



SAINT BRUNO SCHOOL

Faith, Culture & Academic Excellence

FAMILY HANDBOOK

Established 1926

Recipients of CARDINAL'S AWARD for Teacher Achievement

A Parent's Prayer

(Source unknown)

Heavenly Father,
Make me a better parent
Teach me to understand my children,
To listen patiently to what they have to say,
And to answer all their questions kindly.

Keep me from interrupting them,
or contradicting them.
Make me as courteous to them
as I would have them be to me.
Forbid that I should ever laugh at their mistakes,
Or resort to shame or ridicule if they displease me.

Bless me with the bigness to grant them
all their reasonable requests,
And the courage to deny them privileges
that I know will do them harm.
Make me fair and just and kind.
And fit me, O Lord,
to be loved and respected
and imitated by my children.

Amen.



SAINT BRUNO SCHOOL

**4839 South Harding Avenue
Chicago, Illinois 60632**

School Office: (773) 847-0697

Fax: (773) 847-1620

Website: www.stbruno.com

Email: office@stbruno.com

Extended Day Care: (773) 847-4020

St. Bruno Parish Rectory: (773) 523-3467

St. Bruno Parish Website: www.stbrunochicago.org

School Office Hours

Monday through Friday

7:30 am – 3:00 pm

**ST. BRUNO SCHOOL
FACULTY AND STAFF
2018 – 2019**

**PASTOR
PRINCIPAL**

**Rev. Antoni Bury
Mrs. Carla Sever**

GRADE

Pre-School (3 / 4-year olds)
Aide
Pre-Kindergarten (4 year-olds)
Aide
Kindergarten
Aide
1
2
3
4
5
6
7
8

NAME

Mrs. Marisa Sanchez
Mrs. Kim Rodriguez
Mrs. Margarita Tellez
Mrs. Veronica Valencia
Ms. Laura Smith
Ms. Anita Quiroga
TBA
Mrs. Virginia O'Shea
Ms. Marea Tennant
Mrs. Lincy Pullappally
Ms. Ellen Lipo
Mrs. Anne Kielbasa
TBA
Ms. Alison Mohs

Special Assignment

Music Teacher
P.E. Teacher
Title I Teacher

Ms. Lissette Telumbre
Mr. Paul Veliotis
Ms. Valerie Boehmer

Support Staff

School Secretary
Assistant Secretary
After School Program

Mrs. Marie Kubik
Mrs. Rose Emerson
Ms. Evelyn Ortiz
Ms. Dawn Cole
Mrs. Yolanda Robadan
Ms. Aurora Beltran
Mrs. Joan Dailidonis
Mrs. Ann Bylina
Mr. Jerry Bokun

Before School Program
FSP Coordinator
FSP Assistant
Maintenance

FACULTY AND STAFF EMAIL ADDRESS

POSITION	NAME	EMAIL
Principal	Mrs. Carla Sever	csever@stbrun.com
Pre – K 3-year-olds	Mrs. Marisa Sanchez	msanchez@stbruno.com
Pre – K 4-year-olds	Mrs. Margarita Tellez	mtellez@stbruno.com
Kindergarten	Ms. Laura Smith	lsmith@stbruno.com
Grade 1	TBA	
Grade 2	Mrs. Virginia O'Shea	voshea@stbruno.com
Grade 3	Ms. Marea Tennant	mtennant@stbruno.com
Grade 4	Mrs. Lincy Pullappally	lpullappally@stbruno.com
Grade 5	Ms. Ellen Lipo	elipo@stbruno.com
Grade 6	Mrs. Anne Kielbasa	akielbasa@stbruno.com
Grade 7	TBA	
Grade 8	Ms. Alison Mohs	amohs@stbruno.com
Music Teacher	Ms. Lissette Telumbre	
P.E. Teacher	Mr. Paul Veliotis	pveliotis@stbruno.com
General Office		office@stbruno.com
Secretary	Mrs. Marie Kubik	mkubik@stbruno.com
Secretary	Mrs. Rose Emerson	remerson@stbruno.com

Introductory Comment

THIS HANDBOOK IS PREPARED FOR THE PARENTS AND CHILDREN OF ST. BRUNO SCHOOL. PLEASE READ IT CAREFULLY. AFTER YOU HAVE READ IT, PLEASE REVIEW IT WITH YOUR CHILD(REN). KEEP THIS IN A CONVENIENT LOCATION FOR EASY REFERENCE.

St. Bruno School, through the Principal, retains the right to amend the handbook for just cause with or without notice. Quickly changing circumstances or events will be considered just cause. However, the school will attempt to inform parents of all changes as soon as possible.

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ST. BRUNO SCHOOL MISSION STATEMENT

St. Bruno School is a Catholic elementary school dedicated to educating the youth of its diverse parish. As such, the school provides a foundation of academic excellence with a contemporary, Christ-centered curriculum in a positive, respectful atmosphere. We prepare our students for life-long learning and responsible citizenship in the Church and global community.

ST. BRUNO SCHOOL PHILOSOPHY

The primary goal of St. Bruno School is to continue the work of the family in forming Catholic Christian youth with an ever-deepening faith and love of God. We seek the development of each child to his fullest potential in an atmosphere where Jesus Christ is the core of the curriculum.

St. Bruno School strives to provide a foundation of spiritual and academic excellence. We believe each child is unique and as such is nurtured in a positive environment to develop self-esteem and individual dignity.

St. Bruno School has a commitment to an innovative, superior standard of academic quality and achievement. It is our purpose to create a learning environment that addresses the needs of the whole child. We are committed to providing our students with a technology-rich learning environment, and an up-to-date curriculum that is rigorous and supports high quality education. We, therefore, strive to provide for the spiritual, intellectual, social, emotional and physical growth of the child, and as a result produce lifelong learners.

St. Bruno School is an integral part of St. Bruno's parish community, rich in ethnic values and traditions. The parish shares needed spiritual, financial and volunteer support.

St. Bruno School is actively involved in the continuous process of forming an educational faith community. St. Bruno School supports a collaborative relationship. We seek to foster a climate of cooperation between the school and the home. By working in partnership with parents, we hope to prepare our students to be responsible citizens who will serve and teach others as Jesus did.

ADMISSION POLICY

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

Requirements for admission:

- ❖ An official copy of the child's birth certificate
 - A child entering our 3-year-old preschool must be 3 years old on or before September 1.
 - A child entering our 4-year-old preschool must be 4 years old on or before September 1.
 - A child entering Kindergarten must be 5 years old on or before September 1.
- ❖ A copy of the child's baptismal certificate
- ❖ A record of compliance with local and state health requirements
- ❖ Transfer students must supply copies of academic records (*e.g.*, report cards, standardized test scores). Parents sign an authorization for records to be sent between schools.

Students will be accepted based on the following priorities:

- ❖ Children of parishioners registered and residing within St. Bruno Parish
 - children from families with children already enrolled
 - children now reaching school age
- ❖ Transfer students from other Catholic Schools.
 - from schools that are merging, consolidating or closing
 - from schools not offering full programs Pre-School to Grade 8
- ❖ Children of non-parishioners
 - children from families with children already enrolled
 - children from families newly moved into the parish
 - children now reaching school age
- ❖ Transfer students from public schools
- ❖ Non - Catholics
- ❖ Availability of classroom space, not to exceed 20 students in the age three Preschool, a total number of 20 students in the age four Preschool and 30 students in Grades Kindergarten through 8.

St. Bruno School will admit non-Catholic students provided these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious' instruction and school activities related to the Catholic character of the school is required.

Transfer students are expected to be in good academic and behavioral standing and owe no debts to the previously attended school. St. Bruno School reserves the right to inspect former school records before admission. Students in grades 1 -8 who transfer to St. Bruno School from another school will be on academic and conduct probation for one year. At any time during this year, the student who does not achieve acceptable academic or character standards may be asked to withdraw from the school. The decision is made by the principal upon referral from the teacher.

St. Bruno School may require testing or interviews of families and students to determine special needs for its students. St. Bruno School endeavors to educate all students within the limits of our school's educational program. We are not in a position to educate everyone. Students with special needs that cannot be met by existing programs will not be accepted for admission or re-admission.

ATTENDANCE

In order to receive the maximum benefits from the educational program of St. Bruno School, it is important for attendance to be regular and punctual. Absentees miss valuable class instruction, discussion and continuity of work. Parents should consider it a serious obligation to have their children attend school daily.

Reporting Absences

In an attempt to insure the safe arrival of students, a parent/guardian is asked to report all absences to the School Office (773-847-0697) before 8:30 am. A parent/guardian may call before 8:00 am and leave a message on voicemail. If a student is reported absent by the teacher and a call from the parent/guardian has not been received by the school, the School Office will attempt to contact the student's parent/guardian, as listed on the School Emergency Information Card.

Return to School after an Absence

A doctor's release is required for absence due to a communicable disease or any absence of 5 consecutive days.

Tardiness

In order to begin the school day promptly and in an orderly manner, all students are expected to enter the school building and begin to make their way to their homerooms at 7:45 am. *Students arriving after 7:55 am are considered tardy* and are required to report to the School Office, sign in, and obtain a tardy slip. The tardy slip must be presented to the classroom teacher. Habitual, unexcused tardiness will result in a conference with the student, parent and principal to determine an effective remedy to correct the disruptive situation.

Requests for Early Dismissal

Any request for an early dismissal must be in writing and is to be given to the homeroom teacher the day before the early dismissal will take place, who in turn will forward it to the school office. The request should indicate the reason for early dismissal and the time that the parent will call for the child. If an adult other than the legal guardian is coming for the child, that person's name and relationship to the family must be indicated in the note. These requests are kept on file in the school office for the duration of the school year. The student will only be released to the parent or the

indicated adult or guardian. At times of early release from school due to illness, a doctor's appointment, *etc.*, children must be picked up at the School Office. On occasion, the secretary may ask for identification from the person picking up a child. **Early Dismissal between 2:15-2:50 pm is not encouraged.**

Absence for Trips or Vacations

We encourage families to plan their vacations around the free days built into the school calendar. If it is decided to remove a child from school for vacation, a written note indicating the dates of the absence must be presented to the School Office in advance. **Teachers cannot be expected to provide assignments for the student ahead of time. It is the student's responsibility to make up all work missed during the absence.**

Attendance of Special Events

When a student is absent from school, he/she may not attend a school-sponsored event on the day of the absence, such as athletic practice or a game.

