first in order to resolve the difficulty. If after such discussion there is still dissatisfaction, the student may discuss the concern with the school social worker, school nurse or a member of the school's administration.

### **HARASSMENT**

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

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

### **HEALTH**

Notify the school office immediately when your child has a communicable disease. Any diagnosis of measles or AIDS must be reported to the school immediately upon diagnosis. Cases of AIDS will be handled on an individual basis in compliance with policy set by the Archdiocese of Chicago.

Chicken pox and mumps require exclusion from school. Check with the school nurse for more details. A case of lice must be reported to the school, and children must be nit free in order to return to school.

If your child has vomiting, diarrhea, a sore throat, earache, discharge from the nose, skin rash, eye infections, or an elevated temperature, he or she should be at home.

Temperature must be normal, without medication, for 24 hours, and there must be no vomiting/diarrhea for 24 hours before returning to school.

Children diagnosed with strep must be on an antibiotic for 24 hours before returning to school.

### **HOMEWORK**

Assignments are given for the purpose of fostering habits of independent study and for reinforcing certain skills. **Homework is part of our school philosophy, and is not optional.** Make-up work or long-term assignments may be assigned over weekends or other holiday periods. Check with your child's teachers regarding homework policies.

### **IMMUNIZATIONS/STATE HEALTH REQUIREMENTS**

The Illinois School Code (Sec. 27-8.1) (revised July 2002) REQUIRES that all students entering preschool, kindergarten (or first grade if kindergarten was not attended), and sixth grade have the appropriate Physical Examinations and Immunizations. You may check with the school nurse for further details.

### **INTERNET / TECHNOLOGY**

#### **Acceptable Use Procedures**

Elementary and secondary schools may provide technology resources to its students and *staff* for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no

different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

Each school will develop procedures stating what the school will do regarding the use of its **technology resources. The school will establish technology protocol that will:**

- prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, e-mail, stand alone computer and telephone;
- comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47. USC 254(h)].

Use of the technology resources that are prohibited include, but are not limited to:

- **violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;**
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- re-posting personal communication without the author's prior consent
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized purchases.

The school is primarily responsible for:

- applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- teaching proper techniques and standards for Internet participation;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource;
- disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The school is not responsible for:

- Unauthorized costs or charges that are incurred by students over the Internet;
- Any damages the student may incur, including loss of data;
- The accuracy or quality of any information obtained through any school Internet connection.

Local school policies should address student use of electronic devices during regular school hours and during school-sponsored activities.

Student-owned computers, when used in school, must follow the same procedures as school-owned equipment. Student-owned computers cannot be used on school premises without the expressed consent of the principal.

Parents /Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

### **LOST AND FOUND**

Lost and found articles are brought to the table near the school office. If any small or valuable items are found, they are to be given to the office staff.

### **LUNCH PROGRAM / SNACKS / CLASSROOM TREATS**

St. Hubert Catholic School offers a Hot Lunch Program. Students may participate in it, or they may bring lunch from home. Lunch order forms and menus go home once a month and must be returned by the due date stated on the lunch order. **No late orders will be accepted!** In order to participate in the lunch program you must order milk. Milk is ordered by the year and will be available the first day of school. Lunches that are forgotten are brought to school labeled, with the child's name and room number, and placed on the reception table in front of the office. Fast food lunches are discouraged. **Snacks and classroom treats must be healthy and in compliance with the wellness program.** If you should have questions regarding this matter, please check with the school office.

### **LUNCH SUPERVISION**

The 40-minute lunch period is supervised by paid personnel. Students eat lunch for 20 minutes and have outside recess for 20 minutes. ***Be sure your children are prepared with warm clothing to go outside during the winter months. Students will go outside each day.*** Self-discipline is to be exhibited at lunchtime as well as throughout the day. The lunchroom rule is that of respect: respect for others, self, food and school property.

If a student chooses to be disrespectful the procedure stated below will be followed:

1. First infraction - A warning notice sent to the parent and a copy given to the principal.
2. Second infraction - A warning notice sent to the parent. This warning notice will state that any further misbehavior will result in suspension from the lunchroom program. A copy is given to the principal.
3. Third infraction - The child is suspended from the lunch program. The parent will be responsible to pick up the student and remove him/her from school during the lunch period.

### **MANDATED REPORTERS**

As mandated reporters, all school personnel including administrators and both certified and non-certified staff must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger and known to them in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. The call must be made immediately and no one in the workplace is permitted to restrain the call. The mandated reporter is obligated to make the report to DCFS and may not relinquish that responsibility to the administrator or school nurse.

