



**Preparing your Child  
for a "Successful" Life**

**Parent/Student Handbook**

Revised August 2024

The following set forth policies govern the general operation of the school. Statements in this handbook are subject to amendment with or without notice. The school will make every attempt to keep families informed of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

## **MISSION STATEMENT**

Inspired by faith in Jesus Christ, St. Frances of Rome School provides a Catholic education in the classical tradition of the liberal arts. Proclaiming Jesus Christ through the integration of wisdom, virtue, and faith, St. Frances of Rome School provides the intellectual and moral foundation needed for students to become leaders, saints, scholars, and disciples of Christ. With the grace that comes only from God, St. Frances of Rome School fulfills this mission when students are inspired to seek the truth, goodness, and beauty who is Jesus Christ.

With enlightened minds and zealous hearts, the students of St. Frances of Rome School will seek to transform their community and the world.

## **PHILOSOPHY**

St. Frances of Rome School is an integral part of the parish community. Adherent to Catholic tradition and rooted in Gospel values, the School strives to create an educational environment enriched by faith and committed to creating a just society.

The School shares with members of the Parish a sacramental relationship to Jesus Christ. We endeavor to create a strong Catholic community that provides multiple opportunities for the faculty, students and their families to develop and share their faith, with the expectation that they will become active members and leaders in the Church.

We strive for academic excellence, believing that children learn best when they are engaged in a rich and diversified school culture. The faculty of St. Frances of Rome School provides a Catholic education in the classical tradition of the liberal arts. Teachers use educational strategies that will enable students to reach their full potential academically and make them morally responsible citizens of a global society.

We strive to foster a sense of community through the mutual sharing of gifts and built on respect in both actions and words. At St. Frances of Rome School, we recognize the unique qualities of each individual student, but strive to obtain a unity of spirit and purpose. That unity extends not only to students and their families, but to teachers, staff, parishioners, alumni and school benefactors.

## **Governance**

St. Frances of Rome School operates under the auspices of the Archdiocese of Chicago. Therefore, the School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

### **Illinois State Recognition/Adoption of State Requirements**

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with State requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

## **PILLARS OF EXCELLENCE**

### ***Catholic Spirit***

Students are called to become holy by witnessing to the Gospel message. They learn the traditions of the Catholic Church in order to help them grow in their faith. Students and staff are actively involved in the life of the parish, attending the Sunday celebration of the Eucharist in conjunction with their involvement in the various parish organizations.

### ***Academic Excellence***

St. Frances of Rome School is a beacon of excellence in the Archdiocese and western suburbs of Chicago. Students are challenged to pursue wisdom and truth. St. Frances of Rome offers academic programs that inspire the intellect and maximize the potential of each student to gain the requisite knowledge, concepts, and skills to become critical thinkers, creative problem solvers, and productive, responsible citizens.

### ***Collaborative Leadership***

St. Frances of Rome School inspires leadership among students, parents, teachers and staff. In a unique way, teachers and administrators reflect the leadership to which all are called in a Catholic school. St. Frances of Rome School is a sought after teaching institution that exemplifies the highest professional standards and innovative instructional practices. Both faculty and students are challenged to assume leadership roles, not only in the school, but in the parish and surrounding community.

### ***Classical Liberal Tradition***

St. Frances of Rome School values the great contributions to the arts and sciences passed down through the ages. Student learning is enriched by great minds and classic works of the past, especially those which have contributed to the intellectual heritage of Western Civilization. Curriculum and instruction are modeled around the seven liberal arts ordered as Trivium (grammar, logic, rhetoric) and Quadrivium (arithmetic, geometry, music, astronomy/physics). These disciplines, along with philosophy and theology, provide the intellectual formation of students.

### ***Community Focus***

St. Frances of Rome is committed to fostering a just community where all members are heard, supported and involved. Involved parents uniquely serve as catalysts to unite the community in support of the education of children. St. Frances of Rome is an inclusive community wherein people from different cultural, ethnic, and racial backgrounds learn, live and work in mutual harmony and respect and without compromising their beliefs or identities.

### ***Commitment to Service***

Students, parents and staff share a belief in the dignity of the human person created in the image and likeness of God. From this, we believe that all have been created for an eternal purpose and destiny. This inspires our call to Christian service. As members of a faith community, we acknowledge the many talents and skills of our brothers and sisters. We give thanks to God for His generous gifts to us. Unselfishly, we share those gifts in service to one another, and especially to those in greatest need of them.

## **GRADUATE AT GRADUATION PROFILE**

### **1. Sainthood**

A graduate of St. Frances of Rome School seeks to understand God's loving plan for his or her life, embracing it in freedom and gratitude. A saint recognizes his or her God-given talents and gifts, and is open to developing them for the service of God. Though always growing in a life-long process of faith and maturity, the graduate already:

#### **Loves God**

- Knows God loves him or her.
- Desires to return that love.
- Believes that God provides the means to know and love Him.

#### **Believes in God's Purpose**

- Realizes that life is always unfolding in the hands of God.
- Discerns his or her God-given purpose by exploring his or her own faith.

#### **Prays**

- Experiences God in prayer.
- Utilizes various methods of prayer.
- Expresses gratitude in prayer.

#### **Shows Gratitude**

- Learns to be grateful for talents.
- Gives thanks for the world and everything in it.

#### **Is Open to Growth**

- Purposefully develops God's gifts.
- Trusts God's guidance for his or her personal growth.
- Humbly accepts limitations.

### **2. Scholar**

A graduate of St. Frances of Rome School trusts the intelligibility of the world as created by God. Intellectual inquiry brings students to a deepened understanding of the natural and supernatural order along with a thirst to know more. The Catholic scholar couples this sense of inquiry with humility, generosity, compassion, and reverence for God and the created order. Though always growing in a life-long process of knowing and loving God, the graduate already:

#### **Loves Learning**

- Looks at the world with wonder, and asks thoughtful questions.
- Realizes there is always more to learn.
- Discovers enthusiasm and joy in learning.

#### **Takes responsibility for his or her learning**

- Expend time and effort in the pursuit of knowledge.
- Embraces the challenge of learning unfamiliar content.
- Persistently pursues knowledge and wisdom despite obstacles.

#### **Works Cooperatively**

- Mentors others.
- Considers ideas from multiple perspectives.

### **Utilizes Resources**

- Literature.
- Numeracy.
- The arts.
- Catholic Tradition.
- Scientific investigation.
- Logic and critical thinking.
- Thoughtful, intentional communication.
- Current technology.

### **3. Disciple**

A graduate of St. Frances of Rome School is defined by his or her relationship with God. True to his or her formation, the graduate becomes a disciple of Jesus who exemplifies his teachings in thought, word, and action. Though on a life-long journey of discipleship, the graduate already:

#### **Contemplates**

- Sees everyday life through the lenses of Sacred Scripture and Tradition.
- Allows his or her faith in Christ to determine life choices.
- Sees and loves the face of Christ in others.

#### **Speaks**

- Communicates the love of God with a heart filled by the peace of Christ.
- Embraces and spreads the teachings of Christ, bringing others closer to the Lord.
- Uses vocabulary informed by the Catechism of the Catholic Church in sharing the Good News.

