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August 2009

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 Tuesday, August 25th. 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. 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

Alison M. O'Connor
Assistant Principal



Please cut along this line and return this signed bottom portion to school by Tuesday, August 25th.

Parents/guardians, once you have reviewed with your child(ren) and accepted the procedures, guidelines, and policies that are included in the 2009 – 2010 Parent Student Handbook please check the box below, sign, and return this sheet to the school office no later than Tuesday, August 25th.

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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2009 - 2010 St. Hubert Catholic School Calendar

August

17	Monday	Teacher In-Service 9:00 a.m. - 3:00 p.m.
18	Tuesday	Teacher In-Service 9:00 a.m. - 3:00 p.m.
19	Wednesday	Teacher In-Service at St. Zachary in Des Plaines 8:00 a.m. gathering - 1:00 p.m.
20	Thursday	Student Information Day 8:00 a.m. - 11:00 a.m.
21	Friday	Teacher In-Service - Retreat
24	Monday	Full Day 3 & 4 Yr. Old Preschool Orientation 8:30 a.m. - 9:00 a.m.
24	Monday	Kindergarten Orientation - 9:15 a.m. - 10:15 a.m. (all kindergarten students)
24	Monday	Newcomers Parent Coffee - Parish Ministry Center Club Room 9:15 a.m. - 10:15 a.m.
24	Monday	SIT Team Meetings with Teachers 9:00 a.m. - 3:00 p.m.
25	Tuesday	First Full Day Grades K - 8
25	Tuesday	First Day 3 & 4 Yr. Old Full Day Preschool
25	Tuesday	3 Yr Old AM & PM Children and Parents Orientation 8:30 a.m. - 12:30 p.m. scheduled by last name
26	Wednesday	4 Yr Old Am & PM Children and Parents Orientation 8:30 a.m. - 12:30 p.m. scheduled by last name
26	Wednesday	Grade 4 Band Demo - Band Room at Noon
27	Thursday	First Day 3 Yr. Old Preschool (30 minute sessions 8:30 a.m. - 12:30 p.m. children only scheduled by last name)
28	Friday	First Day 4 Yr. Old Preschool (full sessions children only)
28	Friday	Grade 4 band try outs - Band Room - 8:00 a.m.

September

3	Thursday	Junior High (grades 6, 7, 8) & 3 Yr. Old Pre School Curriculum Night 7:00 p.m.
7	Monday	Labor Day Holiday - NO SCHOOL
8	Tuesday	Hot Lunch Begins
8	Tuesday	Curriculum Night 4 Yr. Old Half and Full Day Pre School through 5th 7:00 p.m.
10	Thursday	New Parent Band Meeting Lunch Room 4:30 p.m.
11	Friday	Grandparents Day
19	Saturday	Tentative Track-a-Thon Date
23	Wednesday	Half Day In-service - PM NO SCHOOL
26	Saturday	Tentative Track-a-Thon "Rain Date"
28	Monday	Progress Reports Distributed this week Grades K - 3

October

1	Thursday	Half Day Parent Teacher Conferences - PM NO SCHOOL
2	Friday	Full Day Parent Teacher Conferences - NO SCHOOL
12	Monday	Columbus Day Holiday - NO SCHOOL
13	Tuesday	All-school Picture Day - students Pre K- 8 (Note: 8th gr. class pictures only - Graduation pictures January 25)
13	Tuesday	Returning Band Parent Meeting Lunch Room 7:00 p.m.
16	Friday	Archdiocesan Catholic Festival of Faith Teacher In-Service - NO SCHOOL

November

2	Monday	Teacher In-service - NO SCHOOL
13	Friday	*End of First Trimester
23	Monday	Junior High Science Fair (grades 6, 7, & 8) 7:00 p.m. - 8:00 p.m.
23	Monday	Report Cards Distributed this week
25	Wednesday	Non Attendance - Thanksgiving Holiday - NO SCHOOL
26	Thursday	Thanksgiving Break - NO SCHOOL
27	Friday	Thanksgiving Break - NO SCHOOL

December

3	Thursday	Christmas Musical 7:00 p.m.
11	Friday	Christmas Band Concert Multi Purpose Room 7:00 p.m.
18	Friday	Winter Break begins at 2:05 p.m.

