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SCHOOL VISION AND PHILOSOPHY

PURPOSE OF CATHOLIC EDUCATION

The distinctive purpose of Catholic Schools is to create a Christian Educational Community where human culture and knowledge, enlightened and enlivened by faith, is shared among teachers, parents, and students in a spirit of freedom and love.

MISSION STATEMENT

The mission of Saint School is to ensure that individual students reach their potential through the development of their Catholic faith, character, citizenship and academics. *(Affirmed, 2016)*

ST. DAMIAN SCHOOL PHILOSOPHY

St. Damian School is an integral part of the larger community of St. Damian Parish. We parallel the adult Christian community by participating in the parish's liturgical, prayer, and service life. We believe that parents are the primary educators of their children and together with teachers facilitate the learning process.

We are aware of each child as a total human person with unique physical, spiritual, intellectual, moral and social needs. To meet these needs, the school provides a religious education program that is characterized not only by the continuous persistent study of Catholic theology, but also the application of the highest Christian values proclaimed in the Gospel. Further, acknowledging the importance of environmental and interpersonal relationships as significant growth-promoting factors, we seek to enliven the Gospel Message by creating an atmosphere of warmth, trust, concern, and love reflected in a warm, family-like climate. Through a formative curriculum and a belief in the continuous progress of students, we are committed to a superior standard of academic quality and achievement, taking into account the unique potential of each student as we prepare him/her to continue his/her education at the secondary school level.

Through mutual respect, honest and open communication, the programs of the school are continually reviewed and evaluated to meet the needs of our academically diverse population.

Together, we strive to achieve the ultimate goal of providing an educational experience that will lead to the development of faith-fined children who will continue to live, serve, and love in the spirit of the Gospel as a celebrated people of God. *(Affirmed, 2004)*

OUR VISION OF GRADUATES OF ST. DAMIAN SCHOOL

We envision our students as having a sense of worth marked by self-confidence, a respect for themselves and all others, motivated and challenged to work to the best of their abilities, always concerned for family, society and the global community with a spirit of hopefulness for the future.

We envision our students as belonging to many communities, demonstrating to each one the qualities of dependability, confidence, security, flexibility, loyalty and respect in order to build a just and peaceful society which encourages the acceptance of individual differences and recognizes the interdependence of the world community.

We envision our students as being responsible active Catholics rooted in the Christian tradition, living out the Gospel message as productive members of their community, strengthened and nourished by an intimate relationship with their God.

ST. DAMIAN PARISH HISTORY

In 1961, Albert Cardinal Meyer, the Archbishop of Chicago, announced that a new parish would be formed in Oak Forest and appointed Rev. Stanley J. Shaw as Pastor. Twenty acres of land were purchased from the Kulpa farm located on 155th Street between Laramie and Long Avenues. Many early parishioners still remember the 100 year-old farmhouse on the hill that became known as the St. Damian Annex. The parish has since grown to include over four thousand families.

Oak Forest was primarily known as the location of Oak Forest Hospital. Because of Oak Forest's connection with the hospital, the name of St. Damian was chosen for the new parish. St. Damian and his twin brother, St. Cosmas, were third century physicians and are the patron saints of physicians, pharmacists, and hospital workers. The Feast of St. Damian is celebrated on September 26th.

In July 2011, St. Damian Church celebrated its 50th Anniversary. In May 2013, St. Damian School celebrated their 50th Eighth Grade Graduation.

SCHOOL POLICIES

SCHOOL ADMISSIONS

St. Damian School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Damian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded to students in this school.

St. Damian School does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, athletic or other school administered programs.

St. Damian School admits students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

Students must be at least five years of age by September 1 for admission into kindergarten with no exceptions.

The priority of accepting students new to the school is:

1. Brothers and/or sisters of children presently attending St. Damian School
2. Registered, active parishioners of St. Damian Parish
3. Catholics where no school is available
4. Other Catholic families
5. Non Catholics

TRANSFER STUDENTS

It is necessary that all financial obligations be met prior to the request for the transfer of any student records to another school.

All junior high transfer students will be accepted into the 7th and 8th grades on a probationary period of one year, except those students transferring from other Catholic schools or with administrative approval.

St. Damian reserves the right to deny enrollment of any student transfer due to suspension or expulsion from another school.

