

Sts. Bruno and Richard School

Family Handbook 2023-2024



Sts. Bruno and Richard School
5025 S. Kenneth Avenue

Welcome to the 2023-2024 school year! With your dedication, involvement, and cooperation, we will have a successful and rewarding school year.

This handbook provides valuable information to parents and students. It is important that you, as parents, take the time to read the handbook. Please sit with your children and read through the information.

Children perform better when their parents/guardians show interest in their school lives. Please help your children be successful. Set aside time daily for your children to study and complete their homework in a place conducive to learning.

Please attend parent meetings and meetings with your children's teachers. Student success is based on both teachers and parents working together. We need to work as partners in ensuring your child's success here at Sts. Bruno and Richard School.

Please become familiar with the parish and school web pages, Class Dojo, School Messenger, and the school's Facebook page. sbrchicago.org

A parent/guardian is asked to sign off on the handbook and to return this page to your child's homeroom teacher by Friday, August 25th. This page contains the Acknowledgment of Receipt of Parent – Student Handbook form. Your signature is needed on each section so that your children can participate in Sts. Bruno and Richard School activities. This page will be kept on file in the school office.

Please keep your copy of the handbook for your family's use throughout the year. If you or your family have any questions regarding the information in the handbook or the policies of our school please contact me at any time.

Thank you,
Mrs. Marea Jensen
Principal
Sts. Bruno and Richard School

The pastor and principal of Sts. Bruno and Richard School reserve the right to make changes to this document as needed and when needed.

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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.

Mission Statement

We, the faith community of Sts. Bruno and Richard School, promote individual academic success, develop spiritual awareness, build character, and encourage service in our school and our community at large. We encourage students to realize their God given potential by promoting the spiritual, moral, intellectual, physical, cultural, social-emotional development of each student.

SBRS Student Pledge

As a responsible Sts. Bruno and Richard Eagle I promise to be: a respectful student, a creative thinker, a considerate classmate, a trustworthy friend, and above all, a disciplined individual. I promise to be true to my faith in Jesus our Lord. I promise to be the BEST that I can be.

Financial and Participation Commitment Agreement

The Catholic school system does not receive direct support from federal, state, or local taxes. Our school is dependent primarily upon tuition collection for its operation and receives no support from the Archdiocese. Tuition alone does not cover the cost of educating your child. Because of our parish's commitment to Catholic Education, each student's actual cost of education is subsidized by the parish and families with 2, 3 and 4 children receive an even larger subsidy. We are very fortunate that our parish has the commitment to and resources necessary to help underwrite Catholic Education. As parents and parishioners you have been given the dual responsibility to do what you can to make sure that Catholic Education remains a viable option for our children.

For the 2023-2024 school year, we will have some families who will be attending Saints Bruno and Richard School through the Tax Credit Scholarship program. Depending on the level of support for which they qualified, the subsidy will cover 100%, 75%, or 50% of their tuition and book fees. It will not cover registration and fundraising fees. Any portion of tuition and fees that are the responsibility of the parent/guardian will be invoiced through FACTS (our tuition processing company) on the following schedule:

Payment Schedule Using FACTS

Prompt payment of all school bills is essential to the smooth operation of the school. Tuition bills must be paid by the fifteenth day of each month. The finance committee has initiated the following regulations for tuition:

- Tuition is divided into 10 equal payments. A non-refundable deposit equal to one-month's tuition is due and payable on July 15, 2023. This deposit is non-refundable and your child's placement in classrooms is not guaranteed until it is paid in full. There is no tuition payment due in August; only fees are due in August.
- Because school fees cover the cost of consumable materials, fees paid on School Fee Day in August are non-refundable once the school year has begun.
- Fundraising, service hours, book fees, etc., are all considered part of tuition. A \$55.00 per month recurring late

charge will be assessed on all tuition statements showing any amount past due.

- ❑ Report cards will be withheld for families who have an outstanding tuition balance, past due 30 days or more, at the end of the trimester. Balance must be current at least one (1) week prior to report card distribution.
- ❑ Transcripts and diplomas will be withheld for students with an outstanding tuition balance. In addition, children will not be allowed to participate in graduation and/or activities such as field trips, picnics, etc., unless all balances are paid in full.
- ❑ Children will not be allowed to attend class and parents will be called to pick up students if the family has an outstanding tuition balance greater than 60 days past due.

Fees/Tuition Policy

The registration fee for Preschool through 8th grade is nonrefundable. All fees and the first tuition installment must be paid **before** classes begin in the new school year. Outstanding school debts from the previous school year must be paid before admittance. A payment plan can be put into place.

FACTS is the portal for paying tuition. Each month's tuition is due on the designated date depending on the family's selected payment plan. Please sign your family up for the program and establish the payment method most convenient for your family. Late fees will be assessed through FACTS.

Exclusion days are held monthly for any family that has a balance owed to the school. This day excludes students from attending school or classes until a payment has been made. Report cards will be distributed provided that monthly tuition payments have been made. Any student with unpaid balances as of May 15th will not be able to participate in any or all end of the year grade activities.

Any eighth grade student with an unpaid balance after May 15th, will not be allowed to participate in the end of the year class trip and additional activities. If full payment of balance is not paid in full by May 31, 2024, the student will not participate in the ceremony of graduation. Diplomas will not be issued and cumulative records will not be released to the high schools until all payments have been made. Four year olds &

Kindergarten children with an unpaid balance will not be able to participate in their end of the year ceremonies.

If a school family is unable to meet the agreed date of payment, they must work out a payment agreement with the pastor, principal and business manager.

Returned Checks

Any checks returned from the bank due to insufficient funds will be charged a **\$30.00 fee**. When two checks from the same family are returned from the bank due to insufficient funds, all payments after the two checks must be made with cash, a money order or a bank check.

Fundraising and Volunteering

Fundraising is part of your tuition cost, and is a way to help your family spread out the cost of tuition.

All families are required to do fundraising in addition to tuition. For the 2023-2024 School Year the fundraising commitment will be \$300 per family. The first \$100 is required through a mandatory raffle. The remaining balance, \$200, will be split into two payments; the 1st half will be billed in January 2024 and the 2nd half will be billed in April 2024, including any remaining balance from the first half fundraising. To meet this requirement, families will be given a variety of fundraising opportunities throughout the year in which to participate, and you will be notified which events apply to this fundraising requirement and the percentage that is earned.