#### **Acts**

- Demonstrates a love for others by acting as a living example of Christ's teachings.
- Brings peace to the world by treating others as brothers and sisters in Christ.
- Acts justly on behalf of those who are marginalized in society.

### **4. Leader**

A graduate of St. Frances of Rome School is a person who leads by the example of his or her life, inspires others to carry out their Christ-centered vision. Although leadership develops over time, the graduate already:

#### **Looks to Christ**

- Has a moral compass that comes from Christ's call to follow Him.
- Derives patience, humility, integrity, honesty, justice, courage, and perseverance from Christ.

#### **Sees like Christ**

- Habitually perceives the common good and sets goals to achieve it.

#### **Collaborates and Inspires**

- Leads by example.
- Is trustworthy and accountable.
- Recognizes, respects, and encourages each individual's contribution in the Body of Christ.

#### **Uses Sound Judgment**

- Analyzes problems, organizes solutions, delegates tasks, makes timely decisions, and evaluates outcomes.
- Perseveres to accomplish a goal.
- Is flexible, but holds firm to values.

## **Abused and Neglected Child Reporting Act (P.A. 81-1077)**

School personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report their suspicion to the Illinois Department of Children and Family Services (800-252-2873). All school personnel are required to abide by this law.

### **ADMISSION POLICY**

St. Frances of Rome School is a Catholic elementary school serving students from Preschool through Grade 8 and operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty, and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese and Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the St. Frances of Rome School parent/family/student and faculty handbooks are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic Schools directives.

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these requirements annually to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

### **School Student Records/Missing Persons Records Act**

St. Frances of Rome School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

St. Frances of Rome School admits students of any race, color, sex, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. St. Frances of Rome School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic or other school-administered programs.

St. Frances of Rome School is open to all children whose parents want academic excellence, traditional discipline, and a total religious education program. Preference for admission will be given to registered members of St. Frances of Rome Parish.

A child entering St. Frances of Rome School must be in compliance with the age requirements of the State of Illinois.

Children entering PreK-3 must be three years of age on or before September first; children entering PreK-4 must be four years of age on or before September first.

Children entering Kindergarten must be five years of age on or before September first.

Children entering First Grade must be six years of age on or before September first.

Students with special needs are welcome in our school. Final admission decisions will be made based upon consultation with the family and the resources available for the child's success. Once admitted, a plan will be put in place to monitor and review the student's progress.

To be considered for admission to St. Frances of Rome School, parents/guardians are asked to contact the Admissions Office at [info@sfr-school.org](mailto:info@sfr-school.org) to receive the application form.

The application should be returned to the school office with these items:

- Report cards from previous school (if applicable)
- Most recent math and reading standardized testing scores (if applicable)
- Recommendation Form (if applicable)
- IEP (Individual Education Plan, if applicable)
- \$200 registration fee

Once the application packet is complete, families will be asked to meet with a member of the school's administration team to review policies and practices of the school.

When a student's admission is confirmed, the following documents are also required:

- Birth certificate
- Medical and dental records, including allergy plans if applicable
- Baptismal certificate (if applicable)



We are proud of our school and are committed to the growth and success of all our students. In turn, it is expected that all students who become part of the St. Frances of Rome School family follow the standards, guidelines, and policies in our handbook.

### **New Students**

- Within 30 days of enrolling at our school, parents/guardians must present a certified copy of the child's birth certificate or other reliable proof of the child's identity, as determined by the Illinois State Police. The school will retain a copy and return the original to the parents.
- If a birth certificate (or other acceptable proof) is not turned in, the school is required to notify the Illinois Department of State Police. A written note will be sent home alerting parents that they have an additional ten days to comply.
- Parents must also produce records of compliance with state and local health (including dental) requirements and exams. If students are not in compliance or without records, parents will be notified, and the children excluded from school until compliance is shown.
- If a child has attended another school before, some form of credential from that school must be presented. The office will request official transcripts.
- A baptismal record, if applicable, is also requested.

### **Transfer Students**

We welcome students to our family at any time during the school year. Certified copies of transfer students' records are requested within 14 days of enrollment. St. Frances of Rome School sends unofficial records of students transferring to other schools within 10 days of the request. Official records are sent once all financial obligations have been met. The following guidelines apply to children coming in after October 1.

- Recent records from the prior school, such as a report card or progress report and most recent standardized testing scores in math and reading, must be brought in at the time of enrollment. IEP/ISP documents if applicable. Official transcripts will be requested from the other school by the office.
- The student and parent will meet with the teacher and principal to discuss school guidelines and expectations. After this meeting, the family will be notified within 48 hours if the student is accepted.

- Once accepted, the student may start as soon as all necessary forms are received.
- Students are asked to immediately abide by the school dress code.
- Every effort will be made to get students on the hot lunch program (if applicable) from their first day. If this is not possible, children are to bring lunch from home.
  - Students are expected to follow the standards of St. Frances of Rome School.

Progress, both behavioral and academic, will be continually assessed. Significant problems and/or issues may result in probation or permanent exclusion.

- Students who transfer in during their 7th and 8th grade years are accepted on a probationary basis for the first 45 days of the school year. Students who fail to follow the guidelines of the school during this period will be asked to leave.

### **Health Records**

Upon entrance to St. Frances of Rome School, a child's health record must be current. A record of a physical exam, dental examination, and appropriate immunizations are required upon entrance into Preschool, Kindergarten, and Sixth Grade. Students in Kindergarten, Second and Sixth grades must also have current dental records. Students in Kindergarten must have a current vision test. Students transferring into St. Frances of Rome must also have proper medical/dental records on file.

If a child is not in compliance with the health and immunizations requirements, he or she may be excluded from school until the child presents proof of having had the health examination and having received required immunizations.

### **Tuition Policy**

Families registering or re-registering at St. Frances of Rome School are entering into an agreement with the school to pay the fees and amounts as set forth in the tuition schedule for that school year. St. Frances of Rome School uses **FACTS** Management Systems to collect all tuition and incidental fees. Incidental fees include before and aftercare charges; charges when volunteer hours are not met; and charges resulting from failure to turn in candy fundraising receipts. **Families must maintain a valid and active account throughout the agreement term.** Failure to do so can result in an interruption of attendance for the child(ren). FACTS uses an automatic payment system set up by the family using one of these three methods: checking account, savings account, or credit card.

**Payments are normally due on the 5th or 20th of each month unless a family requests a different payment date.**

Tuition payments should not be made in the school office.

### **Delinquent Accounts**

- Any family that wants to make changes to their payment schedule must contact the tuition manager
- Any family that is delinquent in their account must contact the tuition manager immediately and make necessary arrangements to make the account current.
- If an account remains delinquent after 10 consecutive school days, an interruption of attendance will occur for the student(s) on the eleventh day unless arrangements to pay the balance have been made with the tuition manager.
- School families who do not adhere to an agreement to pay delinquent tuition, or who have been unwilling to make suitable alternative arrangements with the school, will be informed that their child(ren) will not be readmitted to our school.
- St. Frances of Rome School reserves the right to impose appropriate consequences in those situations where delinquent tuition problems persist. These may include, but are not limited to denial of re-enrollment, suspension of students, restricting student participation in extra-curricular activities, and withholding of transcripts, report cards, diplomas, and cumulative records as prescribed by law.