SECURITY

All visitors to the school are expected to use the security entrance or bell at the door of the main building. No other entrances should be used for security reasons. Visitors must register at the office upon entering and also when leaving. School doors of all buildings are locked at all times. School entrances are equipped with surveillance cameras.

ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools has established guidelines for school records. These guidelines describe your rights with regard to the records of your child which are maintained by your Catholic school. These rules include:

1. Right to inspect

You have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.)

2. Right to prevent disclosure

The school will not disclose anything to third parties from your child's record unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the information is requested by a school to which your child is officially transferring, or (4) the request for the information meets one of the limited circumstances described in the Guidelines for School Records.

3. Right to request correction

You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decided not to change the record, you may insert an explanation in the record.

Once your child turns eighteen, he or she obtains all of the above rights.

CUSTODY ISSUES

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

The school abides by the provisions of the Family Educational Rights and Privacy Act with respect to parents' right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

REPORTING CHILD ABUSE

The "Illinois Child Abuse and Neglect Reporting Act" mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.

Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof of convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching) or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness. School personnel shall follow Archdiocesan procedures, which have been developed in accord with Illinois law. The school administrator shall maintain confidentiality for the benefit of all those involved.

BIRTHDAY AND PARTY INVITATIONS

Invitations to private parties may be distributed in school or on school grounds as long as the entire class is invited. Parents are encouraged to utilize the SCHOOL FAMILY DIRECTORY made available to all member families of the Family and School Association.

POLICIES NOT LISTED

St. Damian adopts any Archdiocese of Chicago policy as their own for any policy not listed in this document.

ACADEMIC POLICIES

DAILY SCHEDULE

8:00 AM.....	First Bell/Doors Open
8:15 AM.....	Classes Begin
3:15 PM.....	Dismissal Begins
8:15 AM –11:30 AM.....	AM Preschool only
8:00-8:30 AM.....	Tutoring and AR/Mathletics are available most days

St. Damian School requires on time and daily attendance for all K-8th grade students.

It is of **UTMOST IMPORTANCE** that the parents of our students cooperate with the school in enforcing the determined time of arrival. Please do not drop off your children before 7:55 AM since supervision begins at that time. Adults and students must obey traffic, parking and all safety regulations during arrivals and dismissals.

LUNCH PROGRAM

ALL St. Damian school students, Grades 1-8, Kindergarten and Full Day 3 year and 4 year old Preschool, will eat lunch at school. The children bring a brown bag lunch and may order milk or water through the school. Students are not allowed any type of carbonated drink.

Lunchroom/Hot Lunch Guidelines

Students have the option of either bringing a “cold” lunch to school or pre-purchasing a “hot” lunch. Hot lunch days will be Monday / Wednesday / Friday beginning approximately Labor Day week and ending the second week of May.

Hot Lunch is pre-ordered and pre-paid the second week of the month prior to the distribution, i.e. in October you order/pay for November. All orders are to be completed on www.stdamianlunch.com. There is not a “paper” option available.

If your child has not ordered hot lunch or it is not a hot lunch day, please send a lunch with your child. There is no additional food to pass out to the children. There is no POP/SODA allowed in the lunchroom. Milk (2% white or chocolate) or water is an option to purchase two times a year. If your child does not have a lunch they will be directed to the office to call their parents to bring them a lunch.

Students are to behave in the lunchroom in a manner consistent with good manners and Catholic behavior. They are to eat and act in a courteous, polite, and responsible manner.

Lunchroom Rules:

1. Listen and follow the directions of the supervisors on duty
2. Walk, don't run
3. Once seated, remain seated until dismissed by the lunchroom supervisors or given permission to get out of your seat.
4. Eat politely using proper table manners
5. Due to various allergies do not share food with others
6. Speak in normal voices with the others that are at their same table
7. There is no throwing of food or other objects
8. There is no swearing inside the lunchroom
9. Please refrain from using the tables as a "drum" at all times
10. Please remember to keep your hands to yourself at all times
11. Respond immediately to the "lights off" signal for everyone to be quiet for any reason
12. When finished, clean up your eating area, push in your chair, and place garbage in the proper place
13. All food and drinks should be consumed within the lunchroom, unless otherwise notified

Lunchroom Consequences:

Students who violate the lunchroom rules may receive consequences appropriate to their actions. The supervisors on duty and the principal will determine these consequences at each offense. Serious or repeated offenses may result in suspension from eating in the lunchroom with other students.