BACKPACKS: GUIDELINES

Due to the difficulty younger children experience with rolling backpacks, this type of backpack is not allowed for preschoolers through second graders. Students in grades three through eight may use rolling backpacks provided they have shoulder harnesses, allowing students to carry backpacks on their backs while they are walking up or down the stairs. Students are allowed to lower rolling backpacks to the ground once they are outside the school building.

BEHAVIOR PRACTICES

The primary objective of St. Bruno School is to educate our children in a Catholic Christian atmosphere. For our students to meet the challenges presented by society, the development of self-discipline and individual responsibility are essential. Our goal is for each student to learn to be responsible for his/her own choices and for the consequences of unacceptable choices. Enrollment at St. Bruno School is a privilege.

Because conduct reflects on the students, the families of the students and the entire school/parish community, St. Bruno students are expected to conduct themselves as Christians who respect themselves, their supervisors and their fellow students, as well as the rights and property of all these persons. Moral and courteous behavior, therefore, is expected on campus, at school activities, and at any time, students are identifiable as students from St. Bruno School.

School expectations and procedures are adopted for the good of the entire school community and are intended to create a positive learning atmosphere. When the expectations are overlooked, or simply ignored, good order in the school is compromised and the learning atmosphere suffers.

In order to provide each student an excellent educational climate, St. Bruno School has Behavior Practices in place in the form of Positive Behavioral Interventions and Supports, otherwise known as PBIS. PBIS is a framework, or approach, to establishing both the behavioral supports and the social culture that is needed for all students in a school to achieve social, emotional and academic success. The administration and teaching staff have come together to set expectations for the several different areas of the school building and will be using a universal and consistent

approach to apply our expectations, with positive interventions and supports to reinforce what is expected.

STUDENT EXPECTATIONS

The expectations that we have for our students following our PBIS groundwork are as follows:

	Expectation			
	Respectful	Responsible	Ready	Voice Level
ARRIVAL / DISMISSAL	<ul style="list-style-type: none"> Walk slowly, carefully, facing forward in a single-file line on the right side of hall and stairs. Greet all by nodding, smiling or waving only. Keep hands, feet, and backpack to yourself. 	<ul style="list-style-type: none"> Be prompt. Keep all items in your own personal space (No swinging or dragging items). Have all books and supplies necessary. <p>Arrival:</p> <ul style="list-style-type: none"> Walk directly to the waiting line in the cafeteria. <p>Dismissal:</p> <ul style="list-style-type: none"> Walk directly to extended day, clubs or exit the school. 	<p>Arrival:</p> <ul style="list-style-type: none"> Make sure all phones are turned off and remain in backpacks. <p>Dismissal:</p> <ul style="list-style-type: none"> Be lined-up, packed-up and ready to go. 	0-1
BATHROOMS	<ul style="list-style-type: none"> Respect your privacy. Give others privacy. Wait your turn. Flush toilet after use. Use restroom for intended purposes only. 	<ul style="list-style-type: none"> Keep restroom clean. Wash hands with soap. Turn off faucet. Walk to and from restroom. Notify adult of any restroom issues. 	<ul style="list-style-type: none"> Be timely. 	0-Hallway 1-in restroom
CLASSROOMS	<ul style="list-style-type: none"> Treat others how you wish to be treated. Keep your hands to yourself. Use appropriate voice level. Work cooperatively. 	<ul style="list-style-type: none"> Use equipment and materials appropriately. Complete work on time. Clean up after yourself. 	<ul style="list-style-type: none"> Have all necessary materials for the day. Actively participate in class. Work hard. 	0-3 Based on teacher directions
EXTENDED	<ul style="list-style-type: none"> Enter quietly. 	<ul style="list-style-type: none"> Sit at assigned tables. 	<ul style="list-style-type: none"> Bring everything 	0-3 Based on

DAY	<ul style="list-style-type: none"> • Wait patiently and quietly in a single file line at check-in table. • Use good manners. • Respect others' personal space and belongings. 	<ul style="list-style-type: none"> • Be a problem-solver. • Raise hand to ask permission to leave your seat or use the bathroom. • Walk at all times. 	<ul style="list-style-type: none"> • you need for Extended Day and for Home. • Keep your area clean. 	location and Supervisor's instructions
HALLWAYS & STAIRWELLS	<ul style="list-style-type: none"> • Walk slowly and silently. • Stay in a single file line. • Respect the personal space of others and school property. • Greet adults and other students by nodding, smiling or waving. 	<ul style="list-style-type: none"> • Go directly where you need to be. • Keep the floor clean. • Shut locker door completely and quietly. 	<ul style="list-style-type: none"> • Walk carefully on the right side of the stairs and hallways. • Be courteous: accommodate and yield to others. • Follow directions. 	0
LUNCHROOM	<ul style="list-style-type: none"> • Enter quietly. • Wait patiently and quietly in a single file line. • Use good manners. • Respect others' personal space. 	<ul style="list-style-type: none"> • Sit at assigned tables. • Be a problem-solver. • Raise hand to ask permission to leave your seat or use the bathroom. • Walk at all times. 	<ul style="list-style-type: none"> • Bring everything you need for lunch and recess. • Clean your area to earn your table's Ready Card. • Sit and wait for recess monitors' directions. 	0-2
RECESS	<ul style="list-style-type: none"> • Listen to recess monitor. • Keep hands to yourself. • Be a good sport and friend. 	<ul style="list-style-type: none"> • Use equipment safely. • Stay in assigned area. • Stay away from street, alley and moving vehicles. • Be aware of others around you. • Be a problem-solver. 	<ul style="list-style-type: none"> • Dress appropriately for weather. • Use zero level voice while exiting and entering. • When the whistle sounds gather equipment and belongings. • Immediately line up. 	0 While walking exiting/entering 3-4 While playing
LIBRARY	<ul style="list-style-type: none"> • Treat books, iPads and other materials with respect. • Treat others how you wish to be treated. • Use appropriate voice level. 	<ul style="list-style-type: none"> • Reshelf books correctly and in the right place. 	<ul style="list-style-type: none"> • Return borrowed books promptly. 	0-2
MASS	<ul style="list-style-type: none"> • Remove hats and hoods upon entering. 	<ul style="list-style-type: none"> • Participate in song and prayer. 	<ul style="list-style-type: none"> • Be punctual. • Remove outerwear 	0 -while entering and

	<ul style="list-style-type: none"> • Bow upon entering pew and genuflect upon exiting church. • Walk to and return from the altar with hands folded. • Receive Eucharist reverently. • Wait to put on personal belongings until instructed by your teacher. 	<ul style="list-style-type: none"> • Return worship materials appropriately. • Kneelers are for kneeling. 	<ul style="list-style-type: none"> and place backpacks under pews. • Lower kneelers quietly and say a prayer. • Worship materials in hand. • Be attentive. 	<ul style="list-style-type: none"> exiting 3 -while participating in mass
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Voice Level	Label and Explanation
0	Silent
1	Whisper
2	Partner talk
3	Speaker Voice
4	Outdoor

Those students who are found meeting, or exceeding, our common expectations are awarded “Blazer Bucks”. Each student will collect his/her Blazer Bucks and be responsible for their safe keeping, until they have a chance to cash them in for various incentives based on their grade level. There will be grade level prizes, as well as school level incentives. All faculty and staff members will be carrying Blazer Bucks and acknowledging positive behavior from all students.

Acceptable behavior is expected during any function or activity (*e.g.*, classroom, field trip, sporting event, *etc.*) involving St. Bruno School or Parish, regardless of the location or time of the event. ***We need parents’/guardians’ support in promoting acceptable behavior.***

PROCEDURES FOR PRE-SCHOOL 3 AND 4

See Pre-School Handbook

PROCEDURES FOR GRADES KINDERGARTEN TO 3

When inappropriate behavior occurs, School Personnel has the use of, but is not limited to, the following consequences, to be used at his/her discretion:

- Verbal Warning
- Written Warning to be acknowledged through email, or signed by parent, and returned to school the next day
- Teacher-Student-Parent Conference
- Teacher-Student-Parent-Principal Conference

Teachers of children in the lower grades may on occasion keep a student after school as a disciplinary consequence. On such occasions, parents will be notified prior to the day of detention. This notification will be documented.

PROCEDURES FOR GRADES 4 TO 8

When inappropriate behavior occurs, School Personnel has the use of, but is not limited to, the following consequences, to be used at his/her discretion:

- Verbal Warning
- Written Warning to be acknowledged through email, or signed by parent, and returned to school the next day
- 40-minute detention after school (parent/guardian will be notified)
- Teacher-Student-Parent Conference
- Teacher-Student-Parent-Principal Conference

These consequences are not necessarily sequential. The nature of the unacceptable behavior determines the consequence. If a student receives three detentions during a given grading period, it will be noted with the report card. A behavior plan will be developed and signed by all parties. This behavior plan will become part of the student's file in the Principal's Office. The plan will be monitored by the teacher(s), and parents will be informed of the progress. Additional disregard for school policies may result in probation, in-school suspension, out-of-school suspension and/or expulsion.

DETENTION

In our continuing effort to promote self-control and individual responsibility, Grades 4 to 8 have established a detention program for any students whose behaviors, or actions, are deemed disruptive to the learning atmosphere. The detention notice will be sent home to be signed by a parent and returned the next day. The detention will be served the following Thursday from 3:00 pm to 3:40 pm. Students serving detention will be dismissed from door #3, the 49th street door in the playground. ***The parent is responsible for the student's transportation home after detention.*** Students who are not picked up by the parent within 5 minutes of the 3:40 pm dismissal from detention will be sent to Extended Day. Parents will be charged for this time according to the Extended Day service charge in force at that time.

ZERO TOLERANCE BEHAVIORS AND DISCIPLINE

The following is a list of "Zero Tolerance" behaviors:

- ❖ Serious Physical aggression to anyone on school property
- ❖ Harassment- See Harassment, Sexual Harassment
- ❖ Organizing, or participation, in gang/clique activities- see Gang Activity
- ❖ Verbal, or written, threats to students or others
- ❖ Intentional property damage, school or personal
- ❖ Possession of harmful weapon
- ❖ Serious stealing
- ❖ Intentional elimination of bodily fluids
- ❖ Harming oneself
- ❖ Bullying
- ❖ Persistent defiance, or disrespect, to an authority figure
- ❖ Other repeated, intentional or harmful behavior

Disciplinary Action for Zero Tolerance Behaviors

If a student engages in any of these behaviors, the following procedure will be followed by all teachers/staff:

1. The teacher will notify the administrator.
2. The student will be immediately removed from class.
3. Parents will be contacted regarding the Zero Tolerance behavior.
4. A meeting will be scheduled with the parents, teacher(s), student and administrator to create a behavior plan.
5. The plan will be shared with all teachers working with the child.
6. Consequences will be administered.