All school families are also REQUIRED to contribute at least an additional 15 hours of participation to the school and /or parish community. 5 of those hours must be completed through volunteering at Bingo. Families who do not complete the remaining required hours by April 31, 2024 will be charged a Participation Program fee of \$20.00 per hour for those hours not completed. This fee must be paid prior to the issuance of any report cards and/or transfers.

Volunteer opportunities

Coaching sports, Scholastic Book Fair, Open House, Breakfast with Santa or the Easter Bunny, FSA sponsored events, FSA or Board membership, and Field Trips are just some of the possible volunteer opportunities throughout the school year.. Any family member 18 years or older can help earn these hours. The year ends on April 31st. Any hours completed after this day will be used for the following school year. There is a \$20.00 fee for each hour not completed. Payment for hours not worked will be added on to your May's FACTS Statement.

Admission Policy

Sts. Bruno and Richard School is operated under the auspices of the Catholic Bishop of Chicago, a Corporation Sole, in the Archdiocese of Chicago.

Sts. Bruno and Richard 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 the students in this school. Sts. Bruno and Richard School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, athletic, or other school administered programs. Sts. Bruno and Richard School endeavors to educate all students within the limits of the school educational program.

- All students transferring from a day care must submit the child's birth certificate before acceptance.
- Children must be 3 or 4 years old on or before September 1 to attend with no exceptions.
- Children entering kindergarten must be 5 years old on or before September 1.
- First grade students must be 6 years old on or before September 1. Children can be eligible for early entrance into 1st grade if they turn 6 between September 2 and December 31.

Provided that: 1. The child attended an accredited program /nonpublic preschool. 2. The child was taught by an appropriate licensed kindergarten teacher. The principal and pastor will make the final determination.

If there are any questions about the grade a child is placed in, please reach out to the principal.

Transfers: In

Parents/Guardians transferring children to Sts. Bruno and Richard School must present the following: (within 10 days)

- a.) a transfer form from the sending school;
- b.) medical and dental records from the sending school;
- c.) the child/ren's original birth certificate and baptismal certificate;
- d.) a completed registration form, along with payment of registration fee.

The parents/guardians must also sign a release form authorizing the sending school to send us all official academic records.

All transfer students are on probation for one academic year. The academic and behavioral status and progress of the student will be evaluated, and the results will be communicated to the parent/s. The child, based on academic and/or maturity level, may at some time during the probationary year, be placed in a different grade than that attended at the sending school. Should academic and/or behavioral problems arise that cannot be resolved, the student will be transferred at the middle or end of the trimester. Decisions made by the administration and our Pastor are final.

In case of a mid-year transfer, full registration and book fees are to be paid regardless of the entrance date. Tuition will also be assessed from the date of entry. Should space be limited, children will be placed on a waiting list by grade, subject to the constraints of the admission policy. While on the waiting list, no fees are paid but a completed form must be on file.

Transfers will rarely be accepted for grades 6, 7, and 8 and never without an interview with the student, parent, and principal.

Transfers: Out

The following information is needed when requesting a transfer:

- a.) Name of the receiving school;
- b.) Complete address of the receiving school;
- c.) Contact person at the receiving school;

- d.) New address of the student;
- e.) Reason for transfer.

It is the obligation of the parents/guardians to secure this information. Transfers will not be issued unless all of the above information is supplied.

No refunds will be given for tuition or fees paid. **All fees, payments, and parish obligations must be met before official records will be sent.** There is a \$5.00 fee payable to Sts. Bruno and Richard School for any requested transfers. The fee is due at the time of request. Transfer paperwork can take a week or more to be finalized in the school office.

Parent/Guardian Conduct

Parents/Guardians in the Sts. Bruno and Richard School communities 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 Pastor, 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 gets to school on time.
- Require that your child/ren complete all assignments.
- Insist that your child/ren obey the regulations and principles of Sts. Bruno and Richard School.
- Discuss problems with persons concerned and avoid any criticism of teachers and school policy.
- Pay all tuition and fees on time.
- Reimburse property destroyed or lost (accidentally or intentionally).

- Provide the school with a copy of the custody section of the divorce decree for the protection of your child/ren.
- 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.

Dress Code

The school uniforms, girls and boys, can be purchased from Dennis Uniform.

- Dennis Uniform can be reached at: 800.854.6951
- Orders can be placed online at: www.dennisuniform.com
- Our School Code: GSBRSV

Uniforms are to be worn every school day, unless otherwise stipulated through the office.

- For the Fall of 2023, all students will be required to purchase and wear the new Sts. Bruno & Richard School uniform.
- Gym shoes can be worn year round.

- The gym uniform for the 2023/2024 school year will be navy pants or navy shorts with gray t-shirt and maroon sweatshirt.

All students are allowed to wear gym shoes this entire school year. Sandals, backless style shoes, or flip-flops are not allowed. Shoes that light up or make noise are not allowed. Shoe heel height should not exceed 1½ inches if wearing a dress shoe.

On gym days, students should wear the official Sts. Bruno and Richard School t-shirt or sweatshirt along with Sts. Bruno and Richard School sweatpants (no leggings, yoga pants, or tights) instead of their regular uniforms. Shorts are allowed to be worn instead of sweatpants during the summer months. **Sports team uniforms are not allowed in place of gym uniforms.**

Uniforms are to be the appropriate length and size, as well as clean and neatly pressed. Skirts or shorts should never be more than two inches above the knees and not rolled at the waist. Please check periodically for damage to uniforms. If a child cannot be in uniform for some reason, please send a note to the child's teacher explaining the reason.

For boys and girls, the only jewelry that may be worn to school is a wristwatch. Exception is made for girls with pierced ears who should only wear stud type earrings. No dangling earrings are permitted. One religious medal/crucifix not longer than one inch on a chain not longer than 16 inches is permissible.

Hair must be neat and out of the eyes. For both boys and girls, hair dyes, permanent or temporary, are not permitted, including highlighting. Fades, designs, and tails are not allowed for boys. The principal will make the decision on what is considered an appropriate haircut. Boy's hair should be cut so that it is above the shirt collar and above the eyes and ears. Hair dyed during the summer must be back to its original color by the first day of school.

Dress Code Expectations

- All students are expected to be personally neat and well groomed. Shirts/blouses for all students must be tucked in.
- Hair must be clean and neat. Boys' hair should not cover the ears or eyes or be long on the neck. Fades, lines, designs, buns,

and tails are not permitted. Students who have hair wraps and other fad hairstyles must have them removed before coming to school. Hair must be the child's natural color.