January

4	Monday	School Resumes
11	Monday	Progress Reports Distributed this week Grades K - 3
18	Monday	Martin Luther King Holiday - NO SCHOOL

23	Saturday	Band Solo Contest at St. Hubert School - 6:00 a.m. - 4:00 p.m.
25	Monday	8th Grade Graduation Picture Day
26	Tuesday	Prospective New Parents Night - 7:00 p.m. School Library
27	Wednesday	Half Day Teacher In-service - PM NO SCHOOL
31	Sunday	Catholic Schools Week Mass 9:00 a.m. grades Pre k - 3 & 10:45 a.m. grades 4 - 8 / Open House 10:00 a.m.
31 - Feb 6	Sun - Sat	Catholic Schools Week

February

4	Thursday	Half Day Parent Teacher Conferences - PM NO SCHOOL
5	Friday	Full Day Parent Teacher Conferences - NO SCHOOL
4/5/6	Thru/Fri/Sat	8th Grade Washington D.C. trip
15	Monday	Presidents Day Holiday - NO SCHOOL
19	Friday	* End of second trimester
22	Monday	Archdiocesan System Wide Development Day for Principals and Teachers - NO SCHOOL
27	Saturday	Tentative Black & Gold Gala

March

1	Monday	Report Cards Distributed this week
13	Saturday	Band Contest at St. Mary School
19	Friday	Spring Break Begins at 2:05 p.m.
29	Monday	School Resumes

April

2	Friday	Good Friday - NO SCHOOL
19	Monday	Progress Reports Distributed this week Grades K - 3

May

1	Saturday	Confirmation Day 10:00 a.m. & 1:00 p.m.
5	Wednesday	Half Day Teacher In-service - PM NO SCHOOL
5	Wednesday	Senior Band Field Trip
7	Friday	Spring Play - 7:00 pm Multi Purpose Room
8	Saturday	First Holy Communion 10:00 a.m. & 2:00 p.m.
10	Monday	May Crowning 9:00 a.m.
14	Friday	Spring Band Concert - 7:00 p.m. Multi Purpose Room
19/20/21	Wed-Thru-Fri	Tentative 5th grade Camp Wonderland trip
25	Tuesday	Band Outing for Band Members in Grades 4 and 5
25	Tuesday	8th Grade Appreciation Night - 7:00 p.m. Multipurpose Room
27	Thursday	8th Grade Dance 7:00 p.m. Multi Purpose Room
28	Friday	Teacher In-service - NO SCHOOL
28	Friday	8th Grade Graduation 7:00 p.m.
31	Monday	Memorial Day Holiday - NO SCHOOL

June

3	Thursday	Last Day of School for 3 Yr. Old Preschool
4	Friday	Band Outing for Senior Band Members
4	Friday	Last day of school (if no emergency days are used) Pre K - 7
4	Friday	* End of third trimester

Early dismissal is scheduled every Wednesday at 1:35 p.m.

Our last day of school for grades K - 7 will be June 11 if all five emergency/snow days are used.

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, five and six, 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 and six 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 sixth grade. At the junior high level art and music are combined into an Art Survey Class.

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 in grades 3 and 4 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 in grades four through eight. In fourth grade students learn by the Audio Lingual method. This prepares them for a formal study of Spanish in grades seven and eight.