Consequences for Zero Tolerance behavior may include but are not limited to:

- Lunch meeting with administrators
- Apology letter
- Action Plan created
- Parent phone call/meeting
- Removal from activities/trips/extracurricular activities
- Parents are financially responsible for damaged property of school or others
- Parent(s), teacher(s), administrator(s) and student meeting
 - Student may be referred to counseling (personal and /or family)
 - Student may be referred to the Illinois Department of Children and Family Services or other welfare childcare agencies of the respective county
 - Student may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved
 - Police, juvenile court and other appropriate authorities will be notified of violence and/or illegal activities
 - Suspension or expulsion

PROBATION

While serious, or consistent, misbehavior is not expected, it does occasionally occur. When serious, or consistent, misbehavior occurs, it may result in a student being placed on probation. During this probation, which will last for a specified period of time, teachers will report to the parent/guardian and principal concerning the student's improvement. Lack of improvement during the period of probation will result in harsher penalties, such as in-school and/or out-of-school suspension being implemented.

SUSPENSION

Suspension is the isolation of the student from all school or school-related activities, including extra-curricular and sports events. The suspension may take place at school, in a supervised area away from the classroom or at home under the direct supervision of a parent or adult guardian. The length of a suspension may vary depending on the nature of the infraction. Homework and class work may be completed at the discretion of the teacher. Tests will be made up before or after school hours upon the students' return to school, at a time arranged by the teacher.

EXPULSION

Expulsion is the termination of the student's privilege to attend St. Bruno School and requires transfer of the student to another school. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment. In most cases, a period of suspension from school activities will precede an expulsion.

HARASSMENT

The Pastor, administration and staff of St. Bruno 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; appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion or termination. Harassment includes the following:

- ❖ Verbal or written taunting
- ❖ Bullying
- ❖ Offensive, intimidating, hostile or offensive conduct
- ❖ Ranking/rating of personal characteristics such as race, disability, ethnicity or perceived sexual orientation
- ❖ Jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group

SEXUAL HARASSMENT

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

Procedure:

- ❖ Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
- ❖ The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment and take appropriate corrective action.
- ❖ If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
- ❖ The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

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.

Procedure:

- ❖ Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

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

PUBLIC SCANDAL

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful or harmful to themselves or to others.

School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

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

BULLYING

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

Bullying is:

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

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

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

Bullying acts or conduct described above can include the following:

- ❖ **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching and excessive tickling;
- ❖ **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip and threats whether in person or through any form of electronic communication and the Internet;

- ❖ **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- ❖ **Sexual** which includes, but is not limited to, many of the emotional acts, or conduct, described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

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

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

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

BULLYING PREVENTION

All allegations and incidents of bullying are taken seriously. The school principal has the responsibility and authority to gather data on such incidents and the totality of the circumstances and will:

- Immediately address student/parent/guardian reports of bullying.
- Prepare and maintain written documentation on a Bullying Complaint Report Form.
- Apply appropriate disciplinary consequences to the offending student(s).
- Place written documentation of the complaint/disciplinary action in the student(s) file.

THREATS

Students have the responsibility of informing the school personnel of threats made against them. The school principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and will:

- Notify the police.
- Notify parents/guardians of all students involved that a threat has been made and/or a student feels threatened by the statements and/or actions made.
- Following the police investigation, determine appropriate disciplinary consequences for the student who made the threat. (Consequences may result in exclusion from special activities, probation, suspension and/or expulsion).

GANG ACTIVITY

Gang related activities have no place in a Catholic school that is inspired by the spirit of the Gospel and fosters Gospel-based attitudes and dispositions. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- ❖ Any conduct on or off school premises that may be gang related

- ❖ Any conduct that may be gang related during school sponsored events or activities
- ❖ Students wearing clothing/symbols that may be, in the manner displayed, gang related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps or other possessions that may be gang related.
- ❖ The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang related
- ❖ The use, possession and/or concealing of a weapon.

The school principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations will result in immediate probation, suspension and/or expulsion.

WEAPONS

Anything that can cause bodily harm, mental anguish or physical damage shall be considered a weapon. Students must not carry, possess and/or use weapons in school or on school premises at any time. ***Under the Illinois School Code, school officials shall report weapon violations to the local police.*** Use of anything that may be considered a weapon will result in disciplinary action. Depending on the violation circumstances, students will be counseled, suspended or expelled.

SEARCH AND SEIZURE

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against disruptive or illegal conduct.

While lockers, desks and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and with school rules.

School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control and management of the school. All property of the school, including the students' desks and lockers, as well as their contents may be searched, or inspected, at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property. If appropriate, school authorities will request the assistance of law enforcement in conducting searches.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for the purposes here, shall be defined as any weapon, illegal drug and/or drug paraphernalia, or other item, the possession of which is prohibited by law or school policy.

BIRTHDAY CELEBRATIONS

Each child celebrating their birthday will receive an out-of-uniform pass to be used on the given day of their birthday month. If your birthday falls during the summer, the out-of-uniform day will be held in August. If you would like to send a treat/snack for your child to pass out to all children, please let the teacher know at least one day in advance. Often children like to distribute

snacks for birthdays and special occasions. We ask that such snacks be individually wrapped and that you take into consideration the nutritional value of snacks sent to school as at times, children have an overabundance of sugar. Additionally, some children have allergic reactions to ingredients in snacks. **Classroom birthday celebrations should be limited to a single treat for the class. Pizza and pop will not be allowed as a birthday treat.**

Parents are asked to consider the feelings of all children in a classroom when sending invitations to a party. We ask that invitations not be distributed at school **unless** every child in the class is receiving an invitation.

CARE OF BOOKS AND PROPERTY: SCHOOL AND PERSONAL ITEMS

Students are issued textbooks and/or workbooks for each subject. New books are purchased as often as possible. All students are expected to take proper care of all books by not marking them or tearing pages. It is expected that all school property will be taken care of properly. Fines or requirements for compensation are issued for any damage to books or school property.

The school advises students not to bring valuable personal items to school (*e.g.*, money, jewelry, collector's cards, audio equipment, hand-held games). School personnel can confiscate such items from students. School personnel will not be responsible for lost/stolen articles.

CELL PHONES

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone **only if absolutely necessary**. We understand that many of our parents are working and cell phones provide safety for children who may need to walk home or be alone until their parents come home.

Students are allowed to carry cell phones to school. However, **phones must be turned off and stored in the student's backpack**. Phones may **not** be used to talk, take pictures, play games, record or text during school hours, including recesses and during Extended Day. Parent permission to carry a phone must be on file in the school office. The school is not responsible for a cell phone being lost, broken or stolen.

The cell phone must be kept in a student's book bag at all times and turned off. Cell phones cannot be turned on from the hours of 7:30 am – 2:50 pm. If a student uses a cell phone during the school day or if it rings:

- First Offense: Cell phone will be confiscated immediately and there will be a \$5.00 fine. The cell phone will only be released to the parent/guardian *via* the principal.
- Second Offense: Cell phone will be confiscated immediately and there will be a \$10.00 fine. The cell phone will only be released to the parent/guardian *via* the principal.
- Third Offense: Cell phone will be confiscated immediately and there will be a \$15.00 fine. The cell phone will only be released to the parent/guardian *via* the principal.

If there are more than three offenses, an out-of-school suspension will be issued.

If you see the need for your child(ren) to carry a cell phone to school, please complete The Cell Phone Policy agreement and return it to the school office.

CHILD ABUSE

School personnel, by law, are mandated reporters of allegations/suspicious of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances exist. This means that we work, and fully cooperate, with all the appropriate agencies that handle the investigation of suspicion. Criminal background checks have been performed on all current employees/volunteers and are performed on all persons considered for involvement at St. Bruno School.

COMMUNICATIONS / FAMILY ENVELOPES/ PHONE MESSAGES

Family Envelope: Parent-teacher and parent-school communication is an important factor in each child's education. In order to keep parents informed about what is happening, the **youngest or only child** in each family is given a **weekly Family Envelope** on Wednesdays of the school year. Enclosures include the following types of communications:

- ❖ Principal Newsletter
- ❖ Monthly School Calendar of Events
- ❖ Homeroom newsletters regarding specific homeroom programs/activities
- ❖ Family School Association news
- ❖ School Board news
- ❖ Parish announcements and fliers
- ❖ Community organization fliers (approved by the principal)
- ❖ Order Forms (Milk, Breakfast/Hot lunch Program, *etc.*)

Families should review envelopes' contents as they often contain forms that must be completed and returned to school. Additional notices and updates will be sent home from time to time, as needed. ***The Family Envelope must be signed by a parent/guardian and returned to school within three days of their distribution.***

Observations noted by parents and teachers are important in promoting a child's total development. We encourage parents to inform teachers about special occasions or changes that take place in a child's life (birth or adoption of a sibling, death of a loved one, family separation or divorce, loss of family income, *etc.*).

Parents are asked to send a written request to the teacher, or call the office, when they want to make an appointment to discuss a matter of length or resolve a problem/conflict.

Non-custodial Parents: Family Envelopes are sent home with the children. If a non-custodial parent desires a family envelope, the non-custodial parent must (1) Be sure that a copy of the Court Order identifying the custodial and non-custodial parent is on file with the school and (2) Provide the school office with the non-custodial parent's name, current mailing address and phone contact information. It is the non-custodial parent's responsibility to keep the address information up to date.

Phone Messages: Phone messages can be relayed by the school secretary to the teachers. Teachers usually receive these messages during their planning periods or lunch period. Teachers may return calls during their planning periods, lunch period or immediately after school. They usually will not return phone calls during their class hours or in the evening. Teachers may use their e-mail, or written notes, to respond to phone messages.