- Make-up is not permitted.
- Only clear nail polish may be worn. Nails are to be of a proper length.
- No tattoos of any kind are permitted.
- Boys in Junior High are to be clean-shaven at all times.
- Boys are not permitted to wear earrings.
- All uniform pieces must be labeled with the student's name.
- Students may wear uniform shirts from June 1 to August 31.
- Uniforms must be neat and clean with no holes or tears.
- 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.
- No other school attire (*i.e.*, sports sweatshirts, fleece vests or jackets, promotional tee shirts, *etc.*) is considered part of the uniform.

On approved "dress-up" or "dress down" days students may be out of uniform. They are expected to be dressed appropriately. Clothing should be clean and without holes. Spirit wear and Sts. Bruno and Richard School sports shirts/jerseys can only be worn on dress down days. Inappropriate writing or graphics should not appear on clothing. Everything from shoulder to knee must be covered to be appropriate attire. No below the waist shorts or pants are allowed. Shorts must be mid-thigh. Short shorts and short skirts are not acceptable. No halters, tube tops, or spaghetti strap tops are allowed; Shoulders and mid-drift need to be covered. Clothing must not be inappropriately tight. Hats are not to be worn in the school building. Shoes must cover the entire foot; therefore flip-flops, sandals and the like are not permitted. If students do not come to school appropriately dressed, the child will receive a dress code violation. **The final judgment of what is appropriate and acceptable will be made by the administration.** Any infractions of the above are subject to a Dress Code Violation and a detention.

If students are not in the required uniform or dress code, a phone call home may be made by the school office. Parents may need to bring in proper clothes. If the dress code infraction is not solved, the student will

be given a Dress Code violation form. A second Dress Code violation will result in a Misconduct Report.

The School Program

Schedule Grades Pk to 8th Grade:

7:45 AM	Doors open
7:55 AM	Tardy bell
2:55 PM	Dismissal
3:00 PM	Extended Day Starts

Extended Day Program

Sts. Bruno and Richard School offers an Extended Day Program. The morning program begins at 6:30 a.m. until 7:45 a.m. The afternoon session begins immediately after school (3:00 p.m. on full days and 2:00 p.m. on early dismissal days) until 6:00 p.m. Registration for this program is taken each year. There is a \$25 registration fee for the extended day program There is an hourly fee for this service.Fees can be viewed on FACTS.

- Morning Care or care after school (Extended Day) will cost:
 - \$4 per hour for 1 child
 - \$7 per hour for 2 children
 - \$10 per hour for 3 children

Curriculum

Curriculum is a useful tool serving as a guide to reach common goals. We have designed our curriculum to achieve the purpose of Catholic Education and our goals are:

1. To provide students with opportunities to develop moral and spiritual values as well as ethical standards of conduct and integrity.
2. To assist students to develop their power to think constructively, to inquire, to reason independently, to be creative, to solve problems and to accept responsibility for self-evaluation and self-instruction.
3. To enable students to develop a sense of responsibility as individuals and as members of family, community and world.

Sacramental Programs

Sts. Bruno and Richard School and the School of Religious Education follow the same program of sacramental preparation. Children in grade 2 are prepared for the reception of the Sacraments of Reconciliation and Eucharist. Students in grade 8 are prepared for the Sacrament of Confirmation. If a student comes to us needing these sacramental preparations outside of these grade levels, instruction is provided. There is a fee that accompanies the preparation necessary for the reception of the sacraments.

All programs involve not only the students but also the parents of the students in the sacramental preparation program. Parents are expected to attend the parent meetings and to use the home session activities. Formal education of the child takes place at school. The parents must give the informal instruction and guidance to the child at home. As primary educators of their children, parents must be aware of the responsibility of attending Sunday Mass and encouraging participation in the sacraments as an example for the entire family.

Each student preparing for the Sacrament of Confirmation is expected to complete the required extra activities, projects, and service hours, as well as receiving a passing grade in religion.

Religion

Religious education is the core of the curriculum at Sts. Bruno and Richard School. In addition to daily formal classroom instruction, faith development is enriched through school liturgies prepared by teachers and students. All parents/guardians are always welcome and encouraged to attend these liturgies. The religious curriculum “engages the student in hearing and understanding the proclamation of faith and invites the student to respond through deeper openness to a relationship with God. This relationship is expressed by participating in our parish spiritual and sacramental life.

Language Arts

- **Reading** -This program stresses development of competence in reading comprehension, fluency and vocabulary. Students are exposed to a range of reading material – literature and

informational texts. Phonics, fluency, word knowledge, and text comprehension are the focus areas.

- **Literature** – This program continues to develop competence in reading comprehension and vocabulary. Critical thinking skills are stressed, and appreciation of classic literature is developed. These focus areas include key ideas and details, craft and structure, connecting knowledge and ideas, and becoming independent and proficient readers.
- **Grammar** – This program stresses the development of competence in grammar, punctuation, usage, and coherent writing.
- **Spelling** – This program encourages application of spelling principles to daily work in written communication.

Penmanship

Students will develop the ability to write easily, legibly, and rapidly through correct position, movement, and letter formation. Cursive handwriting is introduced and taught in second grade, mastered in third grade, and practiced again in 4th grade.

Social Studies

Students will explore social units, political and economic systems, and world geography. They study events, trends, movements, and individuals. Students Geography, map skills, American and World History are included in this subject.

Mathematics

This program focuses on computational skills and problem solving with application to the daily lives of the students. The course explores topics in basic math skills, geometry, pre-algebra, and algebra. The focus is on problem solving, abstract and quantitative reasoning. and choosing appropriate tools to solve problems. The student is expected to construct logical arguments and evaluate the reasoning of others.

Science

This program serves to introduce the students to major concepts and patterns in life, earth, and physical sciences. Students learn to apply the

concepts and principles of scientific inquiry. The students learn to analyze scientific data. They focus on the fundamental concepts, principles, and interconnections of life sciences, physical science, and earth and space science. The goal is to understand the relationships among science, technology, and society in historical and contemporary contexts. Students explore processes, develop experimentation, use inquiry and sound research techniques.

Art

Students are exposed to many kinds of media and processes. Insight is offered into art from different cultures and students develop an aesthetic awareness of the world around them

Homework

Homework is an extension of the classroom experience to reinforce what has been taught. The purpose of homework is to support the following:

- **Remediation:** to aid in learning skills missed, or poorly learned previously;
- **Reinforcement:** to build on and give practice in learned concepts;
- **Enrichment:** to expand areas of learned concepts.

It is expected that all children will do homework. Homework can include written assignments, study, drill, review, completing assignments from school, reading in various subjects and independent reading. The amount and kind will vary according to the child's age and ability.