Disciplinary action will be as follows:

1. Verbal warning
2. Verbal warning and instruction of expectation
3. Written warning
4. Timeout lunch, recess
5. Referral to office for after-school detention

EXTENDED DAY

This program offers before and after school care for our school children in Grades Pre K-5 on calendar school days. Students in grades 6-8 may attend upon approval of the principal and extended day coordinator. There is an annual registration fee and an hourly fee for the hours attended. The program is **open from 6:30 AM to 8:00 AM and from 3:15 PM until 6:15 PM**. Extended day students are bound by all rules and regulations found in both the Extended Day and Parent-Student Handbooks.

HOMEWORK

It is expected that all children will do homework. The amount and extent will vary according to the child's age and ability. Homework includes written assignments, study and review, reading in various subject areas, assignments not completed in school, necessary drill and practice and library reading. Late assignments will be handled according to the procedure established within each class.

We ask that parents make sure that there is a place set aside at home and a particular time in which a child can do homework as free from distraction as possible. Homework is the responsibility of the child, not the parent, but there are times when younger children may need an older person to "listen" to them. If a child is finding it necessary to spend unreasonable amounts of time on homework, there may be a problem. The teacher should then be consulted. It is hoped that the work a child is doing in school will generate family interest and discussion.

As a rule, homework is given in some areas daily; however, it is not unusual to have a long-range assignment for homework. Although not a weekly practice, homework may be given on weekends.

Assignment notebooks are to be purchased at the school for students in grades 3 through 8. Parents should check this notebook daily. Teachers also have a "Homework Link" on our St. Damian School web site for parents to view assignments, www.stdamianschool.org.

Keeping in mind, students, teachers, and subjects may vary. The following homework time allotments can be used as a simple guideline

Grades 1-2 - ½ hour

Grades 5-6 - 1½ hours

Grades 3-4 - 1 hour

Grades 7-8 - 2 hours

REPORT CARDS AND CONFERENCES

Report cards are issued three times a year at the end of each trimester for Grades K-8 and twice a year for 3 and 4 year old Preschool. Progress reports will be issued mid-trimester for students in Grades K-8. Conferences are scheduled for all students in October and as needed throughout the school year. A second optional conference is offered in March. Teachers and/or parents may initiate a conference at any time. Students in grades Kindergarten through eighth must attend conferences. Absences will be recorded if students do not attend.

Parents are urged to contact the teacher whenever there is a concern of academic or disciplinary nature.

APPOINTMENTS AND COMMUNICATION WITH TEACHERS

Appointments to confer with teachers should be made for times outside regular school hours. Call the office between 8:00 AM and 3:10 PM and leave a voice mail message for a teacher to return your call. Teachers may also be contacted via email.

Parents or any other persons are not allowed to go to the classroom during school hours without permission from the office. This includes morning arrival times and after dismissal. Parents are asked to make appointments with any teacher they wish to see. PLEASE DO NOT JUST “DROP IN.”

APPOINTMENTS AND CALLS TO THE PRINCIPAL

Since much of an administrator’s time is spent in supervision, any parent wishing a conference should call for an appointment. If the message is urgent, leave the message with the school secretary. You may also be transferred to the voice mail system. Your call will be returned as soon as possible. Do not hesitate to call for an appointment when necessary.

Any classroom concerns need to be addressed initially with your child’s teacher. If a satisfactory resolution has not been achieved, please contact the school administration for further consultation. In most cases, parent-teacher communication results in a satisfactory resolution.

SCHOOL COUNSELOR

A school counselor is on staff and available at St. Damian School from 8:00 AM to 3:00 PM on Tuesday and Wednesday. St. Damian’s counseling program provides opportunities for individual student counseling needs, peer mediation, small group sessions, and guidance classes at all levels, and for parent and faculty consultation. The student, staff or parent may refer a

child to our counselor at any time if a concern is noted. Regular services need parental permission after initial referrals.

SPECIAL SERVICES PROGRAM

The St. Damian Special Services Program coordinator assists our students with special needs and offers consultation to the faculty. Referrals from St. Damian School to Forest Ridge District #142 are facilitated through this program.

Some of these services are:

1. Speech and language screening
2. Speech therapy
3. Screening and testing for learning disabilities
4. Learning disabilities consultation
5. Psychological case study evaluations
6. Referrals to community agencies

Our Special Services Coordinator administers preliminary screening tests as student-learning problems are identified. Referrals to the District will be made only when all proper paperwork, evaluation and progress monitoring for the student have been submitted to the school.