*The following rules are in effect:*

- **A late fee of \$30 will be assessed by FACTS for payments that are not received on time.**
- **Bank charges of \$30 for checks returned for insufficient funds will be added to the outstanding tuition balance.**

### **ATHLETICS**

St. Frances of Rome offers an athletic program for student athletes. Representing the school as a member of an athletic team is both a responsibility and a privilege. Each student athlete is expected to maintain a good academic and behavior record in school, and appropriate demeanor is required in athletic practices and competitions. Failure to fulfill any of these expectations will result in the athlete's suspension or removal from the athletic program.

To participate in school athletics, students/families must:

- Represent the school values at all times.
- Have an annual sports physical. This can be done during a regular doctor visit.
- Provide parent/guardian permission in writing.
- Acknowledge receipt of the concussion information sheet. The school follows the Archdiocesan and State of Illinois concussion protocols.
- Adhere to the eligibility requirements established by the school.

Note: 6th graders who have submitted the required Physical Exam are exempt from the sports exam requirement providing that the physician has indicated on the form that the student is physically able to participate in athletics.

Absence from school on a given day mandates absence from participation in athletics that day.

St. Frances of Rome School allows a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic or team uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

## **Attendance**

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K8- at St. Frances of Rome School are required to attend school daily.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

## **Reporting Process**

### **Absences**

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 708-652-2277 or email [jgarcia@sfr-school.org](mailto:jgarcia@sfr-school.org) within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused.

The school will contact the parent/guardian if a student is absent, and a notice of absence is not received within 60 minutes of the opening of the

student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

## **Tardies**

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card.

Excused tardies are not counted. Students may accrue up to 5 each

semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action including loss of financial aid.

### **Early Dismissal**

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 708-652-2277. Students to be dismissed early from school will be picked up from the school office.

### **Excessive Absenteeism**

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for their child, the student may lose financial aid or be withdrawn from the school.

## **BEFORE-AFTER SCHOOL PROGRAM**

A Before-After School Program is a program for students that takes place outside of instructional hours and serves students whose parents are unable to drop off or pick up their child at the designated start or end of the school day.

Unlike extra-curricular activities, Extended Day programs do not focus on a specific athletic, social, or academic activity. St. Frances of Rome School offers an Extended Day Program that provides supervision for students before and/or after the instructional school day.

Only students enrolled in the school are eligible to participate in this program, unless given permission from their regional director. Extended Day Programs may be offered through an approved third-party provider or directly by the school. In either circumstance, Extended Day employees must comply with the Child Protection policies of the Archdiocese (see §415.00).

Extended Day programs shall utilize a defined program/curriculum that provides for constant supervision, enriching activities, and time for students to complete homework. Students shall only be signed in/out of Extended Day programs by an adult listed as a parent/guardian or emergency contact.

Extended Day Programs shall keep an accurate accounting of times, dates, and responsible parties in which students were signed in or out. If the school utilizes a third-party provider for Extended Day, the identity and contract terms of the provider must be approved by the OCS and the Legal Department of the Archdiocese. The school is still responsible to ensure a safe and positive environment if utilizing a third-party provider.

The program at St. Frances of Rome School is available from 7:00 – 7:45 am and 2:40 – 6:00 pm when school is in session. Registration forms and cost information are available in the Main Office. A late fee of \$1 per minute is charged for pick-ups after 6:00 pm.

## **Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying based on actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or staff member receives a report that bullying through this means has occurred and it does not require a school to staff or monitor any non-school-related activity, function, or program.

*Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)*

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying using technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or

intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school, including without limitation school administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

## **Bullying Prevention and Response Plan**

Bullying is contrary to State law and the policy of this school. However, nothing in the school's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the School Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the School Complaint Manager or any staff member. Anonymous reports are also accepted and may be made to the School Complaint Manager through the contact information provided below.

Formal disciplinary action will not be taken solely based on an anonymous report.

### **Complaint Manager:**

Name: Dr. Gerald Lordan

Address: 1401 S. Austin Blvd. Cicero, IL 60804

Email: glordan@sfr-school.org

Telephone: 708-652-2277

Consistent with federal and State laws and rules governing student privacy rights, the Principal or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, psychological services, other interventions, and restorative measures.

The Principal or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after

the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation processes.
- c. Notifying the Principal or designee of the report of the incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the schools jurisdiction and the school shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

The School shall use interventions to address bullying, which may include, but are not limited to, restorative measures, social-emotional skill building, counseling, and community-based services.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other school policies.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a

false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other school policies.

### **CARE OF BOOKS**

All books issued by the school are to be properly cared for. The cost of replacing a lost or damaged book will be charged to the family's FACTS account.

## **CELL PHONES/PERSONAL DEVICES**

We recognize that personal electronic devices are widely used by our students and that our students will bring these devices to school. St. Frances of Rome School does not allow the use of personal devices on campus and has implemented the following policies:

- Personal electronic devices are not to be used on school grounds, including the classrooms, the playground, extended day rooms, and the gym.
- Students are not allowed to wear their smart watches in school.
- Devices for students in Grades 5-8 must be secured in the cell phone locker located in each homeroom at the start of the school day. Students in Grades 4 and below turn their devices in to the office.
- Devices are returned to the students at dismissal, whether this is at the end of the school day, extended care, or an extra-curricular event.
- If a child is caught with an electronic device during the school day, including in extended care, the device will be confiscated by the teacher or staff member and will only be returned to a parent/guardian. For a second offense, the phone will be turned into the principal's office and a parent conference required. This includes devices found in the student's backpack, purse, pencil case, pocket, etc. Repeated offenses may lead to disciplinary action including loss of financial aid.
- A separate letter outlining the cell phone policy must be signed by the parent and the student and returned before the phone can be brought to school.
- The school is not responsible for personal devices brought onto the campus.

## **CHEWING GUM**

Chewing gum is not permitted in the school.

## **COMPREHENSIVE HEALTH CURRICULUM**

As mandated by the State of Illinois, St. Frances of Rome School provides health education in grades K-8 at age appropriate levels.

The program addresses many aspects of wellness, human ecology, body systems, human sexuality, growth and development, personal hygiene habits, mental health and available help resources, information on communicable diseases, safety and substance abuse and information on HIV/AIDS.

Topics are introduced at age-appropriate levels and may be integrated into the Science, Physical Education and/or other appropriate curriculum areas

Parents/Guardians may choose to have their child/ren excluded from some topics on Human Sexuality.

## **CUSTODY**

If parents are divorced or separated, the school presumes that both parents have access to the children, as well as educational information. Unless the custodial parent can provide the school with proper court documentation, the school has no other recourse than to allow the child to go with the other parent or share educational information with the non-custodial parent.

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

## **SCHOOL DISCIPLINE PHILOSOPHY / CODE OF CONDUCT**

Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus who taught his disciples and calls upon us to "love one another as I have loved you." Within the context of this commandment, our Lord has given us his expectation that all adults and students in our school show mutual kindness and respect, modeling of Christian love for one another.