The school expects each pupil to show growth in self-discipline and responsibility. The student should come to class with the materials and assignments expected every day. If a child misses an assignment due to absence, it is his or her responsibility to find out what was missed and make it up. Brother(s) and sister(s) may pick up materials after school. Please do not expect the school secretary to make such arrangements.

Parental involvement is vital to an effective homework policy. Parents are encouraged to listen to reading, read aloud, hear spelling words and definitions, and help with research, problem solving and encouragement. Parents are urged to help guide the child as he/she is learning to do

research work and solve problems. Parents should encourage their child but never simply give out answers without proper explanation. If this is happening, notify the teacher that your child is having difficulty so the teacher may take steps to re-teach the material or secure tutoring help for the child.

We ask that parents make sure that there is a place set aside at home in which the child can do homework as free from distraction as possible. Parents are encouraged to review their child's work and discuss it.

Testing

I-Ready tests will be administered to all students in grades K through 8 three times a 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 Sts. Bruno and Richard School.

Birthday Celebrations

Each child celebrating their birthday will be able to dress out-of-uniform on the last Friday we are in session of their birthday month. If your birthday falls during the summer, the out-of-uniform day will be held in June/August. Birthday cakes, pizzas and pop are not appropriate birthday treats and are not to be brought into the classroom or school.

Attendance

It is important for students to be regular and punctual in attendance in order to receive the maximum benefits from Sts. Bruno and Richard School's educational program. Students who are tardy, miss important instruction time. Excessive absences may lead to academic failure or retention. Students are to attend daily during the entire school term. This school year we have 180 school days in our calendar.

Absences

In order to protect the safety and well-being of the student, a parent is required to telephone the school before 8:30 AM on each day that the

child is expected to be absent. Give the child's name, grade, reason for absence and who is calling. If no call is received, the parent/s will be contacted at home or at work to verify the absence. Upon returning to school, the child must present a written note, which is signed by the parent explaining the absence. This note is given to the teacher. Please call us if your child is staying home for any reason as we are tracking student absences.

It is the responsibility of the student to find out what work was missed during the absence and submit that work within a time period established by the teacher. If the nature of the work precludes it being "made up" (demonstration, presentation, recitation, etc.) the teacher will afford the opportunity for the student to do a comparable assignment.

Students are not penalized for late work due to a verified absence. (parent call or doctor's note.)

Students, who miss between 30 minutes and 210 minutes of school due to late arrival, early dismissal or removal for a portion of the school day, will be marked one-half day absent. Students who miss more than 210 minutes of school, will be marked absent for the full day.

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.

Tardiness

A student who is not in the building by 7:55am will be marked tardy. Any student who is not present by 8:30am will be marked absent. If you are dropping your student off after the tardy bell, please use the main office entrance so your child can be marked present for that day.

Early Dismissal

Parents are to notify the homeroom teacher in writing that their child/ren will be leaving school early 24 hours or more before the requested time out so that make-up work can be given by the teacher. Student's work handed in without proper notification having been given, will be treated as late work. The exception to this will involve family emergencies and illness.

Appointments with doctors, dentists, etc. should be scheduled after school hours whenever possible. If an appointment must be made during the school days, send the child to school for as much of the school day as possible to avoid an inordinate amount of make-up work. Students given permission to leave school earlier than dismissal time must be met in the school office by the parent or someone designated by the parent.

Absenteeism for vacation trips during the school year is strongly discouraged. If you decide to take your child/ren out of school, advance notice stating the exact days your child/ren will be absent, should be given to the school. Make-up work is the responsibility of the student. **Teachers will not provide assignments prior to the missed days due to vacations.**

Excessive Absences

Parents/guardians are required by Illinois School Law to have their children in school every day it is in session except in cases of illness, disability or death in the family. Regular and punctual attendance is essential. The child who is absent misses classroom instruction and participation in discussion and activities which cannot be made up. Absence for reasons other than illness, disability, or death in the family should be avoided if at all possible.

Because we feel it is important to prevent excessive absenteeism, a staffing will be held with parents, teachers and Principal for any student who misses eight days of school in a trimester for reasons other than hospitalization, or other exceptional emergency. Any student who is absent 20 or more days could be retained, required to attend summer school, or be tutored if the student's grades warrant such action.

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.

Grade Recording

Grading Scale:	Letter Grade	Percent Grade
	A+	99-100
	A	95-98
	A-	93-94
	B+	91-92
	B	87-90
	B-	85-86
	C+	83-84
	C	79-82
	C-	77-78
	D+	75-76
	D	71-74
	D-	69-70
	F	00-68

Remember that test scores and daily work yielding numerical scores are only one component of a student's final grade. Classroom participation, homework, etc. are all considered.

Powerschool

Sts. Bruno and Richard School uses Powerschool for student and parent information, attendance data and reporting, grade recording and reporting, and for parent portal access. The school administration and teachers record all attendance data. This attendance data follows students from grade to grade and year to year.

The 1st- 8th grade teachers use the Gradebook component of Powerschool for all student grade data. Teachers use this program to record all of their assessments. Report cards are generated using this

information. Historical grade data follows students from grade to grade and from year to year.

Powerschool Parent Portal

The school opens the parent portal to communicate students' grades and attendance online. Parents are able to access their student's' grades at any time, unless the school closes the portal. Parents can also elect to receive daily, weekly, or monthly email updates on student progress. It is important for parents to routinely check their child's progress in Powerschool.

Report Cards

Report cards are issued three times during the school year. The cards are reporting devices and are not meant to reflect everything that might impact on your child's education. They are not intended to, nor should they take place of personal contact with your child's teacher. Report cards for grades 1-8 are generated through Powerschool.

Progress Reports

Parents will receive a progress report at mid-trimester. Please sign this report under the teacher's signature and return to school. Papers sent home to be signed by the parent/s are an indication of a child's progress or non-progress. Homework, test papers or folders requiring a parent's signature also indicate your child's progress.

Conferences

A mandatory parent-teacher conference is scheduled once during the school year; others are held as the need arises. Parents are encouraged to request an appointment in advance for any additional conferences to discuss their child's progress or behavior. (Do not rely on hearsay or what "someone said". Their appraisal is often second hand and distorted.)

Teachers cannot receive phone calls, answer emails, or schedule conferences at times when they are engaged in teaching or supervising students. If you would like to speak or meet with your child's teacher, please send a note to the teacher or call the school office and leave a

message for the teacher to return your call. Teacher school emails are available on the Sts. Bruno and Richard School. website and can also be found on your child's weekly newsletter.