CONFLICT MANAGEMENT

As in all human relations, occasions may arise when, due to misunderstanding or lack of communication, some differences of opinion may occur. It is the policy of St. Bruno School that any such occasion should first be dealt at the level closest to the situation: student to student or student to teacher. If this meeting does not resolve the situation, the next meetings would be teacher to parent or teacher to student and parent.

The teacher will document any meetings that are not resolved as a result of the first meeting and keep those notes in his/her file until the end of the school year at which time these anecdotal files will be destroyed.

If a satisfactory outcome does not result from the above process, the teacher, student or parent may request an appointment with the Principal to further discuss the problem.

EMERGENCY PROCEDURES

Student Emergency Information Cards

Each family is required to have a current “Student Emergency Information Card” on file in the School Office. Cards for the current year are given to the students on the first day of school. When completing the card, be sure to provide us with the name and phone number of three emergency contacts living in close proximity to the school who are available to pick the student up at school if necessary. We will make every effort to contact your primary designated caregiver. It is the parent/guardian’s responsibility to keep information on this card up-to-date. *In the event of phone number changes or changes in emergency contacts, please notify the school as soon as possible in writing.*

If a student becomes ill or is injured during school hours, parents will be notified immediately and instructions from the parent/guardian will be followed. If parent/guardian cannot be reached, emergency contacts will be called. In the event of a serious accident when parents cannot be reached, the parent signature on the emergency information card authorizes the school to have the child transported to the hospital. Parents are responsible for all transportation and medical costs incurred in these situations.

Emergency Closings

The administration of St. Bruno School (or as the Archdiocese of Chicago deems it necessary) will determine when St. Bruno School will be closed for inclement weather. An automated message will be sent to you from the school. Make sure that all contact information is up-to-date. In the event of severe weather conditions or for other unforeseen circumstances, the school cancellation announcement will also be relayed *via* the following stations:

AM radio – WBBM, WGN

TV stations – Channels 2, 5, 7, 9, Fox, CLTV

As parents you are the most able to discern whether or not it is safe for your child to attend school during severe weather conditions. Please do not call the school or the rectory for closing information.

Disaster Drills

In keeping with state law, lock down drills and disaster drills, such as fire drills and tornado drills will be held on a regular basis. Detailed information is contained in the St. Bruno Crisis Management Book, which is available in the School Office. In the event that a tornado warning is announced near dismissal time, the students will remain in the designated shelter areas in the school until the All Clear is sounded.

If it becomes necessary to dismiss the student body early, the procedure will be:

- Students will be assembled in an area of safety and will be released to parent/guardian when they come to sign them out.
- News media, particularly radio stations, will be notified of the early dismissal and the reason for it.
- When necessary, the emergency closing phone relay will be implemented.

EXTENDED DAY CARE PROGRAM

The St. Bruno Extended Day Program is designed to provide a safe and productive atmosphere for students enrolled in the school whose parents find it helpful for them to be at school outside of regular school hours. The Extended Day Care Program is available only for St. Bruno School students who need before school and/or after school care. A handbook, with fee schedule, is distributed to each family that registers a child in the Extended Day Program. The Before-School Program will run from 6:45 am until 7:45 am and the After-School Program will run from dismissal until 6:00 pm on days when school is in session.

In addition to completing an Extended Day Registration Form, each family that registers a child in the Extended Day Care Program is required to complete the Emergency Information Form for the Extended Day Program. (The St Bruno School Emergency Information Form will be duplicated and provided to the Extended Day Care Program Coordinator upon registration for the Extended Day Care Program.) If a student is not picked up from school at 3:00 pm, he/she will be sent to the Extended Day Care Program until he/she is picked up by the parent/guardian, or authorized person. Parents/guardians will be responsible for all fees incurred as a result of a late pick-up.

FIELD TRIP POLICY

Field trips are an extension of St. Bruno School's educational program and students are expected to attend. They are designed to enrich the student's classroom curriculum in an educational, cultural and social experience. Transportation and admission fees may be required. Ordinarily, parents will be informed at least ten days in advance about a pending trip. Information should include the destination, purpose of the excursion, travel arrangements, type of supervision, time out of school building and approximate return time, cost of the trip and any other pertinent information parents should possess.

Please Note: Field trips are privileges afforded to students, not absolute rights. The principal reserves the right to exclude a student from participating in a field trip. If the principal, or the parent/guardian, chooses not to allow a student to participate in a field trip, alternate plans for the day will be approved by the principal. The classroom teacher reserves the right to determine if a child should be accompanied by a parent/guardian on a field trip because of unacceptable behavior patterns.

Each child must present a permission slip signed by his/her parent/guardian in order to take part in the field trip. No student may participate in a field trip unless a signed parent/guardian permission slip for the particular event is on file. Students who have not submitted signed permission slips by the day of the field trip will not be able to attend the trip---verbal permission or permission by email is not acceptable. Those students who are unable to attend the field trip, or do not turn in signed permission, are not to attend school that day. As a result, the student will be marked absent from school. See the Appendix for a copy of the Field Trip Permission Slip. This copy may be used in the event the permission slip sent home is misplaced.

HEALTH PROCEDURES

Student Illness

Students having any kind of contagious disease should not come to school until they have recovered and are not contagious to other students. In addition, they must have a doctor's note stating that they may return to school.

Any student who comes to school with a contagious disease, or exhibits symptoms of a contagious disease, while in school, will be sent to the School Office. A parent/guardian or caregiver (as listed on the child's Student Emergency Information Card) of the child will take the child home until he/she is well and no longer contagious. It is imperative that two caregivers are listed on the child's Student Emergency Information Card and that the information on the card is current.

Any student having an accident, or becoming, ill during school hours will be sent to the School Office. Minor ailments will be dealt with in the School Office. If warranted, a parent/guardian will be notified and consulted as to the procedure to be followed. If a parent/guardian cannot be reached, office personnel will notify the caregiver(s) listed on the child's Student Emergency Information card.

Health Requirements

Illinois State Law requires all children entering Kindergarten, and those new to the school, to complete and submit Physical, Dental and Vision examinations. Students entering Second Grade are required to submit a Dental examination. Students entering Pre-School for three-year-olds, new Pre-School four-year-olds and Sixth Grade are required to submit Physical and Dental examinations. All students must present evidence of proper immunizations. Any student not in compliance with this law by October 15 will be excluded from the school.

The State of Illinois requires a valid Certificate of Child Health Examination be on file at the school for every child. All children must have the following immunizations and tests:

4 DTP, 4 HIB, 3 Polio, 2 MMR, series of Hepatitis B, 1 TB test/date/results and a physical examination within 6 months after the start of the school year

Once your child meets the requirements of the physical, it is valid for two years. Children will not be admitted to class, if this form is not complete and on file.

Please keep your child at home, if there has been vomiting, fever, rash combined with a fever or diarrhea in the last 12 hours; if the child has started taking an antibiotic in the last 24 hours; if there is heavy nasal discharge or constant cough; or if there are symptoms of a communicable disease (*e.g.*, reddened eyes, sore throat, headache, earache, abdominal pain, rash, fever). Notify the school as soon as possible, if the doctor diagnoses a communicable disease and/or condition, such as strep throat, chicken pox or lice. Please do not bring a child back to school until all symptoms of illness are gone. If the teacher notices symptoms of illness when the child arrives, he/she will ask for clarification from the parent/guardian and may ask that the child not attend school that day. If a child becomes ill during class time, the school secretary will call a parent/caregiver (as listed on the child's emergency card) to ask that the child be picked-up. During the time waiting for the parent/caregiver to arrive, the teacher will send the child to the school office and away from the other children.

Listed below are some of the common childhood diseases and the recommended isolation period for each of them:

Disease	Isolation Period
Chicken Pox	6 days after first eruption
Measles	7 days
German Measles	3 days
Strep Throat	24 hours after treatment has begun
Mumps	9 days after onset
Head Lice	After treatment with medicated shampoo prescribed by a physician or pharmacist – child will be rechecked before re-entering class, all nits must be gone
Conjunctivitis (pink-eye)	24 hours after treatment has begun
Scabies	24 hours after treatment has begun
Scarlet Fever	24 hours after treatment has begun

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.

It is the policy of this school, under guidelines from both the State of Illinois and the Office of Catholic Schools, that school personnel—including teachers, administrators and administrative staff—shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Procedures

1. **Medication Authorization Form** - No school personnel shall administer any prescription, or non-prescription medicine, unless the complete Medication Authorization Form for such student has been received by the School Principal or his/her designee. NO student shall possess, or consume, any prescription or non-prescription medication unless a

complete Medication Authorization Form for such student has been received by the School Principal or his/her designee.

Medication Authorization Forms are available in the school office. In addition, a Medication Authorization Form is distributed for each student in the Family Envelope in August or early September. No student shall be allowed to possess or consume any prescription or nonprescription medication unless a completed Medication Authorization Form for such student has been received by the School Principal or his/her designee.

A Medication Authorization Form is distributed for each student in the August or early September Family Envelope. A Medication Authorization Form is complete, if it contains the following information:

- ❖ A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order.
 - ❖ Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration and the duration of the prescription.
 - ❖ Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication.
 - ❖ Written permission and authorization for the administration of medication signed by the student's parent/guardian.
2. **Appropriate Containers** – It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by the School Principal or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:
- ❖ 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...
- ❖ Manufacturer-labeled for nonprescription, over-the-counter medication.
3. **Administration** - Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.
- ❖ Medication **will not be administered** to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of a parent/guardian to have the School Principal or his/her designee administer such medication to the student, and the School Principal has agreed in writing to administer the medication as set forth in the complete Medical Authorization Form. Such written agreement by the School Principal shall be indicated on the completed Medical Authorization Form. The School Principal retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed Medical Authorization Form.

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 come to the school to administer the medication if:

- ❖ A completed Medical Authorization Form has not been received and approved by the School Principal for the medication sought to be administered.
 - ❖ A request and authorization for the administration of medication is denied by the School Principal.
 - ❖ The medication identified in the completed Medical Authorization Form is not given to the School Principal in an appropriate container as described herein.
4. **Self-administration** - A student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Number 6 below, such medication must be stored in a locked cabinet under the control of the School Principal or his/her designee and a completed Medical Authorization Form must be received by the School Principal. The completed Medical Authorization Form must contain a statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Number 6 below, self-administration of medication shall be under the supervision of the School Principal or his/her designee.

5. **Storage of Medication** – Medication received by the school in accordance with a completed Medical 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 and his/her designees.