### **General Guidelines for Conduct:**

- Follow directions of teachers and staff.
- Listen to instruction attentively.
- Be polite to teachers, classmates, staff and visitors to our school.
- Speak when recognized.



- Care of school property and the belongings of others.
- Be helpful to others.
- Be honest in our work and friendships.
- Show trust and compassion to classmates, teachers, staff, coworkers, and volunteers.
- Be reverent and prayerful in Church, and during times of prayer and worship.
- Use language, words and actions that foster friendships and not fights or teasing.

The St. Frances of Rome School community works to ensure that each child has the opportunity to learn and develop to his/her fullest potential. Students will not be allowed, therefore, to deprive themselves or others of the opportunity to learn in a safe and orderly environment conducive to learning.

Should a student fail to observe a rule or policy, disciplinary action will be taken.

### **Discipline Procedures**

All teachers maintain a classroom management plan for their classroom that is reflective of the philosophy and mission of St. Frances of Rome School. Discipline is instructional in nature, allowing students to recognize and learn from their mistakes. Parents are advised of classroom procedures by each individual teacher at the beginning of the school year.

### **Detention System**

St. Frances of Rome School employs a school-wide detention system to enforce student discipline. The system will be primarily used for students in grades 5-8. Any faculty or staff member can issue a detention to a student who is not adhering to acceptable standards of conduct.

### **Multiple and/or Grave Offenses**

Teachers will make contact with parents to advise them of continued misbehavior or serious misconduct. Any subsequent behavior issues during that marking period will result in a principal / parent / teacher conference. If behavior does not improve, disciplinary consequences may include suspension, expulsion, or revoking financial aid.

Grave offenses will result in an automatic suspension or expulsion. Grave offenses include the use of profanity towards a staff member or classmate; violence towards a teacher / staff member / student; the possession of drug materials, weapons, alcoholic beverages, or smoking materials; behavior that includes the use of gang related symbols, insignias, clothing, hair, make-up designs; theft of and vandalism to school or staff property. All such offenses will result in an automatic suspension or expulsion.

Decisions regarding suspension and expulsion will be made by the principal.

### **Threats**

All threats made by students will be treated seriously. Any threat of violence made by a student will result in the following:

- Parental notification.
- Notification of police.
- Notification of the Archdiocese Office of Catholic Schools.

## **Gangs**

Gang-related activities have no place in a Catholic School where a Gospel-based spirit is fostered. St. Frances of Rome School takes gang-related behavior very seriously. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school grounds that may be gang-related.
- Any conduct that may be gang-related during school sponsored events or activities.
- Students wearing clothes/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps, or other forms of clothing.
- The display of gang-related signs/symbols or style of writing on paper, notebooks, assignments, textbooks, or other possessions.
- Gang hand signs

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Local law enforcement will be notified. Gang activity may result in probation, suspension, revocation of financial aid, and/or expulsion.

## **Weapons**

Students shall not carry, possess, display, or use weapons in school or on school premises. Students will be expelled. The definition of weapons for which students can be expelled includes, but is not limited to, knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.

**All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School authorities are allowed to inspect and search personal effects left in those areas by students without notice to or consent of students and without search warrants. The school will report weapon and controlled substance violations to the local police.**

## **Drugs**

Possession, use, or distribution of drugs or alcohol in school, on school property, or at a school function by a student, will not be tolerated. Such behavior may result in an immediate suspension, revocation of financial aid, and / or expulsion from school.

St. Frances of Rome School Officials reserve the right to inspect all school and/or personal property on its campus.

## **Conduct of Parents/Guardians**

Parents/Guardians are expected to demonstrate behavior consistent with the Catholic values at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

When a parent/guardian engages in any of the behaviors outlined above and, in the judgment of the Principal, such behavior negatively impacts the teaching, learning, or school environment, he/she may, after consulting with their assigned regional director:

- 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
- Loss of financial aid

## **School Incident Reporting System (SIRS)**

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

### **Dismissal**

PreK - Kindergarten: 2:35pm

Grade 1 - Grade 4: 2:40pm

Grade 5 - Grade 8: 2:45pm

Pre-Kindergarten and Kindergarten classes will be dismissed through the main doors of the school facing Austin Blvd. All other students will exit from the door facing the south parking lot.

Gr. 1 - Gr. 8 teachers will escort students outside at the end of each school day. Check your email to view current dismissal guidelines.

## **EMERGENCY SAFETY DRILLS**

Fire, tornado, lock down, evacuation and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency.

Crisis folders and maps for evacuation are in each classroom. Emergency drills shall occur on a regular basis. Students **MUST** follow the rules during emergency safety drills, which include:

- always following the directions of the teacher or administrator
- staying with one's class; if a student becomes separated, he/she must go to the nearest adult
- silence is required so all can hear emergency information.

We ask that parents / guardians remind their students of the importance of their behavior during drills so that they are well prepared if an actual emergency were to occur.

### **Bomb Threat**

If a bomb threat is received, school officials will notify the police department immediately. The school officials will announce an "Unscheduled Fire Drill" to evacuate the school. The building will be evacuated using the same procedures used for fire drills. Students and staff will proceed to the Church and remain there until the building is determined to be safe.

### **Fire Drills**

When the first bell is sounded, the children walk in silence. The teacher, carrying the class roster, leads the class to their designated exit. The last child closes the classroom door (all doors are to be closed). The teacher will take attendance to make sure everyone is out of the building. No one goes back in the school without being given the "all clear" signal.

## EMERGENCY CONTACT CARDS

At the beginning of each school year, parents must complete an emergency card listing adults to be contacted in cases of emergency or illness when a child's parents cannot be reached. Cards must be in the office by the 1st Friday after school begins. These cards must be updated when phone numbers and / or addresses change. Please list phone numbers that ensure our ability to contact you in case of emergency.

*If your cell phone is the number where a parent can most likely be reached, please list this as the primary number.*

## EMERGENCY / ACCIDENT PROCEDURES

If an accident involving a student occurs, the child is sent to the Main Office. If there is any doubt as to whether the child should be moved, the Main Office will be contacted, and 911 will be called.

Please note: by signing the "Medical and Emergency Notification Information" form, you have authorized the School Principal or an authorized staff member to obtain necessary medical services that may be required for a child if parents or guardians are unavailable. By signing the aforementioned form, you have agreed to assume responsibility for any diagnosis/treatment and/or for medication deemed necessary.

Parents will be informed if their child is involved in any serious accident at school. It is of paramount importance that all personal information listed on the Emergency Cards be accurate and up to date. All injured students requiring medical attention will have an Accident Report Form sent to Gallagher-Bassett Insurance Company. The Main Office will handle the filing of the report.

## EMERGENCY SCHOOL CLOSINGS

Should conditions be such as to necessitate school closing, two systems will be used to communicate that decision. Parents and students can check the local media: radio (WMAQ, WGN, WBBM) or television (CBS, NBC, WGN, FOX, CLTV). Parents can also check St. Frances of Rome School's Facebook page at <https://www.facebook.com/SaintFrancesofRome> as well as the web site, [www.EmergencyClosings.com](http://www.EmergencyClosings.com). An email or call from the school may also be sent.