Honor Roll

At the end of each marking period, students in grades 4 through 8 are eligible to receive honor roll recognition. In order to recognize individual student's academic achievement on the Intermediate or Junior High level, Sts. Bruno and Richard School. has an Academic Honor Roll, which is based upon the following grade point criteria:

CRITERIA

High Honors – Overall academic average of 93% or above.

Honors – Overall academic average of 85% - 92%.

Subjects used in determining the overall academic average are Religion, Literature/Reading, Language Arts, Mathematics, Science, Social Studies, and Spelling/Vocabulary. Any student receiving a grade of 84% or lower in any subject area is excluded from honor roll recognition.

With the principal's approval, a teacher in any subject area can elect to exclude students for honor roll status based on student behavior and discipline infractions. One infraction does not merit exclusion unless deemed serious by the teacher and principal. Behavior problems indicate a serious lack of character development. Honor Roll status is earned, not only by grades, but by good behavior and good study skills.

Diploma Requirements

Students who graduate from Sts. Bruno and Richard School must earn their diploma by diligent effort and desire to do their best. In order for an 8th grade student to receive an official diploma, the student must earn a 70% overall average in all core subjects. Students who fail to fulfill the preceding requirement will not receive an official diploma at graduation. Instead, they will receive an unofficial certificate of completion of elementary education.

Upon validation of summer school class or make-up work completed, the student will receive an official diploma in exchange for the certificate received at graduation. The continuing goal of excellence and a need for

academic standards to adequately prepare students for high school have been our guide in preparing these requirements.

Students who will be receiving an unofficial certificate of completion of elementary education may not be allowed to participate in the end of the year graduation field trip. They will be expected to attend school as usual. Appropriate work and supervision will be provided.

Promotion/Retention

Children will be promoted to the next grade on the basis of achievement, effort, personal growth, and academic ability. In some instances, the best decision for the child's welfare and success in school would be to retain the student in the same grade.

Failing grades in major subjects may suggest the need for the student to be retained. This would indicate that the necessary concepts have not been learned. The maturity level of the student may be a factor in considering retention.

Alternatives to retention may include required summer school, conditional promotion and/or counseling recommendations, transfer and/or private tutoring. Obviously, retention is the last choice that the home or the school wishes to make and the decision will be based on a per child basis. The decision should be a mutual one between the home and the school. However, you are paying professional educators to make educational decisions concerning your child. Therefore, the principal will make the final decision after consultation with the parent/s and the teacher/s. Should you not agree with the final decision, the child will be transferred to another school of your choice. That school then has the option to place the child in their system at whatever level they feel is appropriate to the best interest of the child.

Promotion Requirements

In order for a 4th, 5th, 6th, or 7th grade student to be promoted to the next grade, the student must earn a 70% overall average in all of the subjects. This indicates satisfactory progress in the concepts expected to be learned in that grade.

Students who fail to fulfill the above requirement may not be promoted. Successful completion of a summer school program will be required. In some cases, retention remains an option. Upon verification of satisfactory completion of summer school, the student will be promoted to the next grade.

The continuing goal of student achievement, as well as our need to maintain certain academic standards, has been our guide in preparing this requirement.

Discipline

Our discipline plan is explained in detail in Sts. Bruno and Richard School's School-wide Action Plan. All families will be given a copy of the plan and are asked to sign the last page of the document and return the signed page to school to acknowledge that the Action Plan has been received.

Zero Tolerance Behaviors

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/cliqye activities- see Gang Activity
- ❖ Verbal, or written, threats to students or others at school, online or social media
- ❖ Intentional property damage, school or personal
- ❖ Possession of harmful weapon
- ❖ Serious stealing
- ❖ Intentional elimination of bodily fluids
- ❖ Harming oneself

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:

- o Lunch meeting with administrators
- o Apology letter
- o Action Plan created
- o Parent phone call/meeting
- o Removal from activities/trips/extracurricular activities
- o Parents are financially responsible for damaged property of school or others
- o 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

Harassment

The Pastor, administration and staff of Sts. Bruno and Richard 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 in school, online or social media
- ❖ Bullying in school, online or social media
- ❖ 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

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.

Threats/Violent Actions

In light of situations involving violence in the schools that have occurred in our country recently, the school will take any potential situations regarding threats of violence very seriously, even if the student claims it was a joke. Violence in language and/or actions is not tolerated in our school. All threats or acts of violence will be dealt with by the Principal on a case-by-case basis dependent upon the grade level of the student. Depending on the severity of the threat or violent action, the police will be notified after consultation with the Pastor and the Office of Catholic Schools. Disciplinary actions could include but are not limited to suspension or expulsion. In all cases, parents will be asked to attend a conference with the Principal.

Misconduct Slips

Teachers may fill out a misconduct slip for an infraction, which must be signed by a parent and returned the next school day. If this slip is not returned when due, teachers will call the parent/s to discuss this situation. A second misconduct slip during the school year may result in the student having to serve a detention before school. Please reference the school's School-wide Action Plan for more information.

Detention Slips

Detention will be assigned for a major offense or repeated minor infractions. Students will come before school to serve their detention. Detention times and places will be determined by the teacher or administrator issuing the detention. When issued, a detention slip must be signed by a parent and returned the next school day. If the slip is not returned, the teacher or Principal will call the parent/guardians to discuss the situation. A third detention report can result in suspension. Failure to attend a scheduled conference will result in a home suspension until the conference takes place. Please reference the school's School-wide Action Plan for more information.

Probation

This is a specified period of time arrived at as a result of a homeschool conference. During this period of time, the student will be expected to adjust his/her behavior eliminating negative behavior. Specific expectations will be agreed upon. This is a period of time in which the student demonstrates willingness to comply with school rules and regulations. A student on probation may not be allowed to participate in any school-related activity during this period of time.

Suspension

Suspension is exclusion from school classroom activities for a minimum of one school day. Suspension may be implemented in one of three ways:

1. In-school, with school personnel supervision.
2. In-school, with parents providing supervision.
3. Out-of-school, the child remains at home.

In any suspension the student is expected to continue his/her school work and will receive and submit daily assignments.

Out-of-school suspensions are reported and are included in the student's official school records. These reports remain part of the student's official records, even after graduation. This is to comply with the Archdiocesan School Policy and the Illinois Education Law which states that, "If a school refuses admittance of a student for a school day, a written report of such a refusal must be placed in the student's official records and is to remain there." The Principal will determine the length and type of suspension.