Child abuse and neglect reports are made by calling the DCFS Hotline in Illinois at 1-800-252-2873; outside of Illinois, call 1-217-524-2606 and TTY at 1-800-358-5117.

If a report is taken by the Hotline worker, it is the responsibility of the mandated reporter to supply a written confirmation of the verbal report (CANTS 5) to the school's local office within 48 hours. The hotline worker will supply the mandated reporter with the mailing address for the local office. A copy of the CANTS 5 form may be requested from the local area office if necessary.

All school personnel must sign an acknowledgement of mandated reporter status prior to employment. The school is required to retain the signed statement. (CANTS 22 Form)

If an allegation of abuse is raised to a school board member, the school board as a governing body or the individual member has the authority to direct the school principal to report the abuse as required by the Abused and Neglected Child Reporting Act (ANCRA).

***Illinois Department of Children and Family Services Child Abuse Hotline***

Reporting Child Abuse  
1-800-25-ABUSE (1-800-252-2873)  
1-217-524-2606 Outside of Illinois  
1-800-358-5117 (TTY)

**MEDICATION PROCEDURES**

*Parents/guardians have the primary responsibility for the administration of medication to their children. . . The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.*

**Procedures**

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

A **Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. A copy of the **Medication Authorization Form** is attached. **Medication Authorization Forms** are available in the school office.

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

2. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed **Medication Authorization Form**. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medication Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

Students who suffer from asthmas are required to bring a note from their parent/guardian and a copy of their prescription in order to keep their inhalers with them in school and during school-related events.

3. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or

b. Manufacturer-labeled for non-prescription over-the-counter medication.

4. **Storage of Medication.** Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked

cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/ guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

**Parents/guardians of students that require medication during regular school hours are required to complete and submit the required Medication Procedures paperwork.**

**Students who have an orthopedic injury which require crutches, an orthopedic brace, or an injury that require a cast may return to school with a note from their doctor listing any restrictions for gym, recess, and/or classroom activities.**

### ***Nondiscrimination***

St. Hubert Catholic School is operated under the auspice of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. The school 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. The school does not discriminate on the basis of sex, race, color, or national and ethnic origin in the employments of teachers and staff or in the administration of educational policies, athletic or school-administered programs.

### ***Parent/Guardian Conduct***

Parents/Guardians are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school related events. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

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

- Scheduled meetings between school staff and the parent/guardian outside of the regular school hours in monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and the pastor, the behavior of a parent/guardian seriously interferes with the teaching, learning, and a positive school environment, the administrator may:

1. Inform parents that the right of the parent/guardian to be present on school grounds is temporarily suspended.
2. Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

### ***Parent-Teacher Conferences/Communication with the School***

In the absence of a court order, a school should provide the non-custodial parent the opportunity for a parent-teacher conference. The conference should 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 with the custodial parent pertinent to the child should also be provided to the non-custodial parent in a timely fashion.

### ***Parking***

Adults coming to school during the school day are to park in the lot at Flagstaff and Grand Canyon or the lot south of St. Hubert Church.

### ***Party Invitations***

Party invitations may not be distributed at school unless the entire class is invited.

### ***Pets***

***Parents/Guardians are asked to not bring family pets to school for safety reasons. This includes at the arrival and dismissal.***

### ***Progress Reports***

In the middle of the first, second and third trimesters, a progress report is sent home for every child. This notice is given to the student. It is the student's responsibility to give it to the parent for review and parent signature. The progress report is then returned to the homeroom teacher. If a parent needs further clarification, contact the teacher directly.

### ***Rights of Non-Custodial Parent***

St. Hubert Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### ***Search and Seizure***

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. St. Hubert Catholic School personnel reserve the right to inspect all school property.

### ***Security***

All adults enter and exit St. Hubert Catholic School through the Flagstaff front door. Procedure upon entering the building is to come to the school office, obtain a lanyard, and sign the visitor's log.

### ***Sexual Harassment***

Employees or students who engage in any type of sexual harassment will be subject 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 appropriate discipline.