FIELD TRIPS

Educational trips are encouraged at each grade level. Notices are sent home informing parents of the trip and requesting parents' signatures. A student who has not returned a signed permission slip will not participate in the activity. A phone call from a parent will not be accepted in place of the signed form, unless otherwise advised. When a student is not participating in a field trip he/she should remain at home while the class is away from school.

Parents are asked to be generous when sought to act as chaperones for these special events. Younger children of chaperones are NOT allowed on field trips.

Field trips are expected to be learning experiences. Students should be well-behaved and courteous. Chewing gum is not permitted on school premises nor while on buses or on field trips. The bus must be left in the same condition as when the students boarded. If a student does not follow these regulations, he/she will not be allowed to go with the class on the next trip. The administration may deny the privilege of attending an outing to any student or class because of poor behavior or lack of responsibility.

VOLUNTEERS

We always welcome parent volunteers. Adults assist as classroom aides, instructional aides, library aides, chaperones for class trips, tutors in various subject areas and assist in many other ways. We greatly appreciate parents who volunteer presently in these areas and we are always in need of more. If you can share your time in one of these areas or in some other way, please sign the volunteer form offered in the packet. Volunteers must sign in at the office and wear a visible nametag before going to their destination. This rule applies to all volunteers.

By mandate of Francis Cardinal George, Archbishop of Chicago, the following requirements must be met by anyone working with children at the school in any capacity:

1. Complete Form 7703, Application for Volunteer Service
2. A completed on-line Criminal Background Check
3. Virtus Training Program Attendance
4. Continuing on-line training bulletins
5. Complete CANTS form
6. Read and sign the Code of Conduct pamphlet

No exceptions can be made. Directives and volunteer forms are contained in the Back-to-School Packet for all parents.

Due to insurance policies, no younger siblings of school children or graduates are to be brought on field trips, to classroom parties, or to the school picnic. This policy does not pertain to fundraising activities.

HOMEROOM REQUESTS

Homeroom requests will ordinarily not be accepted. If there is an extraordinary reason for special room request, a conference with the principal will be necessary.

GRADUATION REQUIREMENT

If a student fails two quarters of any basic course in the eighth grade, a signed diploma will be withheld until satisfactory completion of required work. All financial obligations must also be met prior to participation in all graduation activities including commencement.

BOOK CARE

Books must be covered. Parents will be billed for the replacement of student books that are lost or damaged through other than normal use.

ATTENDANCE POLICIES

ABSENCE DUE TO ILLNESS / MAKE-UP WORK

All parents are asked to call the school office at 708-687-4230 for each day of absence. For your convenience, voice mail is available before regular office hours begin. This is a safety measure taken for the protection of your child. It is not necessary to send a parent note when the child returns to school after an illness. However, if a student is out for an extended period of time due to serious or prolonged illness, a note from the attending physician certifying that the child may return to the daily school routine is required.

If a parent wishes to have a neighbor or another child in the family bring work home for the sick child, a note must be sent to the teacher of the sick child. **Work is sent to the office at 3:00 PM** and should be picked up at this time. In the upper grades (Grades 5-8) students are to use the “buddy system.”

Make-up assignments are due the day following the student’s return to school. In the event of an extensive absence (1 week or longer), the student will have four (4) school days to make up the work. In the event of an exceptionally long absence, teachers may give additional time.

Parents must be aware that attending school daily and on time is a student’s responsibility. Failure to comply may result in lower academic grades and/or a conference with the homeroom teacher/principal.

Students are encouraged to have homework partners (someone in their homeroom) who will alert them to assignments and bring home their needed materials when absent. Brothers or sisters may pick up materials after school.

***Students who are absent from school due to illness may not attend athletic practices or games the day they are absent.**

Students, not the teachers nor the office personnel, are responsible for any missed class work and assignments.

EXCUSED AND UNEXCUSED ABSENCES

An excused absence permits the student to make up work and tests missed during the time out of school. An excused absence is given for legitimate reasons such as: illness, death in the family, dentist, physician appointments, and high school “Step Up Days.” While vacations are not considered

excused absences, students are able to make up work when the school has been previously notified. After an extended absence of a week or more due to illness, students must have a doctor’s note in order to return to school.