Expulsion

Expulsion is the termination of the student's privilege to attend Sts. Bruno and Richard 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.

Health

Students shall comply with the local and State of Illinois regulations pertaining to physical examinations. In addition, all students shall be immunized against diseases as stipulated by the Illinois School Code. Pupils will be excluded from school for noncompliance with laws.

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 that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication which is given to all school parents in a separate cover at the beginning of the school year.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. A recent new Illinois law states “students are allowed to keep asthma inhalers with them.” The teachers should be informed by a letter from the parent if their child has an inhaler in their possession.

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.

Students should not remain in school when they have a rash, fever, sore throat or severe cold. This is for the safety of the child, as well as others in the school. If a student becomes ill during the school day, parents will be called at home/work. Parents are responsible for having their children picked up and taken home. They will not be dismissed without an authorized adult to accompany them home.

*A child must be fever free for 24 hours before returning to school.

A student who has a contagious or communicable disease cannot attend school. The following require exclusion from school:

- Pink eye (conjunctivitis)
- Head lice
- Chicken pox (not less than six days after eruption and/or all scabs are dry)
- German measles and Rubella (five days after appearance of rash)
- Mumps (nine days and until all swelling is gone)

Administration of Medical Cannabis

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

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

Mental Health Protocol and Assessments

Sts. Bruno and Richard School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at Sts. Bruno and Richard School. Below are the steps parents/guardians should follow to

determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to Sts. Bruno and Richard School.

1. Arrange for their child to be assessed in the community by a private licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.

3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school. Student/family confidentiality is adhered to as dictated by the Ethical Code of the American School Counselor Association. All documentation should be faxed or emailed to the attention of the principal or school designee.

4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.

5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.

6. Re-entry back to Sts. Bruno and Richard school academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

Evaluation date and outcome/diagnosis Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to Sts. Bruno and Richard school

7. Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment.

8. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to

determine if the school has the capacity to provide a safe learning environment for the student.

9. If school determines sufficient resources, schedule a re-entry meeting. This meeting will occur in the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed. The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of Sts. Bruno and Richard school. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved. Collaborate with the student and parent in creating and implementing a safety plan. Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.

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

Restricted Attendance

In instances of a communicable condition (lice, chicken pox, pink eye, etc.), the parent should inform the principal as soon as any such condition becomes evident and is diagnosed. The student will be barred from class until the school receives, in writing, a note from the family doctor or treating physician that the child may return with no resultant threat to the student population. The classroom teacher will make

alternate work available to keep the student up to date on class work. Contact the office to arrange for someone to come to pick up this work. Physical impairments (broken bones, operations, etc.) likewise, require a note from the treating physician as to restrictions on activities that may aggravate the condition and offering some indication as to how long the restriction may be in effect.

Emergency Closing

Sts. Bruno and Richard School will attempt to stay open during the winter storms. Severe weather or some other emergency, however, may necessitate the closing of school. The principal will notify staff and families by 6:00a.m. the day of the closure. Please do not call the school. You may also visit www.emergencyclosing.com for school closing information.

Emergency Information

Forms are provided which are to be filled out completely and updated periodically. It is essential that, should the need arise, we are able to contact a parent or designated adult. Hospitals will refuse to treat a child in a non-life-threatening situation without the signature of a parent who must come to the hospital. If a child becomes ill, a parent or designated adult must be contacted to come and take the child home. Notify the school of any change of address, telephone (home or work), employer or emergency adult contact as well as doctor or medical history development.

Custody Issues

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the non-custodial parent may request access to his/her child's academic records and to other information relating to the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the order. A copy of the court order should be turned into the school office so we are aware of any arrangements for your child.

Accidents

In the event of injury to a child, the parent will be called so the child may be taken for treatment. In an emergency, the parent will be contacted as to where the child has been taken for treatment. In either case, the parent must give permission to the hospital by signature. The school cannot give the permission; therefore, it is essential that information on the emergency sheet be accurate, complete and current.

Safety

The safety regulations for the children are as follow:

1. Treat schoolmates with respect – this means no fighting, pushing, or shoving.
2. Cross only at corners – no jaywalking.
3. Never cross railroad tracks as a “shortcut” to and from school.
4. Walk in the halls, on the stairs – never run.
5. Go directly home – do not loiter in the parking lot or return to the school building after dismissal.
6. Never throw snowballs or slide on the ice.
7. No ball playing before or after school, especially by the street.
8. Respect the property of others by staying off the grass.
9. Never accept a ride with a stranger.
10. No skateboards or weapons are permitted on the school/parish grounds.

School Security

All doors of our building are locked at all times. Anyone wishing to gain entrance (parents, volunteers, visitors) should use the main entrance. The entrance is equipped with an electronic door release intercom connected to the office. There are also closed circuit cameras at all 4 entrances of the building. Upon entering the school, all visitors are to go directly to the school office. All visitors must sign in. The school is also protected by an alarm system.

Traffic

- The drop-off procedures were created with the safety of our children as the goal. Please keep in mind that any adult bringing children to school is expected to follow the school procedures with respect and consideration for others. If everyone follows these guidelines, the drop-off will go smoothly and be safe.
- If you are getting out of your car, you must park in a space in the parking lot. Drop-off areas are strictly for quick drop-offs. Double parking is not allowed any time for any situation. Cars are always to proceed cautiously at a reduced speed through the parking lot.
- You may not block a driveway at any time.

Electronic Devices

Electronic communication devices include but are not limited to cell phones, ipads, smartwatches, and laptops. The personal use of electronic devices is not permitted during school hours. All devices will be turned off upon arrival to school and be placed in the child's book bag or placed in the phone box and taken to the school office. Any device being used by a student during the school day will be confiscated and turned into the principal.

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

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 three reasons:

- ❖ Prescription eyewear
- ❖ Illness

- ❖ Lunches
 - ❖ Arrange pickup at dismissal or after extra-curricular activities
-

Lunch

Parents and students are to see that all lunches from home are prepared in advance so that late lunches do not come to the office. It is understood that from time to time emergencies do occur and a student lunch may be brought late to the office. Healthy lunches are encouraged with juice or water.

Proper behavior during lunchtime will be expected at all times. Students are not to leave their seats during the lunch period unless throwing garbage away. If a child is disruptive and/or disobeys the adult supervisor, the teacher will be informed and will take appropriate action. Students may go outside after eating lunch if the teacher directs the adult supervisor. When playing outside, students should do so with respect to each other. Any disruptive behavior will be reported to the teacher and appropriate action will be taken. Failure to conform to our lunchtime rules may result in a child having to go home during the lunch period.