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

### ***Social Worker***

St. Hubert Catholic School has been selected, along with other Catholic schools, to be a site for a partially funded grant to provide social work services to our school. A social worker will be in our school one day a week. This is an opportunity for group work on peer relationship issues, individual counseling, and staff support for children in crisis. The program is offered through the Interfaith Parish Support Service of Alexian Brothers Medical Center. The mission statement for this service states:

Through a "Community Cares Foundation" grant from Alexian Brothers Medical Center, some Catholic Schools are committing themselves to establish a social work program. This program will be a conjoint, collaborative ministry developed and prepared to work with the psychological, spiritual, and educational needs of the students and parents of the these schools.

The ministry will encourage students to reach their fullest potential educationally and emotionally. This program is established out of a recognized need that parochial education is

fundamental for the good of our Church and our society. It is our desire to provide excellent resources to our staff, children and families.

The social worker will work with the St. Hubert staff to identify students who would benefit from social work services. There will be instances where the social worker will work with groups of students, parents, and staff. Before the social worker meets regularly with a student, parents will be contacted for their consent. When a student seeks occasional assistance from the social worker, when appropriate, parents will be notified. Every effort will be made to communicate with parents/guardians when a student is in need of help. It is important for parents to understand that the school social worker does not counsel students because the social worker is at school only one day a week.

### ***Standardized Tests***

Students in grades three, through seven are given the Terra Nova Test in the spring of the year. Cognitive skills, reading, math, language, science, and social studies are tested. Results are sent to parents when received.

### ***Student Insurance***

If you choose to take advantage of the Student Insurance, all forms are to be mailed directly to the insurance company.

### ***Substance Abuse***

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 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.

***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.***

### ***Supplies***

A list is sent home in the spring informing the parent of supplies needed for the coming school years. Students need to replenish supplies as necessary throughout the year.

### ***Tardy***

A parent must accompany the child to the school office if the child is tardy. The child will receive a tardy slip and proceed to class. We understand that on occasion students may be tardy. However, excessive tardiness is disruptive to students in the classroom and the teacher. In addition, the student who is tardy is missing valuable instruction time and in many cases having a "late" start sets the tone for the child's day. If you drive your child to school, please make every effort to have them here on time. Parents will be notified of excessive tardiness.

### ***Telephone Use***

In an effort to encourage responsible behavior, requests by students to call home for forgotten items or changed after school plans is not allowed. With permission, emergency phone calls are made from the school office. Students are not called to the telephone during the school day except in an emergency. Students are not permitted to use cell phones during the school day. Cell phones are to be kept in backpacks. If a student is found using a cell phone without the permission of a faculty member the phone will be turned into the office. The phone may be returned to the student at the end of the day or the parent may be required to pick up the phone at a later time.

## **Toys**

No toys are to be brought to school. This includes but is not limited to CD players, pagers or any other electronic or expensive equipment.

## **Transfer**

A parent should notify the school office as soon as possible when a child is transferring to another school. A parent release form needs to be signed in order to forward records to the new school. Tuition and fees are paid before a transfer is issued.

## **Vacation Absences**

Family vacations should be planned to coincide with the school holiday periods. A child needs the continuity of the learning experiences provided through teacher presentations and student interaction. Written work alone cannot substitute for these experiences. If for some reason a family needs to remove a child from school for a vacation, please notify the office regarding the number of days that your child will not be in school. **Missed assignments are discussed with the classroom teacher after the child returns to school.** The student is responsible to complete and turn in missed work.

## **Vision Exam Requirements**

Kindergarten students are required to have a vision exam by an ophthalmologist or optometrist upon entering Kindergarten. Please check with our nurse for further details and deadline dates for submitting these forms.

## **Volunteers**

Volunteer adults assist in many of our school and classroom activities. They help individual students in tutoring situations, help teachers with non-professional chores, support our health and extra-curricular services, provide library, computer and office aid and enhance the celebration of our holidays and holydays. All volunteers are required to meet the Archdiocesan policy ([www.archchicago.org](http://www.archchicago.org)) for working with children.

### **All volunteers must complete the following:**

- Archdiocesan Form **7703** for Volunteer Service
- Criminal Background Checks – **eAppsDB – online application**
- **CANTS 689** form (Child Abuse and Neglect Tracking System) submitted to the Principal
- Code of Conduct read, signed, and dated
- Safe Environment Training: Virtus/Protecting God's Children and Youth
- Job Description

Upon entering the building volunteers must sign in and wear an identification badge during the time they are in the building. Volunteer lists are available for sign-up on Student Information Day and in the office.

## **Weapons**

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

1. Students shall not carry, possess, or use weapons in school, or on school premises.
2. 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 a 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.

**HANDBOOK AMENDMENTS**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.