An unexcused absence **DOES NOT** permit the student to make up work and tests missed during the time out of school or class. The following are constituted unexcused absences: vacations taken on school days without previously notifying the school and truancy.

EARLY DISMISSAL

If a student is to leave school before the time of regular dismissal, a written request from the parent or guardian must be submitted to the office. An “Early Dismissal Slip” will then be issued. When leaving the building, the student must be met at the office by the parent or other designated adult who must sign the early dismissal roster.

Parents are asked to schedule doctor, dental and other appointments for after school hours when possible.

A student must be in class for a minimum of three hours in a school day in order to be counted present.

TARDINESS

Students arriving **after 8:15 AM** must report to the office before going to homeroom for a tardy/admission slip to class. Since tardiness interferes with a student’s progress and is a disturbance to the teacher and other students, it should be carefully checked by parents. **Repeated tardiness will necessitate a parent conference with the Principal.**

FAMILY VACATIONS

The school’s policy in regard to absence for trips rests upon the premise that the chief responsibility for the child’s education lies with the family. Therefore, we do not formally grant permission for extended absence for vacations, trips, etc. Parents who wish to take students out of school for family vacations should discuss in advance with the child’s teachers the effect this might have on academic progress.

Make up work is required and should be part of the planning. It is at the discretion of the teacher whether work is given before or after the vacation time. A written note must be sent to the office before the child leaves for the vacation. If the vacation is one week or longer, your child will be given four (4) school days upon return, to complete assignments. If a vacation is taken near the end of a marking period, make-up time may be lessened.

SPIRITUAL FORMATION

RELIGIOUS/SPIRITUAL FORMATION

Religion is the very heart of our school. The programs of religious instruction embody the studies of the Gospel message of Jesus Christ, Catholic doctrine, the Old and New Testaments, moral development, prayer, and liturgical worship.

Religion is presented not only as a course of studies to be learned, but as a precious reality to be lived. Formal preparation for receiving the Sacraments is provided through the Religion course of study. However, actual reception of the Sacraments of Reconciliation, Eucharist, and Confirmation, takes place through the parish structure.

Each grade level prepares a special liturgy or prayer service during the school year. All students in Grades K-8 also participate in a weekly parish liturgy at 9:00 AM. Parents are always welcome to attend these celebrations which are usually noted on the school calendar. Kindergarten students attend school liturgies and prayer services beginning in November.

During the seasons of Advent and Lent, students in Grades 3-8 have the opportunity to receive the Sacrament of Reconciliation during specially planned services during the school day.

SACRAMENTS AND PARENT INVOLVEMENT

Parent preparation sessions are necessary for all sacraments. All parents whose children will be receiving the sacraments of Eucharist, Reconciliation, or Confirmation this year are expected to attend meetings and take part in the preparation of their children for each Sacrament.

SPECIAL SACRAMENT PROGRAM

This special sacrament program is for children in Grades 3 and up, who have not received the Sacrament of Reconciliation and/or Eucharist. In order to receive the sacraments, the children must attend special preparation classes that meet on the weekend. Please contact Mrs. MaryJo Landuyt, Director of Religious Education, at 687-7778 to make arrangements for your child to participate in this program or if you have any questions.

EMERGENCY PROCEDURES

SCHOOL CLOSING

Emergency school closing, necessitated by snow, icing conditions, or any other emergency will be communicated by the following:

- Telephone Notification System
- Our School Website: www.stdamianschool.org
- Emergency Closing Center: Phone 847-238-1234
- Online: www.EmergencyClosings.com
- Email: sign up for personalized notifications of closings at www.EmergencyClosings.com
- Radio Stations WGN (AM 720), WBBM (AM 780)
- TV Stations: CBS 2, NBC 5, ABC 7, WGN 9, FOX, CLTV

In the event that there is an unannounced disruption with District #142 bus service, we will initiate a phone notification call. Please check the school calendar for non-bus days due to no school classes in District #142.

LOCK DOWN, FIRE, TORNADO DRILLS

In accordance with State Law, lock down drills, fire drills and tornado drills are held periodically throughout the year. Everyone in the building is bound to follow all emergency procedures.

HEALTH POLICIES

SCHOOL NURSE

A registered nurse is part of our full-time staff and available during normal school hours. All health issues should be addressed to the Nurse's Office, extension 201.