Curriculum Materials

Religion

Grade K	Our Sunday Visitor	Copyright 2008
Grade 1	RCL Benziger	Copyright 2003
Grade 2	RCL	Copyright 2003
Grades 3-6	RCL Benziger	Copyright 2003
Grades 7-8	Sadlier	Copyright 1998
Grade 8	St. Mary's Press	Copyright 2006

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

Spelling and Vocabulary

Grades K-4	Pearson/Scott Foresman	Copyright 2008
Grades 5-6	Houghton Mifflin	Copyright 2006
Grades 7-8	Houghton Mifflin	Copyright 1999

Handwriting

Grades 1-2	Pearson/Scott Foresman D'Nealian Style	Copyright 1999
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Mathematics

Grades K-5	McMillan/McGraw Hill	Copyright 2002
Grades 6-8	Glencoe	Copyright 2006

Science

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

Social Studies

Grades 1-6	Houghton Mifflin	Copyright 2006
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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 \$70.00 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 every other week.

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

Parents' Club

The St. Hubert Parents' Club is open to all parents and guardians of St. Hubert Catholic School students. The Parents' Club 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 Parents' Club also sponsors a 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 join the Parents' Club and participate in the activities.

Parents' Club officers for 2009-10 school year are:

Stacey Ruben, Co-President

Barb McGinn, Treasurer

Rochelle Treni, Co President

Kirsten Binder, Secretary

Kristina O'Brien, 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 budgetary controls, 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 Wednesday Family Packet. School Board meetings are open to all parents and are held in the Bernadine Room on the first Thursday, September through June.

School Board officers for 2008-09 school year are:

Ted Scislowski	President
Julie Bosshart	Vice President
Maria Yonkus	Secretary

School Board members for 2008-09 school year are:

Beata Candre	Sue Palia	
John Durkin	Josephine Pasley	
Shelly Frank	Michael Tereza	
Father Robert Rizzo Pastor	Mr. Vito C. DeFrisco Principal	Mrs. Alison M. O'Connor 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 preschool, kindergarten, and/or first grade must meet the State of Illinois age requirement. 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

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 1st or 15th of every month, July 2008 – June 2009.

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 2009 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 1st or the 15th 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 15th 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. Students receiving financial assistance must be in good academic and disciplinary standing to be eligible for an award. A Private School Aid application must be submitted along with the appropriate fee and any other required information/forms. These applications are available through the school office. 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.

Before the Start of the School Year

Any families, who need financial assistance before the start of the school year will be required to submit their financial aid application to Private School Aid Service no later than April 15th, be able to pay at least half of the total tuition expense monthly, and secure the last half of the tuition bill through a sponsoring agent (parishioners, other family members, or local businesses). After a review and evaluation is completed, the school will be provided with a report from Private School Aid indicating eligibility. A letter of notification will then be sent to each family before June 15th. 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 2008-2009

	Yearly	Monthly Payments
1 student	\$3,972	\$331
2 students	\$6,516	\$543
3 students	\$8,664	\$722
4 students	\$9,648	\$804

All Day Kindergarten, Additional \$1,000

Half Day Kindergarten, Subtract \$1,000		
3 & 4 Year Old All Day Preschool	\$4,972	Monthly \$414.34
3 Year Old Preschool	\$1,400	Monthly \$116.67
4 Year Old Preschool	\$1,640	Monthly \$136.67

Fee Schedule for 2009 – 2010

\$60 per student lunch supervision fee

\$80 per family registration fee

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.

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 others 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

Cleanliness and good grooming are expected of all students enrolled in St. Hubert Catholic School. Uniforms are worn the first day of school. On non-uniform days, all clothing worn must be in good taste, neat and without wholes. Lettering and pictures on clothing must be in good taste. See **Out of Uniform Days** section below.

GIRLS:

Girls in grades K – 3 wear a navy blue and green plaid jumper, a white polo shirt (short or long sleeves, tailored collar or Peter Pan collar) and solid colored (no logo) navy, green, white socks, or tights.

Girls in grades 4 – 6 wear a navy blue and green plaid skirt, a white blouse (short or long sleeves, tailored collar or oxford collar), or white knit polo shirt and solid colored (no logo) navy, green, white socks, or tights.

Girls in grades K – 6 may choose to wear solid colored navy uniform twill or corduroy straight leg pants or shorts.