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 at the end of the treatment regime, the student's parents/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 medication will be appropriately discarded by the School Principal.

6. **Carrying and Unsupervised Self-Administration of Medication** – Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without any supervision by school personnel **only if the following conditions are met:**

- ❖ A completed Medical Authorization Form has been received by the School Principal or his/her designee.
 - ❖ A completed Physician Request for Self-Administration of Medication form has been completed by the student's physician and parent/guardian and received by the School Principal or his/her designee.
 - ❖ Such medication must be worn in a waist pack by the student at all times.
7. **Emergency Medical Care** – In the event that a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical

Authorization Form on file with the School Principal or his/her designee, the Principal or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Emergency Notification Form. If the student's parent/guardian cannot be contacted, the School Principal or his/her designee shall attempt to contact the persons identified by the parent/guardian as the student's emergency contacts. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parents/guardian or emergency contact.

Notwithstanding the foregoing, the School Principal or his/her designee or other certified school personnel may call emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-relation supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency medical care.

HOMEWORK

Homework is an integral part of the educational process, and assignments vary according to the grade level of the student. It allows the student an opportunity to develop independence and to improve the skills learned at school. In some cases, homework is a specific written assignment. In those grades where there are no specific nightly assignments, or on nights when no written homework is assigned, students are expected to read (or be read to) for fifteen to thirty minutes.

Families with students in grades 3 through 8 may consult our website for the students' assignments. This information may be accessed by logging into: www.stbruno.com and following the links to each grade's assignments.

Parent/guardians are encouraged to help children acquire the self-discipline required in doing homework. It is appropriate to check children's work and discuss it with them. We ask that parents not allow children to submit work that has been done carelessly or is incomplete. Without doing the assignment for the child, parents/guardians are encouraged to spend the necessary time to promote neatness, correct spelling and correct use of punctuation.

Homework Policy for Grade 3

Homework/Assignments are expected to be completed and returned as directed by the teacher. There are consequences for missing assignments:

- Missing an assignment will result in a note sent home with the student.
- The note must be signed by a parent and returned the next day along with the late assignment.
- If the late homework and note is not returned the next day, the student will miss recess.
- The Letter Grade is lowered each day an assignment is missing.
- If after the third day an assignment is still not returned, a Zero Grade will be recorded for that assignment.
- Frequent missing assignments will result in a phone call to parents and/or a conference with parents.

Homework Policy for Grades 4th through 8th

Homework/Assignments are expected to be completed and returned as directed by the teacher. Daily homework will be tracked from grade to grade. There are consequences for missing assignments:

- If a student is missing an assignment, homework notification will be given to the student to be returned the following day.
- Missing assignments result in a deduction of points.
- If an assignment is missing after one day, no credit will be given for the assignment.
- A detention will be given, if student receives 5 homework notifications in one week.

LUNCH

All students may participate in the Archdiocesan Hot Lunch Program. A monthly menu/order sheet will be sent to each student. Orders for hot lunches are optional but will not be accepted after the deadline stated on the menu sheet for the month. Milk, chocolate or white, may be ordered, even if a hot lunch is not ordered. Students may opt to bring a healthy lunch from home. Families are encouraged to monitor children's lunches from home, keeping snacks and sugar items to a minimum. "Fast food" lunch items (*i.e.*, McDonalds, Subway, *etc.*), as well as large bags of "Hot Chips" may not be brought to students at lunchtime. Energy Drinks of any type are not permitted; the only beverage options are milk, juice or water.

Lunch Schedule

The following lunch schedule contains twenty minutes of lunch and twenty minutes of recess, for a forty-minute period.

GRADE	LUNCH TIME
Pre-K 3 and 4-year-olds	11:00 am -11:30 am
2, 3, 4 & 5	11:20 am – 12:00 pm
K, 1, 6, 7 & 8	11:50 am – 12:30 pm

Lunchroom Behavior

The lunch period should be a pleasant time for all. This can be achieved only by proper manners and courteous behavior. Students are to conduct themselves at lunch as they would at meals at home or in a restaurant. The students must abide by the regulations for conduct and at all times must obey the supervising personnel. Lunchroom behavior will follow the PBIS expectations that have been adopted across the facility. Please refer to **Student Expectations** to review the required behavior for our St. Bruno students.

Consequences for inappropriate behavior during the lunch period may include, but not be limited to, isolation from class lunch table, exclusion from class lunch table and after school detention.

MISSING CHILDREN

Illinois law requires any person enrolling a student in school for the first time to provide either a certified copy of the student's birth certificate or other governmental documentation of the child's identity.

If the necessary documentation is not received or it is inaccurate and/or suspicious, the district must report the matter to local law enforcement authorities. The law also requires districts to flag the student record of any child who is reported to be missing by the Department of State Police. Local law enforcement authorities must then be notified when information is requested from the flagged record. In addition, a district enrolling a transfer student must request a copy of the

student's record from the student's previous school, which must transfer the record within 10 days unless the record has been flagged as belonging to a missing child. When another school requests a flagged record, the student's previous school must notify local police.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the St. Bruno community 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.

Parent/Guardian Responsibilities

- Support the mission of the School.
- Support school policy and authority of the Administration and Teachers.
- Follow the policies and procedures stated in the school handbooks.
- Attend conferences with the administration, teachers and school personnel when requested.
- Model and support your child's practice of the Catholic faith or interfaith values of your family's faith tradition.
- Make sure your child/ren get to school on time.
- Require that your child/ren complete all assignments.
- Insist that your child/ren obey the regulations and principles of St. Bruno School.
- Discuss problems with persons concerned and avoiding any criticism of teachers and school policy.
- Pay all tuition and fees on time.
- Reimburse property destroyed or lost (accidently or intentionally).
- Provide the school with a copy of the custody section of the divorce decree for the protection of your child/ren.
- Read the web page of your child.
- Monitor PowerSchool for your child/ren's progress in school.

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 or attitudes of a parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- ❖ Scheduling meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- ❖ Conducting school business with the other parent/guardian of the student.

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

- ❖ Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- ❖ Dismiss the child/ren of the parent/guardian temporarily or permanently from the local Catholic School.

PARENTS' RIGHTS: SCHOOL RECORDS

Regardless of custody, both parents have the right to inspect and to receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, we shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences are scheduled for every child in Preschool through 8th grade during the month of November. Prior to these conferences, parents receive the 1st term Progress Reports and Report Cards. A second Parent Teacher Conference will be scheduled after the second trimester during the month of March. In order to maximize the benefits of St. Bruno School's educational program, it is necessary for parents/guardians to meet with the child's teacher for an evaluation of the child's progress.

Participation is encouraged for all students to promote a sense of responsibility, active participation and accountability for their education.

The teacher or the parent/guardian may initiate additional conferences during the year. Teachers can be contacted by sending a note, by email or by leaving a phone message for the teacher. The School Office phone number is (773) 847-0697.

PHOTOGRAPHS: USE AND PUBLICATION

Members of our staff frequently take pictures of student activities for publication in the local newspapers or on the school website. Before these pictures can be published, the school must have an authorization on file for each student pictured. Parent permission for photo publication of students must be renewed yearly.

POLICY ON NON-DISCRIMINATION

St. Bruno School respects the dignity of each student and will not bar admission to any child because of race, color, sex or national and ethnic origin. All can enjoy the rights, privileges, programs, and activities that are available in our school. St. Bruno School does not discriminate on the basis of race, color, sex or national and ethnic origin in the administration of educational policies, loan programs, athletics and other administrative programs.

REPORT CARDS / HONORS REQUIREMENTS

Report cards are issued 3 times per year as part of the ongoing process of evaluation. Progress reports are issued between report cards to keep parents/guardians aware of students' progress in school. A signed acknowledgment (parent/guardian signature on report envelope) must be returned to the homeroom teacher within 3 days, so that teachers know that parents have seen them. It is hoped that these will be discussed between parent/guardian and child—the good

achievement recognized, and if needed, help given in areas that need improvement. Test scores, homework grades, daily work, other forms of assessment and classroom participation are part of the ongoing process of evaluation.

Honor Roll for 4th through 8th Graders

High Honors: A student must earn a grade point average of 3.90-4.33. Any academic or behavioral checks will disqualify students from Honor Roll status.

Honors: A student must earn a grade point average between 3.5 and 3.89 in all subjects. Any academic or behavioral checks, as well as a letter grade of 'D' or 'F', will disqualify students from Honor Roll status.

Citizenship Honors for 4th through 8th Graders

Students who have not earned any behavioral checks receive this reward, regardless of their grade point averages.

Grading Code (3rd through 8th Graders)

%	Grade	%	Grade	%	Grade	%	Grade	%	Grade
100-99	A+	92-91	B+	84-83	C+	76-75	D+	68-0	F
98-95	A	90-87	B	82-79	C	74-71	D		
94-93	A-	86-85	B-	78-77	C-	70-69	D-		

Grading Code (1st and 2nd Graders)

%	100 - 93	92 - 85	84 - 77	76 - 69	68 - 0
Grade	A	B	C	D	F

SACRAMENTAL PROGRAMS

The celebration of the sacraments is a major function of the parish community and, as such, has a parish-wide focus. Sacramental preparation and the celebration of the sacraments will include all students from our parish community, whether enrolled in the school or the CCD program.

- ✝ In third grade, students receive the sacrament of Reconciliation. Parent/guardians are required to attend a Parent Meeting in preparation for their children receiving this sacrament.
- ✝ First Holy Communion is also received in third grade. Parents/guardians are required to attend Parent Meetings in preparation for their children receiving this sacrament.
- ✝ The sacrament of Confirmation is received by seventh and eighth grade students on alternate years. Parents/guardians and students are required to attend Parent/Student Meetings. Service hours are required of Confirmation students as part of their preparation for the sacrament.

Fees are required for all sacraments and are non-refundable. This information will be provided at the Parent Meetings.

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS

Chaperones must be at least 21 years of age and must comply with the following **Safe Environment Requirements**:

Criminal Background Screening

- All volunteers who work with children must complete an online background check.
- No one may begin to volunteer unless the criminal background check has been completed and approved.

Safe Environment Training

- All volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning employment, ministry or service.
- Verification of completing Virtus Training is filed in the volunteer file at the place of ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being accepted as a volunteer.)
- If the new volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate at the time of training.

Code of Conduct

- All volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement Form**.
- The signed Code of Conduct form is to be kept in the volunteer file at the place of ministry.