Mark lunch bags and lunch boxes with the child's name and grade to avoid confusion over lunch boxes and lost lunches.

Bringing lunch from a fast food chain (McDonald's, Burger King, etc.) is not allowed. On days when special Family/School lunches will be served and a student does not want the lunch that is offered, a lunch must be brought from home with the student in the morning.

Books/Property

Your cooperation is requested in maintaining textbooks in a usable condition. The cost of providing school books is considerably costly and each family benefits financially from the privilege of obtaining the necessary books on a rental basis. In order that book rental charges may be kept nominal, it is necessary that the cost of replacement and repair be held to an absolute minimum. Proper care will extend the useful life of each book and result in a lower cost for the school book program. All hardcover books should be covered at all times. These book covers should be kept clear of any unnecessary marks, scribbling, drawings, etc.

The use of a book bag is strongly urged. Book bags on wheels are a hazard and can only be used in school with a letter from the doctor explaining the reason for such a book bag. If each book were cared for as though the user paid the full purchase price for it, we are confident that damage would be greatly reduced. Here, as in all rental contracts, reasonable care on the part of the user is required.

Pupils are asked to take pride in keeping the school property in good order; desks, furniture, books, audio-visual equipment, computers, etc. Students are required to pay for all damage to school property for which they are at fault.

Library

The school library is for the use of the students to increase reading for pleasure or to assist in research projects. Books are added based on the input from the librarian, parents, teachers and students. If a book is lost, the parent of the child will be expected to reimburse the list price of the book. If the book is subsequently found, the parent will be charged half of the list price of the book or the late fee total, whichever is the least amount. Our first concern is getting the book back. If fines are not paid by June, the report card will not be issued until the obligation has been satisfied.

Field Trips

The purpose of a field trip is to enrich/reinforce the regular instructional program. Parent/s are required to sign and return a permission slip for any student attending a field trip. Since a field trip is deemed an extension of the classroom, students are expected to attend. The students may be excluded from field trips due to a past history of irresponsible or dangerous behavior, which may jeopardize the safety of the other students or the reputation of the school. Students may also be excluded for unacceptable classroom work (e.g.: missing assignments). The teacher will notify excluded students as to their exclusion on the day prior to the trip. Unless notified in writing by the classroom teacher, all students will wear the regular school uniform so as to help identify/locate lost students.

If a student cannot attend a trip, only the admission portion of the field trip payment can be refunded. The bus fare portion cannot be refunded since the bus company will not refund the fee. If behavior on the day of the trip causes the student to be excluded, no fees will be refunded.

Funds and Bank Accounts

All school funds and bank accounts exist to provide ministry and services to the school and would have no existence were it not for the existence of the school. The Pastor and Principal receive the information concerning these funds and accounts. Signatures of the Pastor and the Principal are required on these bank accounts.

Communication from School

Important information will always be sent home with the youngest or only child of each family. Please check and read all the material and return any forms to school the next day. Information is posted on the school website, Class Dojo, School Messenger, and the official Sts. Bruno and Richard School Facebook page.

School Shows

All students are required to participate in all school shows, including the Christmas show. Non-participation will directly affect the student's grade in the corresponding class.

School Records

Parents have the right to see and review their child's school records. The request to review the records is made to the principal and an appointment will be scheduled within 3 school days of the request. If parents are divorced or separated, the school presumes that both parents have access to these records unless one parent can provide evidence that he or she has the sole right.

The school abides by the provisions of the Family Educational Rights and Privacy Act with respect to the right of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order

specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Emergency Drills

Fire Drills: The principal is obliged to conduct fire drills according to the procedures contained in the “Regulations for Fire Protection”. Most of these drills are conducted and supervised by the Chicago Fire Department.

Law Enforcement (Active Shooter) Drills: The principal and teachers conduct active shooter drills with assistance from the local police department.

Tornado Drills: A direct connection to the U.S. Weather Service is maintained during school hours. We are notified in case of a “watch” or “warning”. Students will be taken to a prearranged place of safety in the event of a “Warning”. No student will be sent home during a tornado warning. Tornado drills are conducted during the school year.

Bus Evacuation Drills: Bus services may be used throughout the year for field trips or other excursions. Bus evacuation drills will be scheduled with a bus company.

Lost and Found

All articles, which have been plainly marked, will be returned to the owner immediately. Unmarked articles will be placed in the lost and found box near the office. Valuable items, such as money or jewelry will be held in the main office. At the end of each month all unclaimed items will be donated to the poor. Students are encouraged to keep valuable items at home.

Promotional Offers

From time to time, students will bring home offers for various items and/or services. In return for passing on this information, the company donates educational materials to the school. This information is a service to the parent but is not to be considered as approved by the school. Parents are to apply the same selection/rejection criteria they would use if the items were offered directly from the source company.

Unscheduled Visits

Parents are not to go to classrooms to accompany, meet or pick up their child at any time. All children will line up with their classmates at a specific location where the teacher will escort them into or out of the building as a group. At dismissal, students will meet their parents outside the school building, except in the case of an early dismissal whereupon the child will meet the parent in the school office. If a parent is going to pick up their child for an early dismissal or to attend an appointment, they need to sign out their child in the school office.

All visitors and volunteers must first come to the school office.

Emergency Closings

The administration of Sts. Bruno and Richard School (or as the Archdiocese of Chicago deems it necessary) will determine when Sts. Bruno and Richard 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.

Volunteers

We always welcome parent volunteers to help with school events and field trips. If you can volunteer your time in one of these areas or in some other ways, please contact the school office or your child's teacher. **All volunteers must complete a Volunteer Application, be Virtus trained, complete an online Criminal Background Check and complete a DCFS CANTS form before they can participate in any volunteer service.**

Sports Program

- The Athletic Association of Sts. Bruno and Richard School affords the opportunity for students to be engaged in a variety of sports. Students involved are expected to cooperate, respect, and appreciate the time and dedication of the coaches and directors involved.
- Students participating in these extracurricular activities must abide by the eligibility requirements regarding academic efforts and behavior. Students must maintain a C average in all academic areas in order to remain eligible for sports. Students, whose school behaviors or attendance are questionable, risk suspension or expulsion from sports activities.
- Students participating in school-related sports activities must have written parental permission. Medical insurance coverage is the responsibility of the parent.
- Students involved in the Sts. Bruno and Richard School Sports Program are expected to conduct themselves in a manner that reflects the Christian values of the school. One who consistently behaves otherwise will be removed from the team for a designated period of time. More serious improper conduct warrants immediate expulsion from the team. Both of these corrective measures can be implemented by either the coach of the team or by the principal of the school.