All students in sixth grade may choose to wear the seventh and eighth grade uniform.

Girls in grades 7 – 8 wear a green-gray-gold plaid skirt, a white blouse (short or long sleeves, tailored collar or oxford collar), or white knit polo shirt and solid colored (no logo) navy, green, white, or black socks.

Girls in grades 7 – 8 may choose to wear solid colored uniform black twill or corduroy straight leg pants or shorts.

Girls uniform skirt length should not exceed 1-1/2 inches above the knee.

Make-Up: Make-up is not appropriate and may not be worn. No extreme hair colors or hairstyles are allowed. Only clear nail polish is permitted.

BOYS:

Boys in grades K – 6 wear a light blue polo shirt (short or long sleeves) with solid colored navy uniform twill or corduroy straight leg pants or shorts. Pants need to be similar to Educational Outfitters uniform pants. Shirts need to be tucked into pants. Socks are to be solid (no logo) colored white, black, or navy.

Boys in grades 7 – 8 wear white knit shirts (short or long sleeves) with solid colored black uniform twill, corduroy straight leg pants or shorts. Pants need to be similar to Educational Outfitters uniform pants. Shirts need to be tucked into pants. Socks are to be solid (no logo) colored white, black, or navy.

Hair: Hair must be kept neat and clean. Extreme haircuts/hairstyles are not permitted. Hair is to be kept trimmed and above the collar, the ears, and eyebrows. No extreme hair colors or hairstyles are allowed.

SWEATERS/SWEATSHIRTS:

Sweaters are optional wear. Only the approved navy blue or green sweater from Educational Outfitters Uniform Company is allowed.

Students may wear sweatshirts as part of their regular school uniform but must follow these guidelines:

- Students in K – 6 may wear the navy/gold official school sweatshirt.
- Students in grades 7 – 8 may wear the black/gold official school sweatshirt.
- No other sweatshirt is allowed.
- Sweatshirts must be worn over blouses or shirts.

Out of Uniform Days

For any approved non-uniform days, the guidelines are:

- Sleeved only (no spaghetti straps or tank tops) t-shirts, regular shirt, or blouse (no improper logos, pictures and writing, etc.)
- Slacks, jeans (no holes, etc.), skirts or shorts are acceptable (skirts and shorts must be a proper length – If you have any questions about length, please call the school office or speak to your child's teacher
- All other uniform code rules (jewelry, hair, etc.) apply.
- All clothing worn must be in good taste.
- Midriff tops are unacceptable.

GYM UNIFORMS:

Every student participates in physical education class unless the student has a doctor's note.

Students in grades K – 6 wear the St. Hubert gray gym uniform T-shirt and navy blue knit shorts for gym.

Students in grades 7 – 8 wear the St. Hubert gold gym uniform T-shirt with black fleece shorts. Gym shorts must be worn at the waist. Slacks, jeans, other shorts & cut-offs are not allowed. Gym shoes and white socks are worn on gym day.

Students in grades K – 8 may wear their gym uniform to school on their assigned day only. Students are not allowed to wear their gym uniform unless it is their gym day. On cold winter days, it is recommended that students wear their St. Hubert sweatshirts and St. Hubert sweatpants over their gym uniform.

All students in sixth grade may wear the seventh and eighth grade gym uniform.

MISCELLANEOUS:

1. St. Hubert navy twill uniform shorts are permitted from the first day of school.
2. All students are required to wear appropriate shoes (sandals, platform, and/or slip-on backless shoes are not to be worn). Dress shoes must be solid black, brown, or navy. They can be a leather or suede dress shoe. Students may also choose to wear a solid black or white gym shoe with no logos or other markings.
3. All pants must be worn at the waist. Cargo pants are not allowed.
4. Sweat pants may not be worn under jumpers/skirts during school hours. However, sweat pants may be worn to and from school and during outdoor recess.
5. All students are required to tuck in their shirts/blouses.