Information stating that school will be closed will be posted on the television, radio, and Internet by 6:30am. If no announcement is posted, school is open.

## EXTRA CURRICULAR ACTIVITIES

St. Frances of Rome School offers many opportunities for students of all ages to participate in activities outside the classroom. These activities are a privilege; students will be expected to maintain both their academics and their behavior. The school discipline guidelines apply to all extra-curricular groups, events, and/or teams. Permission from parents/guardians will be required prior to participation.

- At all events, students are expected to represent their school with the highest level of respect and sportsmanship. St. Frances of Rome parents/guardians are expected to do the same.
- Separate information is sent out prior to the program beginning. Parent permission must be obtained, in writing, before a student can participate in the activity. Failure to follow school and team guidelines can result in suspension or expulsion from the activity.
- Moderators and coaches are responsible for students only during a practice, event, or competition. A parent/guardian is responsible for the student at all other times, including transportation to and from the activity.
- Students who participate after school in extra-curricular activities at the gym, must check in first with the aftercare staff. Any students who remain after the practice/activity has ended, must go to aftercare, and families will be charged the aftercare fee. Students cannot walk home without written permission.
- Students may not leave school grounds during practices. Once students leave the school or gym, they cannot return.
- Families will be asked to help as volunteers for extra-curricular programs.

## Sports Teams

The school offers a range of sports teams. Being part of a team carries responsibilities – to fully commit to the team; to attend practices and games; to be on-time; to respect your coaches, teammates and opponents at all times. To participate in school athletics, students/families must:

- Represent the school values at all times.

- Have an annual sports physical. This can be done during a regular doctor visit.
- Provide parent/guardian permission in writing.
- Acknowledge receipt of the concussion information sheet. The school follows the Archdiocesan and State of Illinois concussion protocols.
- Adhere to the eligibility requirements established by the school.

St. Frances Rome allows students to modify their athletic uniform for the purpose of modesty in clothing or attire that it in accordance with requirements of their religion, cultural values, or modesty preferences. If a student chooses to modify his/her athletic or team uniform, the family is responsible for the costs of the modification. The student does not need prior approval from the school for the uniform modification.

### **Field Trip Chaperone and Volunteer Requirements**

As part of educating the whole child, St. Frances of Rome School provides educational field trips during the school year. A parental permission slip must be signed and returned to school before a child may participate.

In the event that a child does not participate in a field trip, he/she is expected to be at school on that day and will be assigned to another classroom for the duration of the trip.

Parents wishing to serve as chaperones for field trips and other school-sponsored clubs and events, as well as any other adult who volunteers to chaperone or coach children, must fulfill all the necessary Archdiocesan requirements for volunteers. All such volunteers must be at least 21 years of age and comply with the following Safe Environment requirements:

- Criminal Background Screening (online form).
- Code of Conduct Personnel Acknowledgement Form.
- Child Abuse and Neglect Tracking System (CANTS) paper form.
- Mandated Reporter Online Training
- Safe Environment (Virtus/Protecting God's Children)

Your understanding of this policy and adherence to these requirements are greatly appreciated. A volunteer packet with updated requirements will be distributed to all families at the beginning of the school year.

## **HOME-SCHOOL COMMUNICATIONS**

### **Classroom Newsletters and Wednesday Weekly**

Teachers regularly communicate with parents using classroom websites, newsletters, and email. Additionally, the School communicates regularly with parents by means of our "Wednesday Weekly." Published every Wednesday afternoon and emailed to parents, the Wednesday Weekly highlights time sensitive news and information for school families.

## Parents

Parents are always welcome in the school. They must, however, schedule an appointment if they are going to meet with their child's teacher or visit their child's classroom.

## Parents and Special Deliveries

Delivering to school supplies or lunches forgotten at home is highly discouraged.

Being prepared for school is essential for a successful day. We expect our students to come with their needed materials daily. Items, including books forgotten at home, lunch, and classroom materials, are never to be delivered to the classroom. The school considers instructional time sacred, avoiding any unnecessary disruptions to the learning environment.

## Conflict

Difference of opinion can arise within a diverse school setting. When a parent disagrees with a teacher's decision, the following guidelines should be followed:

- The teacher should not be disagreed with or criticized in the presence of the child.
- The parent should communicate with the teacher as soon as possible and seek to resolve the conflict.
- Should a disagreement ensue, an administrator (usually the principal) may be contacted (by teacher or parent) to mediate the situation.

## Communications

As soon as a problem or potential problem is recognized, a teacher should initiate communication with parents. It is important to contact the parent early so that the problem can be addressed while still in the early stages. Communication with parents regarding the child's progress or behavior can be done by the following means:

- Phone calls or email.
- Progress reports.
- Parent access to the Student Information System and electronic Grade Book.
- Homeroom behavior reports.
- Informal conferences.
- A student's work / test is signed by the parent.

Effective communication between parents and teachers helps to ensure the success of all students.

## FINANCIAL AID

**Overview.** The St. Frances of Rome financial aid program offers financial assistance to families with children from Preschool to 8th grade who lack the resources to pay full tuition. Awards are determined based on family financial need and availability of funds. Financial aid awards are made for one academic year and are applicable toward tuition only. Parents must reapply each new school year.

**Timeline.** The application process opens for current families in January and closes in March. New families can apply on a rolling basis. Award notifications are sent on May 1st. New families applying after May 1 will be notified within 8-10 business days. A signed acceptance letter must be returned to school by the requested reply date. Failure to reply by the due date is considered refusal of aid.

**Process.** All families requesting financial aid must apply through FACTS at <https://online.factsmgt.com/signin/428DQ>. All required documentation must be submitted to FACTS online or by fax at 866-315-9264. After the application is complete, an application fee must be paid with a credit card or an automatic withdrawal from your checking account.

**Conditions.** Financial Aid is determined by a family's ability to meet educational expenses; it is based on need only and not on a willingness or unwillingness to pay. Only complete applications will be processed. Incomplete applications will delay a family's application and suspend financial aid consideration until the required documentation is submitted. Applications will not be considered if there is a past due balance on the current year's tuition/fees. The financial aid committee reserves the right to request additional information or documentation to verify and/or further clarify a family's financial profile. All financial aid information is kept confidential. Funds are limited; it is important to meet application requirements by the published deadlines.

## HOT LUNCH PROGRAM

St. Frances of Rome School is able to offer a hot lunch to students in the school. Our food service provider is FSP.

- As part of our food service program, students receive a hot meal during lunch. Snacks are provided for children in afternoon extended day.
- If a student does not wish to receive hot lunch, he/she must bring a bag lunch to school.

- Outside food cannot be heated up/microwaved at the school.
- Food is not allowed in the classroom outside of the lunch breaks, although exceptions may be made for holidays, parties, etc. Please check with the classroom teacher before bringing any food items to the classroom.
- Students should bring water bottles to school. A water station is available for refilling bottles.
- Parents cannot order food in from outside providers.
- We are very mindful of student allergies and keeping our children safe. Please make sure we are aware of your child's allergies. Teachers will communicate regarding prohibited items.