Child Abuse and Neglect Tracking System (CANTS)

- All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System **CANTS 689** form. The Form is to be given to the local administrator.
- One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the volunteer file at the place of ministry.

Note: All of the above forms are available online at **www.archchicago.org** under the Protecting God's Children link. All forms, except the CANTS form, are available in English, Spanish and Polish.

SAFETY

School Security

All visitors must use the main entrance and sign-in at the School Office. Anyone seeking to gain entrance to the school building must ring the bell, identify themselves and wait for the buzzer to sound before opening the door. Students are not permitted to open the door for any visitor to the school, even if the student knows the visitor.

Anyone picking up a student after school must wait for the student outside of the school building. No one will be permitted to wait in the building.

Parking

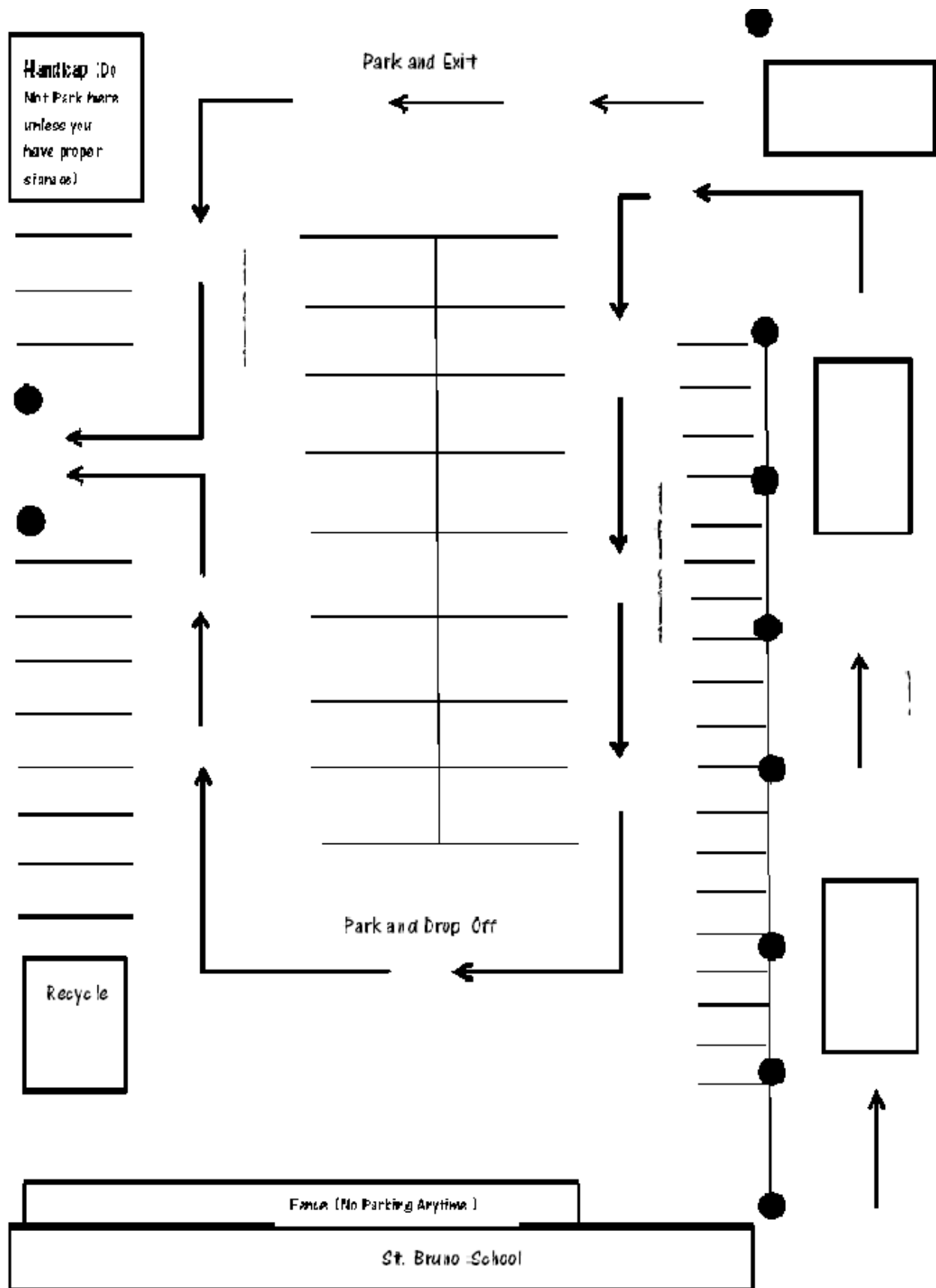
For the safety of our students coming to and leaving school, on all school days' barricades will be

put up from 7:30 am until 8:05 am and from 2:30 pm until 3:05 pm. On shortened school days, the barricades will be put up 20 minutes before dismissal and remain up 20 minutes after

dismissal. The barricades will be placed at the intersection of 49th Street and Harding Avenue, and across Harding Avenue just south of the school parking lot.

Please leave with enough time to have your child(ren) promptly at school at 7:45 am. Please be cautious when approaching and leaving the school parking lot, alley and Harding Ave. No traffic or parking is permitted on Harding Avenue from 49th Street to the school parking lot during the above-mentioned times. Moving, or removing, the barricades is not permitted. Stopping a vehicle by the barricades to drop children off is not permitted. Southbound traffic will not be permitted in the alley behind the school during the above-mentioned times.

When parents drive a child/ren to school, the driver should enter the school parking lot either by entering the alley off 49th Street heading north into the parking lot, or by entering the alley off Springfield Avenue and heading west into the parking lot. Once in the parking lot, the driver should park IN A PARKING SPACE, help the child exit the vehicle, and walk the child to the sidewalk. **Parking on 49th street is not permitted.** There is no parking in handicap spaces unless they are needed and proper signage is displayed. There is also no parking next to the fence on the north side of the school. All cars must exit west from the Harding Street parking lot exit. Please refer to the attached map to see how traffic should flow in the parking lot.



SCHOOL SCHEDULE

7:45 am	First Bell
7:55 am	Tardy Bell
11:00 am – 11:30 am	Lunch for PreK 3 and 4-year-olds
11:20 am – 12:00 pm	Lunch for 2, 3, 4, 5
11:50 pm – 12:30 pm	Lunch for K, 1, 6, 7, 8
2:45 pm	Dismissal for PreK 3 & 4, Kdg., Grade 1
2:50 pm	Dismissal Grades 2 - 8

Morning Care is available in the St. Joseph Room starting at 6:45 am through the Extended Day Program. For extended Day care please use the playground doors. Students should not be dropped off any earlier than 7:45 am. Families should be aware that students are **NOT** supervised until they enter the building at 7:45 am. If a student is dropped off before 7:45 am, he/she will be sent directly to Extended Day Care Program, and any charges incurred as a result of this will be the responsibility of the parent/guardian.

If a student is not picked up by 3:00 pm, he/she will be sent directly to the Extended Day Care Program, and any charges incurred as a result of this will be the responsibility of the parent/guardian.

Dismissal on a shortened day of school will be at 11:30 am. Extended Day services are available during most of the shortened days.

TECHNOLOGY: REGULATIONS FOR ACCEPTABLE USE OF ST. BRUNO TECHNOLOGY RESOURCES BY STUDENTS

Purpose

St. Bruno School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote education excellence in St. Bruno School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. St. Bruno School firmly believes that the value of information, interaction and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, Chromebooks and iPads is no different from proper behavior in all other aspects of St. Bruno School activities. All users are expected to use the provided technology and computer networks in a responsible, ethical and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

Regulation Text

I. USE OF ST. BRUNO SCHOOL'S TECHNOLOGY RESOURCES

Improper use of the St. Bruno School Technology Resources is prohibited. Uses of St. Bruno School Technology Resources that are prohibited include, but are not limited to:

- ❖ Violating students' rights to privacy/confidentiality
- ❖ Attempting any unauthorized access to any computer system
- ❖ Downloading unacceptable materials
- ❖ Re-posting personal communication without the author's prior consent
- ❖ Violating copyright law
- ❖ Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for 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 and/or password on any computer or system
- ❖ Using a school computer without the knowledge/approval of school personnel responsible for the computer
- ❖ Using inappropriate language, pictures, gestures in any form on the Internet
- ❖ Using the Internet for entertainment or limited self-discovery function
- ❖ Using the Internet for unauthorized purchases

II. PARENT OR GUARDIAN CONSENT FOR STUDENT USE OF ST. BRUNO SCHOOL TECHNOLOGY RESOURCES

Prior to a student's use of the St. Bruno School technology resources, the parent or guardian of the student must provide written authorization. This consent form is kept in the School Office. A copy of the form is located in the Appendix of this handbook.

III. STUDENT

All students who use the St. Bruno School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use. This consent form is kept on file during the school year. The Acceptable Use Form is renewed yearly to remind children of their role in acceptable use of technology. A copy of this form is sent home at the beginning of each school year with instructions for completion and the date the completed form is due at school. A copy of the form is located in the Appendix of this handbook.

TECHNOLOGY USE OUTSIDE OF SCHOOL

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

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

TELEPHONE

Students may not be called to the telephone during the school day. Students are permitted to use the office phone to notify a parent/guardian for only the following 2 reasons:

- ❖ Prescription eyewear
- ❖ Lunches

See Care of Books and Property: School and Personal Items for cell phone policy

TESTING

ASPIRE tests will be administered to all students in grades 3 through 8 in April of each year. The purpose of this testing program is to provide diagnostic information for instructional purposes, to evaluate student progress in relation to student achievement, to convey high academic expectations to students and to help evaluate instructional programs and goals. The testing program is one element of the assessment and evaluation process at St. Bruno School.

TRANSFERS

When a student transfers to another school, at least one week's notice is required in order to complete the necessary forms and forward records to the new school. All outstanding financial obligations must be met before transfer records can be processed.

TUITION AND FEES POLICY

We attempt to make the tuition payments as affordable as possible. We understand that many families sacrifice to provide their child/ren with a quality education from St. Bruno School, and we try to work with all of our families to make tuition payments manageable. Tuition can be paid in full, over 12 months, or 10 months.