6. All students are required to go outside for lunch/recess, be sure your child is prepared for the weather. Wearing shorts is not an excuse for not going outside during lunch/recess.
7. **Uniform articles must be in good shape.** Hems on uniform pants and sweatshirts sleeves must be in good condition and not torn.
8. **Socks must cover the ankle bone and be visible. Short “athletic” socks are not allowed.**
9. Body piercing and other body type jewelry are not appropriate and will not be allowed. Students wearing inappropriate body jewelry will be instructed to remove the jewelry and parents will be contacted. Only one stud earring per ear lobe may be worn. Earrings can only be worn on the lobe and cannot be larger than the ear lobe itself. Pierced jewelry other than earrings is not permitted in school or at school functions. Watches may be worn. No other jewelry is allowed.
10. Please label all children's uniform clothing as well as outerwear. Many sweaters and shirts are lost each year and cannot be returned to their owners because they are not labeled.
11. Failure to comply with the uniform policy may result in the following:
 - **Verbal Warning**
 - **First Written Uniform Infraction** notice issued
 - **Second Written Infraction** notice issued and student forfeits the next dress down day privilege.
 - **Third Written Uniform Infraction** notice issued and student forfeits the next dress down day privilege. Possible parent conference and students in grades 4 – 8 grade will serve a detention.
 - **Fourth Written Uniform Infraction (and so on)**, notice issued and students will not be admitted to class until full compliance is reached, all work will be considered late and will not be accepted.

Written Uniform Infraction notices must be signed by a parent and returned to the teacher. Once a student receives a Verbal Warning, the student is expected to fix the problem and be in full compliance.

GENERAL INFORMATION

ABSENCES

If your child is sick please call the school attendance line. 847-885-7494. 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.

Car Procedure Morning

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 Procedure Afternoon

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.

Conferences

Parent-teacher conferences are scheduled in November and February. 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 November conference at the curriculum night in September.

Daily Schedule

3 & 4 yr. old preschool All Day	Monday - Friday	8:15 A.M. – 1:45 P.M.
	Wednesday Early Dismissal	1:15 P.M.
3 yr. old preschool AM	Tuesday, Thursday	8:15 A.M. – 10:15 A.M.
3 year old preschool PM	Tuesday, Thursday	11:15 A.M. – 1:15 P.M.
4 yr old preschool AM	Monday, Wednesday, Friday	8:00 A.M. – 10:15 A.M.
4 yr old preschool PM	Monday, Wednesday, Friday	11:00 A.M. – 1:15 P.M.
Kindergarten AM		7:30 A.M. – 10:15 A.M.
Kindergarten PM		11:15 A.M. – 2:05 P.M.
½ Day Kindergarten	Wednesday Early Dismissal	AM at 10:00 / PM at 1:30
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.
Lunch K		10:30 A.M. – 11:30 A.M.
Lunch Grade 1 – 4		11:00 A.M. – 11:30 P.M.
Lunch Grade 5 – 8		11:40 A.M. – 12:10 P.M.

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, 2nd and 6th.

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/unplanned emergencies

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

WBBM AM	WGN AM	WLS	Channel 32
Radio	Radio and TV	TV	TV

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. 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.

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.

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.

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.

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 fifth grade have the appropriate Physical Examinations and Immunizations. You may check with the school nurse for further details.

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.

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

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.

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.

LUNCH SUPERVISION

The 40-minute lunch period is supervised by paid parent personnel. Students eat lunch for 20 minutes and have outside recess for 20 minutes. 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.

Medication Procedure

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.

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:

1. Scheduled meetings between school staff and the parent/guardian outside of the regular school hours in monitored setting.
2. 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.

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.

Progress Reports

In the middle of the first and second trimesters, a progress report is sent home for every child. In the middle of the third trimester deficiency notices are given only to students who may be failing. 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

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.

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 three days 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 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. When the social worker meets regularly with a student, parents will be contacted for their consent.

Standardized Tests

Students in grades three, five and 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.

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.

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 the school 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) 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.

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.