PHYSICAL EXAMS

Illinois State Code (Sec. 27-8) states that every student entering either preschool or kindergarten (when enrolling for the first time at any grade level) and sixth grade must have a complete physical examination with an update of his/her immunization records. State law requires that children be immunized against measles, mumps, rubella, chicken pox, polio, whooping cough, diphtheria, tetanus and hepatitis B. Lead screening is required for ages 6 months to 6 years if a physician believes the student lives in a high risk zip code and/or answers yes to any questions on the lead screening form. A diabetic screening is required for sixth grade students. Transfer

students from out of state must complete an Illinois State Physical. Children will be excluded from school if immunization records are not complete. All records must be submitted to the school health office on or before Packet Pick-Up Day.

No student shall be permitted to compete in a try-out or game unless such student has filed with the school principal a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such tryout, practice or contest in any athletic activity.

No student shall be allowed to participate disabling illness or injury without a physician's release.

COMMUNICABLE DISEASE

School policy states that a student who has a contagious or communicable disease cannot be readmitted to school without a physician's certificate which states that he/she is able to return to school.

The following diseases require exclusion from school:

CHICKEN POX - not less than six days after eruption and/or all scabs must be dried;

CONJUNCTIVITIS - may return to school 24 hours after antibiotic has been started;

5TH'S DISEASE - fever-free for 24 hours and note from physician required;

STREP THROAT - may return when both fever-free and on antibiotics for 24 hours;

MONONUCLEOSIS - may return when fever-free with a note from the physician;

GASTRIC UPSET - may return to school after no occurrences in 24 hours.

AIDS POLICY

St. Damian School upholds the Archdiocesan policy with regards to AIDS victims. A student with AIDS will not be denied entrance into the school except in a case involving extenuating circumstances. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome, ARC (AIDS Related Complex, or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HTL VIII or LAV). The Right to Privacy Act assures parents that in order to protect confidentiality, when a student with AIDS is admitted to the school,

personnel who are made aware of the child’s condition shall be the minimum necessary to assure proper care of the child.

HEAD LICE

When a student is discovered to have pediculosis (head lice), a parent will be notified and the student will be excluded from school at that time. Siblings of that student will also be checked immediately.

A letter will be sent home with the excluded student(s) containing details concerning the problem.

A letter will also be sent home to parents in that student’s class informing them of the incident and requesting them to check their own child. The family doctor should be contacted for advice on the treatment.

Your child can return to school 24 hours following treatment if proof of treatment is given. A box label from the medicated shampoo or a note from your family doctor will be adequate. Upon his/her return to school, the nurse will check your child’s head for lice.

According to the Illinois Department of Public Health, if 5-10% of the student population in one class is found to have pediculosis, a complete check of all students in that room will be done. If 5-10% of the student population in the entire school is found to have pediculosis, a complete school check will be done.

FEVER

Students will be sent home if they have a temperature of 100 degrees or higher. Students may not return to school until they have been fever-free for 24 hours. Therefore, if a child is sent home during the school day, he/she may not return the next day.

EMERGENCY CARD

In the event of accident or serious illness during the day, the school will notify the child’s parents immediately or provide emergency care until either the parent(s) or medical authorities assume responsibility. Each child must have an individual Emergency Card on file in the Health Office. An updated Emergency Card must be turned in each year on the first day of school. A card for each child is included in the packet. Please do not fold the Emergency Card. Children without a card will not be admitted to school until such card is on file. **Please remember to send updated**

information as it occurs during the school year, i.e. change in work/home/cell phone numbers, change of doctor, health problems, etc.

Parents are requested to list only relatives, friends or neighbors WHO RESIDE IN OR AROUND your home area on the Family Emergency Card. The people listed should live within a radius of a twenty-minute car ride to school.

Every child with special health problems, such as epilepsy, diabetes, heart condition, allergies, or any physical disabilities should have this information noted on the emergency card. This knowledge may be of utmost importance in dealing with emergency situations.

SCHOOL MEDICATION PROCEDURES

School Medication Procedures for all Catholic Schools in the Archdiocese of Chicago are included in your June mailing. Additional forms for Medication Authorization, Physician’s Request for Self-Administration of Medication, Parent/Guardian Permission and Authorization are available online on the school website. Please keep a copy of these procedures in your Parent-Student Handbook. An adult will pick up all medications on or before the last day of school. No medications are to be sent home with the child.