## **HOURS**

School Day	8:00am - 2:40pm
Office	7:30am - 3:00pm
Before Care	7:00am - 7:45am
After Care	2:40pm - 6:00pm

### **Hours - PreK an Kindergarten**

AM Preschool dismisses at 11:00am. PM Preschool and Kindergarten dismiss at 2:35pm.

## **ILLINOIS SEX OFFENDER REGISTRY**

The registry of sex offenders living in the State of Illinois can be accessed at the Illinois State Police website - [www.isp.state.il.us/sor/sor.cfm](http://www.isp.state.il.us/sor/sor.cfm).

## **ILLNESS**

An ill child will be sent to the Main Office. If a child needs to go home, the Main Office will contact a parent (or an adult on the emergency card, if no parent can be reached). The child is to be picked up from the Main Office as soon as possible. A child should not return to school until he/she is completely recovered from the illness.

## **INSPECTION OF ACADEMIC RECORDS**

You have the right to look at your child's records maintained in the school file. The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure. You have the right to request corrections in your child's records if you believe the information is inaccurate.

## **INSURANCE**

No student accident insurance is offered through the school.

## **INTERNET PERMISSION AND USE**

Today, access to online resources and the use of technology tools have become an important part of many academic programs. In order to service this part of the students' education, rules must be in place to ensure the safe use of the Internet on school grounds.

At the beginning of the school year, parents will receive a form to be signed and returned to school granting their children permission to use the Internet under teacher guidance and supervision.

The school uses a firewall to prevent students from accessing inappropriate material while using the Internet at school. Any student caught deliberately trying to circumvent the firewall by any means will not be permitted access to classroom computers or the Internet for a specified period determined by the Principal. This will have a detrimental impact on a student's ability to complete needed assignments and could adversely affect his/her grades for a given marking period. Any subsequent inappropriate actions will lead to further disciplinary action that may include suspension from school and loss of financial aid. The firewall is in place to ensure students are accessing only safe, quality materials with a clear application to the school curriculum.

## **LEARNING DEVELOPMENT SERVICES**

**Reading Recovery.** A Reading Recovery program is available for students in primary grades that are not reading at grade level. Eligibility is determined by school staff. The program teacher is provided by District #99.

**Special Education.** Teachers will work with parents to identify any special needs or challenges individual students may have that serve as barriers to the educational success of a child. Once all reasonable interventions have been attempted at school, children can be diagnosed for a learning disability by School District #99. The process is initiated by means of a parent letter, addressed to the District #99 Director of Special Education, requesting an educational evaluation for the child. The District must respond to the request within 15 calendar days.

## **LOST AND FOUND**

The Main Office maintains a "Lost and Found." Students and parents should check in the Main Office for misplaced items. All student clothing and personal items should be labeled with the child's name and current grade level. Items are given to charity if not claimed.

## **MANDATED REPORTERS OF CHILD ABUSE**

Any member of the St. Frances of Rome faculty and staff who has reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS). This includes the principal, teachers, teacher assistants, the school secretary, custodial staff, school board members and anyone in the employment of the school.

## **MEDICATION**

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

## **Archdiocesan Medical Cannabis Policy**

Students are not permitted to use or possess cannabis infused products in our schools except in accordance with the law and school policy. 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.

The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

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.

## **Opioid Policy**

In accordance with applicable State law, St. Frances of Rome School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the school and provide or administer them as necessary according to State law.

To the extent the we are able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours in the school office. Upon any administration of an undesignated opioid antagonist, the school must immediately notify the student's parents/guardian/emergency contact. Within 24 hours after the administration of an opioid antagonist, we must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, we must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form. Parents/guardians will be asked to sign a letter holding the school and the Archdiocese harmless in the administering of this opioid antagonist, whether or not notification was given.

## **Parent/Guardian Conduct**

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

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

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

## **PARENTAL COMMITMENT PROGRAM (PCP)**

The School Board has instituted a mandatory Parental Commitment Program. This program requires school parents to volunteer 15 hours of their time every school year. All volunteers must complete the Volunteer requirements. Contact Jennifer Garcia at [jgarcia@sfr-school.org](mailto:jgarcia@sfr-school.org) to start the requirement process.

- Requests for volunteers will be sent home with your child or through the Wednesday Weekly.
- Parents, guardians, or relatives must be over 18 years of age to volunteer.
- Upon arriving at any volunteer activity, record your name, the name of your oldest child, and your time of arrival on the sign-in sheet.
- Upon completing your work, write your departure time on the sign-in sheet.

**Note:** If you do not sign in and sign out, you will not receive credit for the hours.

## **DEADLINE**

All Parental Commitment Hours must be completed by **April 25**. No exceptions will be made. For every hour that is not completed, a \$15 charge will be added to your tuition balance.

## **INCOMPLETE HOURS**

Any hours not completed by **April 25** will be charged to your tuition account. All money is due **through your FACTS tuition account by May 5**.

A family may choose to not participate in the Parental Commitment Program (PCP) and instead pay the value of their commitment time. The value of 15 hours of volunteer time is \$225 or \$15 per hour. Because PCP hours are part of the Commitment agreement of the school, this payment is not considered a donation.

## **APPROVED ACTIVITIES**

All school and Parish activities can count towards the fulfillment of PCP hours. Families will be notified of such activities through the Wednesday Weekly. Families cannot participate in other activities to fulfill their PC requirements before consulting with the school office. All volunteer activities must be approved by the school office before volunteering. Parties

When special parties or holiday celebrations take place, the homeroom teacher should coordinate and plan the event. The academic teachers who have the class at the regularly scheduled time should assist and support the event as needed. **Administration must receive the information regarding these events in advance and grant approval.**

**Party invitations are not to be sent to school unless you are inviting the entire class.**

If a child wishes to celebrate his/her birthday at school with classmates, parents must make prior arrangements with the classroom teacher. Elaborate parties are not permitted. Parents should consider bringing healthy foods for the celebration. Please bring portioned items – i.e. individual juice boxes rather than a gallon of juice that would require cups and pouring. Certain types of snacks will not be allowed if there are known food allergies in the classroom.

## **PASSES**

A hall pass should be issued by a teacher any time a student is given permission to leave the classroom. At no time should a student be in the hallways without the consent of the teacher and without a hall pass.

## **PHOTO PERMISSION**

A form will be given to all families to request parental permission to use student pictures in school publications, including posting photos on the school website. For their protection, students will not be identified by name in these publications.

## **PRAYER/PLEDGE**

Each day is to begin and end with a prayer. After the Morning Prayer, the Pledge of Allegiance is recited.

## **PROGRESS REPORTS**

Progress reports are issued at the mid-point of each trimester. Progress reports are to be signed by the parent(s) and returned to the homeroom teacher the following school day.

## **PUBLIC SCANDAL INVOLVING STUDENTS**

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on St. Frances of Rome Church or School may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

The school handbook includes clear expectations for student conduct and behavior as well as statements about notification of parents/guardians regarding inappropriate student behavior on or off school premises.