St. Bruno School will be partnering with FACTS Tuition Management System. In order to be enrolled at St. Bruno School, every family must be enrolled in the FACTS Tuition Management System. The FACTS System is a tuition collection tool St. Bruno School will use. The system can be customized for your needs. If you have any questions about FACTS or your payments call the customer service line at (866)412-4637.

- ❖ Monthly tuition is due no later than the 5th or the 20th of each month, and must be paid by automatic withdrawal, or invoice only.
- ❖ In order for your child/ren to start school, raffle tickets must be purchased.

Penalties for Late Payment of Tuition

FACTS Tuition Management System will determine the penalty for a late or delinquent payment.

Financial Assistance

There are two ways to receive Financial Assistance: The Phoenix Scholarship through the Archdiocese of Chicago and a variety of scholarships made available by Big Shoulders Fund.

In order to be a candidate for the Catholic Education Scholarship or The Big Shoulders Fund your family must complete the FACTS profile, pay a \$25 fee application fee, complete a FACTS Financial Assistance Application and submit financial documentation.

Preschool, Kindergarten and 8th grade students may be denied participation in promotion, or graduation activities, if all tuition and fees are not current or paid in full by May 1st.

No school records will be released until all financial obligations have been paid in full. In accordance with the State of Illinois Code, records of transfer students will be released/forwarded within 10 days of settlement of all outstanding financial obligations.

We recommend that families facing financial difficulties speak immediately with the principal. In certain, specific situations, special arrangements can be made with a family with the agreement of the pastor and principal. A student transferring to another school during the school year may be entitled to a refund if tuition has been paid in full in advance.

UNIFORM POLICY

School uniforms, except shoes, socks and nametags, must be purchased at:

Schoolbelles
7763 S. Harlem Ave, Bridgeview, IL. 60455
(708) 598-8008

Online ordering is available by logging on to: www.schoolbelles.com using the School Code 866.

The boys' uniform for K – 8

consists of medium gray twill slacks with the Schoolbelles logo with long or short sleeved white oxford cloth button down collar shirt with burgundy V-neck sweater-vest or long sleeve pullover sweater with St. Bruno logo. White, black or gray socks that have no logo must be worn.

The girls' uniform for K – 4

consists of a burgundy/gray plaid round neck jumper (purchased at Schoolbelles) with long or short sleeved white peter pan collar (round neck) blouse with burgundy cardigan with St. Bruno logo. Medium gray twill slacks with the Schoolbelles logo may be worn in place of the jumper. White, black, gray or burgundy socks that have no logo or white, black, gray or burgundy tights must be worn.

The girls' uniform for 5 – 8

consists of a burgundy/gray plaid skirt (purchased at Schoolbelles) with long or short sleeved white peter pan collar (round neck) with burgundy cardigan or burgundy V-neck long sleeve sweater with St. Bruno logo. Medium gray twill slacks with the Schoolbelles logo may be worn

in place of the jumper. White, black, gray or burgundy socks that have no logo or white, black, gray or burgundy tights must be worn.

School Shoes

for all students, both boys and girls, must be a dress shoe in solid black only. Soft, crepe soles are required. Casual and/or canvas shoes may not be worn as school shoes. High tops, high heels, gym or gym type shoes, jellies and clogs are not permitted. The top of the shoe cannot pass above the ankle.

Gym Uniform

consists of maroon St. Bruno gym sweatpants or St. Bruno gym shorts with a maroon St. Bruno gym sweatshirt and/or a gray St. Bruno gym T-shirt. **No sportswear or sports t-shirts / sweatshirts are to be worn.** White socks that have no logo must be worn with gym shoes that fit securely when fastened with laces or velcro. No light up shoes or shoes that you can play music and games on are permitted

Out of Uniform Days

Students must dress modestly and appropriately. No tight-fitting clothing; no short skirts, short shorts or exposed midriffs are allowed. No spaghetti straps or strapless tops are allowed. No clothing with rips, tears or inappropriate or indecent messages are permitted. Flip flops are not permitted. Pants must come to a natural waistline. Blue jeans and sweats are allowed on these days. Special dress codes will be announced for certain “dress down theme days.”

Spirit Wear

Spirit wear for St. Bruno School will be made available to all school families, alumni and community members for purchase. **Spirit wear is not to be confused for gym or school attire.** Spirit wear can be worn to and from school but must not be worn during the school day. The only time Spirit wear is permitted to be worn in school is on Spirit Day (the last Friday of each month).

Other Considerations:

- ❖ All uniform pieces must be labeled with the student’s name.
- ❖ From October 15 to April 15 sweater vests or long sleeve pullovers must be worn.
- ❖ Uniforms must be neat and clean with no holes or tears.
- ❖ Shirts must be tucked in.
- ❖ If t-shirts are worn under uniform shirts or blouses, they must be plain white.
- ❖ Snow boots should be removed and replaced with school shoes upon arrival in the classroom. Boots should be placed in a plastic bag.
- ❖ Jewelry must not be excessive. No dangle, hoop or large earrings are to be worn. Earrings must be worn in matched pairs, one earring per ear. Boys are not permitted to wear earrings. Necklaces must be worn inside the uniform shirt. Choker type necklaces may not be worn.
- ❖ Make up is not permitted.
- ❖ Only clear nail polish may be worn. Nails are to be of a proper length.
- ❖ Hair must be clean, well groomed and of a conservative style. Hair color must be natural. Any hair color or style that draws undue/inappropriate attention to the student will have to be changed before the student is admitted to class.
- ❖ Boys’ hair must not touch the collar of their uniform shirts. Sideburns must not extend below the bottom of the earlobes and must not flair toward the face of the student.
- ❖ Body piercing as well as temporary/permanent tattoos are not permitted.
- ❖ No other St. Bruno attire (*i.e.*, sports sweatshirts, fleece vests or jackets, promotional tee shirts, *etc.*) is considered part of the St. Bruno uniform.

All recess privileges will be lost the day the child violates dress or appearance code. In addition, if the uniform code is flagrantly disregarded, a student will be kept in the office until a parent or parent designate brings a uniform to school and the student is dressed in keeping with the uniform code. Frequent violations may be handled as seen fit by the School Administration.

VISITORS

Adult visitors are welcome to observe daily routines at our school. Visitors should call the Principal or office the day before the visit to make sure that classes are in regular session. All visitors are **required** to sign in at the School Office and sign out when leaving the building.

Visitors may not hold individual conferences, nor arrange for a conference with teachers during the school day. Visits are to be used strictly to observe children in daily routines. No one may enter the school building to visit with a student.

WAIVER

Our school handbook cannot possibly include everything a student or parent/guardian would need to know regarding our policies, practices or procedures. Where questions arise, families are advised to call the school and speak to the appropriate personnel.

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

Notes

APPENDIX



CONTENTS:

- ❖ Medication Authorization Form
- ❖ Parent/Guardian Permission and Authorization
- ❖ Physician Request for Self-Administration of Medication
- ❖ Field Trip Permission Slip
- ❖ Photo/Academic Work Permission Form
- ❖ Parent Guardian Technology Consent Form / Student Acceptable Use of School Technology Form
- ❖ Permission to Walk Home Form 5th -8th/Permission Slip for Neighborhood Walks
- ❖ Child Pick-Up Authorization Form Grades Pre K 3 through Grade 4 / Permission Slip for Neighborhood Walks
- ❖ iPad Permission Form
- ❖ Student Google Apps Permission Form
- ❖ Cell Phone Policy
- ❖ Confirmation of Parent Handbook Form

MEDICATION AUTHORIZATION FORM
St. Bruno School Chicago, Illinois

Student's Name (Last, First, M.I.)	Date of Birth	Grade	Today's Date
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Medications may be administered in school in accordance with the School Medication Procedures. No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed, and returned the following to the School Principal or his/her designee:

- ✓ Medical Authorization Form
- ✓ Unsupervised Self-Administration Request Form (if the student is to carry and use medication on his/her own during school hours or during school activities it must be carried in a waist pack that is worn by the student at all times)
- ✓ Medication in the original labeled container as dispensed (Prescription medication) or the manufacturer's labeled container (nonprescription medication). The medication label shall contain the student's name, name of the medication, direction for use and date

PHYSICIAN'S ORDER

Medication/ Heath Care Treatment	Dosage	Time(s) to be Administered
---	---------------	-----------------------------------

Intended Effect of this Medication	Expected Side Effects, if any
---	--------------------------------------

Other Medications the Student is Taking
--

May the student self-administer medication under the supervision of school personnel who do not have medical training?

Please Circle: YES NO

Administration Instructions

Please Circle: Discontinue Re-evaluation Follow-up

Physician's / Prescriber's Signature	Date Signed
Physician's/Prescriber's Name (Please Print)	Emergency Telephone Number
Address	City, State, Zip Code

PARENT/GUARDIAN PERMISSION and AUTHORIZATION

I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so, or in the event of a medical emergency, I hereby authorize the School Principal or his/her designee, on my behalf, to administer or to attempt to administer, to my child (or to allow my child to self-administer in accordance with School Medication Procedures), lawfully prescribed medication and non-prescribed medication in the manner described in the Physician's Order. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices.

I understand that this authorization is not effective unless the School Principal or his/her designee has approved the medication authorization for my child and signed this form in the space provided below.

I further acknowledge and agree that, when such medication is to be administered or attempted to be administered, I waive any claims I might have against the School, the Catholic Bishop of Chicago, the parish, or any of their employees or agents arising out of the administration or attempted administration. In addition, I agree to hold harmless and indemnify the School, the Catholic Bishop of Chicago, the parish and their employees or agents, either jointly or severally, from and against any and all claims, damages, causes of actions or injuries incurred or resulting from the administration or attempted administration of said medication.

Parent's/Guardian Signature	Today's Date
Parent's/Guardian's Name (please print)	
Address	
City, State, Zip Code	
Home Telephone Number	
Business Telephone Number	
Cell phone/Pager Number	

Medication Authorization Approved this _____ day of _____, 200_____.

School Representative's Signature On behalf of St. Bruno School, Chicago, Illinois.
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PHYSICIAN REQUEST for SELF-ADMINISTRATION OF MEDICATION

Name of Student	Date of Birth
------------------------	----------------------

The above-named child has (name of illness or medial condition

I am requesting that the above-named student be allowed to take the following medication during school hours or during school-related activities:

Name of Medication	Type of Medication (e.g. table, liquid, capsule, inhaler, injectable)
Dosage	Time(s) to be taken or administered

Possible Side Effects of Medication
--

I certify that this student has been instructed in the use and self-administration of this medication and is capable of self-administering the medication independently and without supervision.