SCHOOL ALLERGY AND ANAPHYLAXIS PREVENTION PROCEDURES

The purpose of below procedures is to help minimize the risk of an allergic reaction and to create a plan to quickly assist the student if a reaction occurs.

Prior or on the first day of school, parents/guardians of students with life-threatening allergies will:

- * Notify the school of the child’s allergies
- * Provide written medical documentation, instructions and medications as directed by the physician. These instructions will include how and when the medications are to be administered during a reaction. Parents/Guardians will be given the following forms to be completed by the student’s Health Care Physician: St. Damian Medication Authorization Form, St. Damian Parental Medication Authorization Form, and the Food Allergy Action Plan Form. These forms will be updated annually and updated with any changes during the school year. These forms, when entered, will be reviewed by the school nurse.
- * Provide properly labeled prescribed medications and replace medications after use or upon expiration. Parents/Guardians will provide two sets of

above medications. One will be kept in the student’s classroom and the other will be kept in the health office. If the student will be attending extended day, the classroom pack will be brought there. Parents/Guardians will provide a portable container, belly bag or similar pack, to accompany the student during instances when they will be out of the classroom.

- * Provide emergency contact information.

- * Parents/Guardians will provide Lysol wipes for the classroom/table use and paper towel or placemats to place on the lunch table for the student to use. (A study by an immunologist found the best cleaning agents to remove peanut allergen from tabletops were Formula 409 and Lysol).

- * Parents/Guardians will educate the child in self-management of his or her allergy.

- * Parents/Guardians will provide a list of safe foods allowed in the classroom for the teacher to inform his/her fellow classmate’s families. Parents/Guardians will provide “safe” treats to be kept in the classroom if an unexpected event comes up.

Failure to comply with the above stated provisions will possibly have the student excluded from school until they have been completed. These provisions are in place for the safety of your child and those around him/her.

SCHOOL RESPONSIBILITY

- * School personnel in direct contact with the student will be instructed on the use of an Epi-pen and be aware of the signs and symptoms of an allergic reaction.

- * School administration will assemble a “peanut free” table for lunch periods attended by peanut allergy students.

- * Teachers will enforce no food trading and sharing rules.

- * Teachers will avoid the use of any allergy food used in lesson plans and crafts.

- * Lunchroom aids will enforce the cleaning of the tables with Lysol wipes prior to students starting lunch.

- * Teachers and lunchroom aids will encourage hand washing after food handling in the classroom.

- * Teachers will provide classroom families with the list of “safe” treats to be brought into the classroom and stress that food brought in for special events should be purchased in stores and contain complete ingredient declarations.

DENTAL EXAMINATION

Illinois State Code (HB 752) states that every student must complete a dental examination when entering **kindergarten, second and sixth grade** and present proof to the school of that examination.

SPECIAL PROGRAMS

BAND PROGRAM

The band program begins in Grade 4. Fees are arranged directly with the Band Director. Solo contests and Christmas and Spring Concerts showcase the talents of the band students.

LIBRARY POLICIES

Books may be borrowed during assigned class library periods, immediately before or after school, or as the classroom teacher permits. The general policy for circulation is: “One student, one book, one week.” Exceptions to this rule may be arranged for students doing class research projects. Books may be renewed, unless another student is waiting for the same title. Overdue fines are not collected, but a student is not allowed to borrow additional materials until the overdue book is returned, or if lost, paid for in full. If needed materials are unavailable at St. Damian, the school librarian can generally direct students to those materials in a local library or through inter-library loan.

STUDENT COUNCIL

The purpose of Student Council is to offer the students of St. Damian School the opportunity to participate in the democratic process and to encourage the growth of leadership skills.

The activities sponsored by Student Council include service projects that involve community awareness and our Christian responsibility to others, “fun events” that promote school spirit, and fundraisers that support student ownership of the school.

ST. DAMIAN JUNIOR HIGH HONOR SOCIETY

Membership in this society is an honor bestowed upon junior high school students. Selection for membership is based on outstanding scholarship, grades, service, character and citizenship. Students participate in a formal induction ceremony during the school year.

**Students in both Student Council and Honor Society are required to maintain good academics and a clean behavior record as well as an excellent attendance record.

STUDENT RESPONSIBILITIES

GENERAL BEHAVIOR AND SAFETY RULES

ROLLER BLADES / SKATEBOARDS

Students are not allowed to come to school or leave from school on roller blades because of the risk involved, not only for the persons wearing them, but for the other students or adults walking or driving through the parking lot.