Students will be subject to disciplinary action for:

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

## **RELIGIOUS PROGRAM**

**Curriculum.** The primary reason for the existence of St. Frances of Rome School is to provide an environment where Christian values are lived and where sound Catholic doctrine, based on the Catechism of the Catholic Church, is taught. As the primary role models of children, parents are responsible for teaching, modeling, and reinforcing these values at home. Teachers pay special attention to the integration of faith, values, and virtue throughout the curriculum.

**Weekly Mass and Daily Prayer.** We urge parents to pray with their children and to cooperate with the school and parish community in forming their children into wholesome, Catholic adults. The school provides opportunities for prayer in the classroom on a daily basis. Special all-school liturgies are celebrated throughout the school year. Students attend Mass once a week. Consult with your teacher for schedule. The Sunday Mass is the focus of Christian life for Catholics. Parents are responsible for bringing their children to Sunday Mass.

**Sacramental Preparation.** Preparation for the reception of First Eucharist, First Reconciliation, and Confirmation will be provided for children whose parents desire this for their children. The normal years for reception of these sacraments is first grade for First Reconciliation, second grade for First Communion, and sixth grade for Confirmation. Students who are out of these grades may still receive these sacraments, including Baptism, through special arrangements and instruction. A student must receive two years of religious education prior to receiving First Holy Communion and Confirmation.

## **REPORT CARDS AND GRADES**

Report cards are issued three times a year. Please see the school calendar for dates.

### **Academic Policy**

#### **Grading Scale**

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

### **Academic Performance**

St. Frances of Rome School is required to utilize the PowerSchool Student Information System (SIS) for the purposes of reporting student progress and communicating student progress to parents/guardians.

Teachers will contact parents when a student averages a F on the SIS. The student will receive two weeks to improve the average. If work is still at the F level, the principal will meet with the parents to place the student on Academic Probation. Families may lose financial aid during the probation period. A student who fails a subject for a trimester will be ineligible for any extracurricular activity for the next trimester (see Extra Curricular Activities, p. 14).

### **Eighth Grade Graduation Requirements**

In order for a student to graduate and receive a diploma from St. Frances of Rome School, the following expectations must be met:

- A candidate must have completed all academic work.
- A candidate must have achieved a passing grade on the Constitution of the United States and the Constitution of the State of Illinois examinations.
- All financial obligations must be paid in full.
- All materials belonging to the library or any classroom must be returned.
- Detention or suspension time must be served in full.

### **RETENTION OF STUDENTS**

Retention of students in Preschool through Grade 8 will be a collaborative decision made among the teacher, parents, and principal following the procedures of the Office of Catholic Education.

The decision to retain a student is an extremely serious one and will be made only if there has been adequate evaluation and documentation to indicate that a student would most likely benefit from repeating a grade. Retention of a student should not be used as a punitive measure and only when it is in the best interest of the child. The following guidelines may help avoid misunderstandings. Teachers will implement the following:

- ➔ September/October – Adjust learning program for child who may be getting a slow start, and notify parents/guardians in writing.
- ➔ November – Reevaluate learning program. Implement process for outside testing, extra help, further adjustments to program. Keep parents and principal informed in writing.
- ➔ December – Monitor development. Keep parents/guardians informed.

- ➔ January – Conduct evaluation conference with parent/guardian. Discuss possible alternatives, including retention, with family and principal. If advisable, refer the child for academic testing or continue to pursue all or some of earlier recommendations.
- ➔ February – Inform parents/guardians in writing as to student's progress in light of adjustments made. Provide copy for principal.
- ➔ March – Discuss retention with family and principal. Document content of discussion and place in student's file.
- ➔ April – Make a preliminary decision regarding retention in consultation with principal. Discuss further with parents/guardians.
- ➔ May – Make a final decision regarding retention in consultation with principal. Notify parent/guardian. Place copy of notification in student's file.

### **SEXUAL HARASSMENT**

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

### **Social Media**

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

## Standardized Testing

St. Frances of Rome School administers the I-Ready test, the academic assessment program of the Archdiocese. These assessments are administered to grades K-8 during August, January, and May of each year. The OCS shall designate specific dates for testing, with an extended “testing window” for schools to provide testing for students who were absent during testing week or who require accommodations (as expressly detailed in their Catholic Educational Support Plan ).

## STUDENT DROP OFF AND PICK UP POLICY

Double parking on Austin Blvd is not allowed. The school is not responsible for students who arrive before 7:45am. Students arriving early must go to the Before Care program, and parents will be charged the appropriate fee through FACTS. Doors open promptly at 7:45am for students who arrive on time.

**Arrival: Kiss & Go Line.** Enter through the Parish parking lot. Do not get out of your cars, 8th grade safety patrol and faculty will be available to assist your children out of the car. This line is meant to be a pull up and drop off, if you would like to walk your children to the door, park in the Parish parking lot to do so.

**Arrival: Walkers.** There will be a gate on the Austin side of the parking lot that you may enter through in the mornings, please only enter through this gate.

The gate will be in between the kiss and go line and the school building making it the safest way for walkers to come to school.

**Pick Up at Dismissal Time.** Teachers from Preschool - Gr. 8 accompany their students outside and dismiss students directly to their parents. Morning Preschool program dismisses at 11am at the Main Entrance of the school facing Austin Blvd. The afternoon Preschool program and Kindergarten class dismiss at 2:35pm, also at the Main Entrance. Students in Grades 1-4 dismiss from the South Entrance at 2:40pm. Students in Grades 4-8 dismiss from the South Entrance at 2:45pm.

Students not picked up on time will be sent to the After Care Program, and parents will be charged the appropriate fee through FACTS. Parents must park on the Parish parking lot by Austin and 15th or find street parking and walk to the school parking lot to pick their children.

## SUPERVISION

Children must be under teacher supervision at all times on the St. Frances of Rome School Campus. This is a vital legal responsibility. No child or group of children is, therefore, to be left unsupervised at any time.

## TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

## Uniform Policy

All students are expected to arrive to school appropriately dressed, in clean and fitted clothing that is not torn. A written letter of explanation should be sent by the parent to the homeroom teacher if, for some reason, a child does not come to school wearing his/her school or gym uniform.

New students who have not received their uniforms are expected to dress neatly. All uniforms, including gym uniforms, must be properly labeled with full names.

Daily uniforms can be purchased at any store.

Girls' Skirts and jumpers may be purchased from Schoolbelles at [www.schoolbelles.com/myschool/M37/s1368](http://www.schoolbelles.com/myschool/M37/s1368). Uniforms must be purchased at <https://bit.ly/SFR-new-gym-uniform>.

### Preschool

Preschool students are not required to wear a school uniform. Wear weather-appropriate, clean, and not torn play clothes.

### Kindergarten (Boys & Girls)

- Khaki dress pants.

- Shorts can be worn on warm days.
- Navy blue or white polo shirt.
- Knee-high or over-the-ankle solid white or navy blue socks.
- All-black or all-white low-top gym shoes.