Equal Employment Opportunities

Sts. Bruno and Richard School is operated under the auspices of the Catholic Bishop of Chicago, a Corporation Sole, in the Archdiocese of Chicago. It is the policy of Sts. Bruno and Richard School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

Gang Prevention Policy

All students have a right to attend school in an environment conducive to learning. Since "street gang" membership and affiliation and activities

are illegal, dangerous, and interfere with both effective learning and the healthy development of children, Sts. Bruno and Richard School has a fundamental legal and moral obligation to prevent gang involvement by any of its students.

Under no circumstances will gang membership, or even the display of gang membership (e.g.: clothing, appearance, display of signs/symbols on paper or textbooks, using a weapon, etc.) be condoned or tolerated. Students suspected to be in violation of our stated policy will be subject to the following procedures:

1. Suspension from school pending investigation.
2. Conference with the principal, parent/s, child, and other
3. Appropriate person/s as determined by the principal.
3. If the violation is found, the student will be expelled from St. Richard School.

Reporting Suspected Child Abuse

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect. School personnel are deemed mandated reporters.

Sexual Harassment Policy

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

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

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

The school will determine the facts regarding all charges of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

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

The school administration, teachers, and staff have the right to inspect all school property. Lockers and desks are a part of school property.

Substance Abuse Policy

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children, Sts. Bruno and Richard School has a fundamental legal and moral obligation to prevent substance use and to maintain an educational environment that is drug-free.

Under no circumstances will the possession, sale or use of alcohol or any illegal drugs by students be condoned or tolerated. This would include possession, sale, or use in school, on school grounds, or at school sponsored events.

Under no circumstances will students be permitted to smoke or use any type of tobacco products in school, on the school grounds, or at school sponsored events. Students suspected to be in violation of stated policy will be subject to the following procedures:

1. Suspension from school pending investigation.

2. Conference with the principal, parent/s, child, pastor and other appropriate person/s. Confidentiality will be maintained.
3. If the violation is found, professional evaluation, and if necessary, treatment shall be provided by the parent/s or guardian. Based upon the nature of the particular situation, suspension from school may continue pending treatment.
4. If pastoral or rehabilitative measures have been exhausted with little or no success, the principal may choose continued suspension and/or expulsion. (In extreme or special circumstances expulsion may be considered earlier in the process.)
5. Police notification shall be made at the appropriate time, as directed by law.
6. Mitigating circumstances warrant differences in procedures. This would include, but not be limited to the following: first offense, age, seriousness of offense, prior conduct, cooperation of parent/s, attitude of student, initial success of rehabilitative measures, etc.

Amendments

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

Conclusion

Making Sts. Bruno and Richard School. the kind of school that is a source of pride to the parents, parish, and community is the task of everyone involved:

- Parents and parishioners who support it financially;
- Teachers and Staff who impart knowledge;
- Clergy who guide it;
- Students who reap the benefits.

This handbook is offered as a means by which the home and school may join in securing the future of the Catholic Church through the education of the children who will one day shoulder the responsibilities which you, as Christians, have thus far undertaken.

Finally, no handbook can cover all situations. It is meant as a starting point from which meaningful and productive results may be realized through discussion, understanding and support. The Principal and/or Pastor reserve to make changes at any time to this handbook.

2023-2024 School Internet Acceptable Use Agreement

Sts. Bruno and Richard School has established a computer network and is pleased to offer Internet access for student use. This will provide students with a variety of Internet resources. Our system is safeguarded by a firewall; however, it must be understood that nothing is 100% fool proof. In order for students to use the internet at Sts. Bruno and Richard School, students and their parents or guardians must first read and understand this Acceptable Use Agreement.

Please read and review with your child:

- Students will have access to the Internet in the classrooms and the computer lab. Student access is limited to supervised sessions only.
- Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Agreement. Parents/guardians may revoke approval at any time.
- Material created and/or stored on the system is not guaranteed to be private. School and Network Administrators will review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that a Sts. Bruno and Richard staff members would view work created on the network.
- Computers are expensive learning tools. Any damage caused by misuse will be paid for by the student/family.
- Students/parents/guardians and members of the school staff are expected to report promptly to a school administrator when violations of this Agreement are suspected or observed.
- Violations of the terms of this agreement will be investigated and consequences will be applied which may include, but are not limited to, revocation of Internet privileges.

Unacceptable Uses:

- The network may not be used to download, copy, or store any software, shareware or freeware without prior permission from the Network Administrator.
- The network may not be used for commercial purposes. Users may not buy or sell products or services through the system.
- Use of the network for advertising or political lobbying is prohibited.
- The network may not be used for any activity or to transmit any material that violates federal, state or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher.
- Use of vulgar, obscene or other inappropriate language is forbidden.
- Students may not copy articles/graphics from the Internet without prior approval and supervision.
- During regular school hours, students will have access to the Internet for ACADEMIC purposes only. Students may not use email services at school. They may not retrieve personal email account information at school.
- Students should NEVER publicize any personal information (name, address, phone number, photographs, depictions, etc.) on the Internet.

8th Grade Guidelines

Your child's 8th grade year is a very special year in their educational career. This year will be the culmination of years of dedication and hard work. They will have several opportunities throughout the year to celebrate their accomplishments.

In order to participate in these events and celebrations, students must have:

- GPA of 1.5 or greater
- Attendance of 5 or fewer absences in the trimester
- Tardies of 5 or fewer in the trimester
- Positive Behavior with 5 or fewer misconduct reports and 2 or fewer detentions

It is expected that you will participate in 8th grade class fundraisers to assist in the funding of these events. These fundraising efforts are separate from your family's school fundraising obligations.

The following are some of the activities that your 8th grader will be able to participate in this year:

(Please note, the dates for these events are currently TBD.)

May Crowning
Ribbon Ceremony
Luncheon
8th Grade Class Trip to Springfield
Class Picnic

**ACKNOWLEDGEMENT OF RECEIPT OF
PARENT-STUDENT HANDBOOK**

Child's Name: _____ **Grade:** _____

Child's Name: _____ **Grade:** _____

Child's Name: _____ **Grade:** _____

Child's Name: _____ **Grade:** _____

This verifies that our family has viewed the 2023-2024
Sts. Bruno and Richard School Parent-Student Handbook.
We are committed to reading and discussing the handbook
with our child/ren and will support and carry out the policies
and procedures contained therein.

Parent Name - Print

Parent Name - Signature