PLEASE CIRCLE: YES NO

For ASTHMA and ALLERGY CONDITIONS ONLY: I also request that this student be allowed to carry the above-described medication on his/her person during school hours and during school-related activities in order to facilitate the self-administration of the medication as needed.

PLEASE CIRCLE: YES NO

Physician's / Prescriber's Signature	Date Signed
Physician's /Prescriber's Name (Please Print)	Emergency Telephone Number
Address	City, State, Zip



4839 S. Harding Avenue
Chicago, IL 60632-3694
Phone: 773-847-0697
Fax: 773-847-1620
www.stbruno.com

FIELD TRIP PERMISSION SLIP

I/we the parent(s)/guardians of

(Child's Name and Grade)

request that St. Bruno School allow my son/daughter to participate in the field trip to:

(Place)

on _____
(Date)

(Parent/Guardian Signature)

(Today's Date)

In case of emergency during the field trip, please list an emergency contact and phone number:

Name: _____

Phone: _____



PHOTO/ACADEMIC WORK PERMISSION FORM

On occasion, St. Bruno School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins, video and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Please check and sign below:

_____ My child's photo or academic work may be published in any format including group or individual photos.

_____ My child's photo or academic work may **not** be published in any format including group or individual photos.

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Parent/Guardian _____

_____ Date _____

Parent/Guardian Signature



Parent/Guardian Technology Consent Form and Student Acceptable Use of School Technology Form

I/We have read the school technology guidelines and have discussed them with my child/ren. In consideration of the privilege of my child/ren using the school's electronic communication system* and in consideration of having access to the public networks, I/we hereby release the school, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitations, the types of damage identified in the **Acceptable Use Procedures (AUP)**.

I/We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system and any other electronic devices and programs. *

I /We have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I/We also understand that any action taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted, if there is any suspicion of illegal activity.

Parent/Guardian: (Please initial in space provided below)

_____ I/We **do give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

_____ I/We **do not give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

Student: (Please initial in space provided below)

_____ I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools.

Name of Student

Grade

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date _____

***Including, but not limited to Internet access, fax, e-mail, stand-alone computer and telephone.** The parent/guardian is responsible for any damage caused through the student's inappropriate use of the school's Internet system.



PERMISSION TO WALK HOME FORM
5th – 8th Grade

Family Name _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

☐ **I authorize my child/ren (listed above) to walk home after regular school dismissal without adult supervision.**

☐ **I do not authorize my child/ren (listed above) to walk home after regular school dismissal without adult supervision.**

Parent/Guardian Signature

Date

Phone #

Name of Emergency Contact

Phone #

Unless the school has this signed permission slip on file, your child/ren will not be permitted to leave school without authorized adult supervision at the regular dismissal time. A phone call will be made in an attempt to contact you, and your child will be placed in the school's "Extended Care Program." Please be aware that, in this instance, you will be charged a fee for your child/ren's supervision in this program.

Permission Slip for Neighborhood Walks

(Initial here) _____ I give permission for my child to go on impromptu walks with his or her class on or near the property of St. Bruno School/Church. Classes will be accompanied by a teacher and will be supervised at all times.

My initials and signature acknowledge my acceptance of these policies and procedures. I understand that this form will be in my child's file and that I may update it as needed.

Parent Signature

Date



Child Pick-Up Authorization Form Grades Pre K 3 through Grade 4

Family Name _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Your child(ren) will only be released to those authorized by you below. **If you make special arrangements to have a friend or relative pick up your child during or after school, the office, extended daycare and/or the homeroom teacher must be informed in writing. We may ask the person picking up your child for ID before releasing your child into their custody. If we have not received, in writing, special instructions releasing your child to someone other than yourself, we will not release them until we have made contact with you.** We ask that you take this very seriously as this situation can pose an embarrassment for those you have asked to pick up your child(ren).

List below any person(s) (other than parents) who you authorize to pick up your child(ren) from school during the current school year. **PLEASE PRINT**

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Permission Slip for Neighborhood Walks

(Initial here) _____ I give permission for my child to go on impromptu walks with his or her class on or near the property of St. Bruno School/Church. Classes will be accompanied by a teacher and will be supervised at all times.

My initials and signature acknowledge my acceptance of these policies and procedures. I understand that this form will be in my child's file and that I may update it as needed.

Parent Signature

Date



St. Bruno School: iPad Permission Form

St. Bruno School has obtained iPads for students to use. The iPads will provide the students with many opportunities to learn and practice academic skills. The use of the iPads is considered a privilege and students are expected to treat the iPads with care. Each iPad is valued at \$400.00. A parent or guardian must sign this form before their student will be able to use an iPad.

Parent Responsibilities and Permission

My student _____ in grade _____

My student _____ in grade _____

My student _____ in grade _____

may use an iPad at school. My student(s) will follow St. Bruno School's Acceptable Technology Use of School Technology by Student Policy as it is described in the handbook when using the iPad. I will pay for any willful, malicious or accidental damage to the iPad as well as for any downloads to the iPad that are made by my student without teacher permission by my student.

Parent/Guardian Name (please print) _____ Date _____

Parent/Guardian Signature _____

Student Responsibilities and Permission

I agree to take good care of the iPad. I will try my best not to drop, or damage, the iPad. I will use the iPad as directed by my teacher. I will not download any content to the iPad. I will pay for any willful, malicious or accidental damage to the iPad as well as for any downloads to the iPad that I made without teacher permission.

Student Signature _____ Grade: _____ Date: _____

Student Signature _____ Grade: _____ Date: _____

Student Signature _____ Grade: _____ Date: _____



Student Google Apps Permission Form St. Bruno School (Grades 5-8)

St. Bruno School utilizes Google Apps for Education for students, teachers and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of St. Bruno School's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by St. Bruno School.

Calendar - an individual calendar providing the ability to organize schedules, daily activities and assignments

Docs - a word processing, spreadsheet, drawing and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate *via* email with other students and teachers. These services are entirely online and available from any Internet-connected computer at any time.

Technology use at St. Bruno School is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information.

Guidelines for the responsible use of Google Apps for Education by students

Official Email Address: Students will be assigned a unique student email account. This account will be considered the student's official school email address until such time as the student is no longer enrolled in St. Bruno School.

Conduct: Students are responsible for good behavior just as they are in our school building. Student accounts may not be used in the following ways: Unlawful activities; Using obscene, profane, threatening or disrespectful language; Commercial purposes; Personal financial gain; False identity in email communications; Misrepresentation of St. Bruno School; Interference with the St. Bruno School's technology operations. Bullying will not be tolerated and the privacy of others should be respected at all times. A content-type filtering scheme will be used whereby the use of profanity or bullying activity will be forwarded to the principal for further investigation.

Access Restriction: Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of St. Bruno School. The school maintains the right to immediately

withdraw the access and use of the account when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal or designee for further investigation and application of necessary consequences; Including but not limited to local law enforcement and other people of the law, such as the FBI depending on the situation such as harassment or any type of criminal intent.

Security: St. Bruno School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, St. Bruno School cannot assure that users will not be exposed to non-educational or unsolicited material. It is important to note however, that the students will ONLY have to access to email sent/received through others within the @StBruno.com domain. This means that the students will NOT be able to send/receive email from anyone whom does not have an @StBruno.com email address. Such an example would be: receiving email from another person who has a Gmail, Yahoo, AOL, Hotmail or other email address, which is not from St Bruno.

Privacy: St. Bruno School reserves the right to access and review content in the Google Apps for Education system at any time. The general right of privacy will be extended to the extent possible in the electronic environment. Users should treat electronically stored information in individuals' files as confidential and private and are strictly prohibited from accessing files and information other than their own without permission. The school reserves the right to access the Google accounts, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.

Once Google Apps for Education accounts are assigned the students will have access to a wealth of collaborative tools. Therefore, we are asking your permission to provide a Google Apps account to your child. Please fill out and return this permission slip to St. Bruno School.

I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and St. Bruno School by virtue of this online environment. My signature below confirms my consent to allow my student's work to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

_____ YES, I give permission for my child to be assigned a St. Bruno School Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar and Sites.

_____ NO, I do not give permission for my child to be assigned a St. Bruno School Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar and Sites.

Student Name: (Print) _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

To be filled out by student:

I have read and agree to Guidelines for the responsible use of Google Apps for Education by students:

Student signature: _____

Cell Phone Policy

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone **only if absolutely necessary**. We understand that many of our parents are working and cell phones provide safety for children who may need to walk home or be alone until their parents come home.

Students are allowed to carry cell phones to school. However, **phones must be turned off and stored in the student's backpack**. Phones may **not** be used to talk, take pictures, play games, record or text during school hours, including recesses and during Extended Day. Parent permission to carry a phone must be on file in the school office. The school is not responsible for a cell phone being lost, broken or stolen.

The cell phone must be kept in a student's book bag at all times and turned off. Cell phones cannot be turned on from the hours of 7:30am – 2:50pm. If a student uses a cell phone during the school day or if it rings, we will follow the policy in the handbook that reads:

- First Offense: Cell phone will be confiscated immediately and there will be a \$5.00 fine. The cell phone will only be released to the parent/guardian *via* the principal.
- Second Offense: Cell phone will be confiscated immediately and there will be a \$10.00 fine. The cell phone will only be released to the parent/guardian *via* the principal.
- Third Offense: Cell phone will be confiscated immediately and there will be a \$15.00 fine. The cell phone will only be released to the parent/guardian *via* the principal.

If there are more than three offenses, an out-of-school suspension will be issued.

If you see the need for your child(ren) to carry a cell phone to school, please complete the following permission document and return to the school office.

St. Bruno School – Cell Phone Permission Slip

I give my child _____ Grade _____

permission to bring a cell phone to school. I have read the St. Bruno cell phone policy and agree to the provisions regarding cell phone use.

Parent/Guardian Signature

Date

Confirmation of Parent Handbook Form
You must sign and return this page to school.

I affirm that I have read, understand and agree to abide by the policies set forth in the St. Bruno Parent Handbook.

Parent signature

Child's name _____ Grade _____

Child's name _____ Grade _____

Child's name _____ Grade _____

(If you have more than one child attending St. Bruno, please include all names on this one form, and return it with your youngest child.)

August 2018