#### **Girls (1 - 8)**

- **(1-3):** Navy blue/green pleated jumper or shorts on warm days.
- **(4-8):** Navy blue/green pleated skirt/skort or shorts on warm days.
- Khaki dress pants can be worn on winter days.
- Navy blue or white polo shirt.
- A vest or white undershirt is required if wearing a white polo shirt.
- Knee-high or over-the-ankle solid white or navy blue socks.
- Black or brown dress shoes or all-black or all-white low-top gym shoes.

#### **Boys (1 - 8)**

- Khaki dress pants.
- Shorts can be worn on warm days.
- Navy blue or white polo shirt.
- Knee-high or over-the-ankle solid white or navy blue socks.
- Black or brown dress shoes or all-black or all-white low-top gym shoes.

#### **Pants**

Can wear pleated-front, twill pants. Pants should fit appropriately and be worn at the waist. No baggy or oversized pants. No skinny pants, jeans, polyester pull-ups, leggings, or corduroy.

#### **Shirts**

Can wear short or long-sleeved polo. No pockets, and no logos. Shirts must be tucked in.

#### **Shorts**

May wear khaki walking shorts (no short-shorts or cargo shorts) during warm days. Refer to the Wednesday Weekly.

#### **Socks**

Knee-high or over-the-ankle solid socks must be worn at all times. No patterns or designs.

#### **Sweaters, Sweatshirts and Vests**

- The vest purchased from Schoolbelles is optional
- St. Frances of Rome School blue sweatshirts are the only sweatshirts approved to wear.
- Plain navy sweaters that zip or button are allowed. Hoodies are not allowed.

#### **Belts (Boys in grades 5 - 8)**

Must be dark brown, black, or navy blue with a plain buckle.

#### **Shoes**

- Black or brown dress shoes must have a flat heel.
- Gym shoes should not have designs or flashing lights. No other types of shoes are allowed.

#### **Gym Uniform (K - 8)**

- Gym uniforms must be worn to school by all students (K-8) on their assigned gym days.
- Students may wear a long sleeve white t-shirt underneath their gym shirt during cold weather months **ONLY**
- Students are required to wear standard gym shoes on gym days. See section *Shoes*.

## OTHER UNIFORM POLICIES

### Hair

Student's hair must be neat, clean, well-groomed, and reflect a conservative style. **Hair length for boys needs to be above the collar and above the ear.** Extreme styles are not acceptable: no tails, no designs of any kind, and no cuts shaved to the skin (full or partial head).

Hair must remain in its natural color. Highlighted, frosted, dyed, etc., hair is not acceptable.

Hair accessories must be gold, black, grey, navy, royal blue, or white to match the uniform.

Boys must be clean shaven at all times & sideburns may not be below the earlobes or with a flare at the bottom.

### Cultural Hairstyles

As per Illinois PA 102-0360, St. Frances of Rome School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

### Jewelry

- Wristwatches and appropriate religious medals or crosses are the only jewelry that is permitted to be worn by students. Smart Watches must be placed in the Cell Phone Lock Box during school hours.
- Girls who have pierced ears may wear one pair of small stud earrings. Earrings are not permitted in the cartilage of the ear. Boys are prohibited from wearing earrings.
- Facial jewelry of any kind is not acceptable.
- No other jewelry or piercings, for boys or girls are allowed.

### Tattoos

Tattoos, including washable tattoos, are not permitted.

### Hats

Hats are not to be worn in the school building nor to Mass

### Make-Up / Nail Polish

Make-up, nail polish or any addition to natural nails is not permitted. This also applies for out-of-uniform days.

## SPECIAL DAYS DRESS CODES

**Non-Uniform Days.** Students are not required to wear their school uniforms on these days:

1. The child's birthday.
2. A day where the child has earned a "No uniform day" as a prize or reward.
3. Days in which the school has declared an out-of-uniform day due to a Student Council activity, a holiday celebration, class pictures, or other special occasions.

When students are not in uniform, they are expected to come to school dressed appropriately. Guidelines for hair make-up/nails and jewelry apply to out of uniform days.

Tight fitting clothing as well as T-shirts, buttons or patches with suggestive or double meanings are not appropriate dress for school. Halter-tops, short-shorts, tank tops, or excessively loose fitting clothes should not be worn. Shirts are not required to be tucked in on out of uniform day.

Students must wear gym shoes that can accommodate play during recess time. Hoodies are not allowed.

Belts are not required on out of uniform day.

The school reserves the right to have a student call home for a change of clothes should he/she be dressed inappropriately for school.

**Picture Day.** Students must wear nice dress clothes. No jeans, sweatpants, or athletic apparel. Boys should wear dress shirts and nice slacks. Girls should wear dress shirts, nice slacks, skirts, or dresses. Skirts and dresses must be reflective of the uniform length (not more than two inches above the knee.)

**School Mass Day.** Full uniform is required for all students in Grades K-8 at all Liturgies.

**School Spirit Days.** Throughout the year students are encouraged to wear SFR gym shirts with their uniform skirts or pants. Students can also wear their full gym uniform.

### **After-School Activities Dress Code**

Students are representatives of Saint Frances of Rome Catholic School both during the school day and at all after-school activities and events on campus. Therefore, students are expected to dress neatly, appropriately, and modestly at all times. When students are not required to wear the school day uniform or school team/athletic uniforms, the regulations, as listed for Non-Uniform Days apply.

### **Winter attire**

On extra cold days, a winter coat (not sweatshirt fabric) may be worn OVER the school uniform sweatshirt when outside, but it may NOT replace the school sweatshirt.

Jackets, sweatshirts, and sweaters that do not conform to the school dress policy are not to be worn at school nor to school Mass.

### **UNIFORM VIOLATIONS**

A uniform violation referral form will be sent home with each violation. The form must be signed by the parent and returned to school the next school day to the staff person who sent home the form. The returned forms will be kept on file in the school office. Failure to follow uniform policies may result in detention and/or suspension. In addition, the student will conform to consequences determined by the principal.

### **VACATIONS DURING THE SCHOOL YEAR**

Vacations during the school year are strongly discouraged due to the harm it can cause to a student's learning. The harm results from the sequential nature of instruction and the lost opportunities to grasp content during the child's absence. Furthermore, "making up the work" is always a poor substitute for the rich instruction that occurs in the classroom learning environment. Invariably, a student's grades can slip as a result of such time away from school. If a parent, nonetheless, choose to arrange vacation and travel days with their children, advance written notice must be given to the Main Office, stating the exact days the child will be absent. The school cannot take responsibility for the learning missed during the absence, nor will teachers prepare work in advance to be done during the trip. Upon returning to school, the student is to ask each teacher for the classwork, assignments and tests to be made up. Once provided by the teacher, it becomes the parent's responsibility to ensure that the child learns the material, makes up the work, and prepares for tests.

### **VISITORS**

For reasons of safety and security, all school visitors, including parents, must first check in at the Main Office and sign the Visitors Log. Parents are not to enter the Principal's Office nor classrooms at any time without an appointment or permission of the Principal. Parents must schedule an appointment to formally visit a classroom.

### **WINTER WEATHER**

When the outside temperature and/or wind chill factor is 10 degrees or below, all children remain indoors. When the temperature is above 10 degrees and the air is generally dry, all children are expected to go outdoors.