Students are not allowed to ride skateboards on school property or when crossing the street with the crossing guard.

BICYCLES

For the safety of all concerned, any students riding bikes to school are to walk their bikes across the parking lot to the bike rack. At dismissal, students must walk their bikes across the parking lot and cross the street with the crossing guard. Only then may they begin to ride their bikes. No bicycles are to be ridden anywhere on the school parking lot or sidewalks during the school's normal operating hours, 8:00 AM - 3:30 PM

RECESS

Students are expected to come to school prepared for outdoor recess. In the winter months, all children should have a warm coat, hat, and gloves. Only those days when the wind-chill factor is below zero, or it is snowing or raining and the parking lot determined to be unsafe, will the children remain indoors for recess.

If your child is too ill to be out for recess, he/she is most likely too ill to be in school. If the student is in school, a parent must come to supervise the child since we do not have supervisory help available for individual students who are required to stay indoors. Student cooperation on the playground will ensure their safety and well-being.

INTERNET COMMUNICATIONS OUTSIDE OF SCHOOL HOURS

St. Damian School will not assume responsibility for disciplinary actions against students who engage in inappropriate internet use/communication through personal web sites, e-mail, chat rooms, or instant messaging outside of normal school hours. Students sign an Acceptable Use Policy for responsible use of technology at St. Damian School and are closely monitored during the school day. The use of computers at home needs to be monitored very closely by parents. If in any way internet use outside of

school hours interferes with the learning environment at school or is intrusive or offensive to any student or staff member appropriate actions will be taken.

STUDENT TELEPHONE CALLS / CELL PHONE USE

Student use of the school phone is allowed during the school day only with permission of the staff. Students must inform the office when using the school phone. The office phone may be used in an emergency or with the staff's permission.

Student cell phones are to be kept in the student's backpack in the "off" position. Students are never allowed to have cell phones on their person during the school day. Students cannot have their cell phones out at all during the school day. Cell phones that inadvertently go off or are found on the student's person during the school day will be sent to the office to be picked up by a parent. A cell phone that is being intentionally used will be sent to the office to be picked up by a parent and a behavior detention will be issued. The school takes absolutely no responsibility for lost or stolen cell phones on school property. This policy applies to all students in any grade given permission to have a cell phone at school. Parents will be given a cell phone permission form early in the school year.

PERSONAL ELECTRONIC DEVICES

The school discourages students from bringing any personal electronic devices, such as iPods, iPads, etc. on the bus or to school. Personal iPads can be used in grades 4-8 if purchased through the school and has the necessary management system on the device. The school absolutely takes no responsibility for broken, lost or stolen items.

SNOW BALLS

Because of the risk of injury to others, making or throwing snowballs is not permitted on or near school grounds. This includes walking to and from school.

OFF-CAMPUS STUDENT PARTIES/DANCES

Parties/dances conducted outside of school hours other than the school sponsored parties shall be the responsibility of parents and shall not be deemed as authorized or supported as a school function.

DISCIPLINE PROCESS

Growth in Christian living calls for developing a sense of inner discipline and personal responsibility rather than simply responding obediently to outer controls. Each student of St. Damian School will be held accountable for his/her behavior. Occasions of discipline are to be seen as times of growth, as viewing alternatives, and of accepting personal responsibility for one's actions. Cooperation between home and school is essential to the growth of each individual.

In establishing guidelines and procedures, we recognize that not all disciplinary situations can be handled in exactly the same manner. Certainly there will be circumstances that will necessitate variations in procedure. However, stated guidelines and recommended steps will lead to relative consistency as we work with students on matters of discipline.

STUDENT EXPECTATIONS

Students are expected to give a good example to fellow students by:

- Practicing self-discipline and developing a sense of responsibility.
- Obeying rules set down by the school and the classroom teacher.
- Treating others and property in a respectful and courteous manner.

PARENT EXPECTATIONS

The effectiveness of a school's discipline policy - that is, its ability to help a student improve his/her work habits and/or behavior - depends largely on the parents' support of the school in its efforts. Parents are asked to trust school personnel in their efforts to do what is best for the individual child and the class as a whole. Teachers need the support of parents in their disciplinary actions. When parents and teachers work together, improvement in a child's performance can usually be predicted.

DAMAGE TO SCHOOL PROPERTY

Students and their parents are financially responsible for any damages done to the school and/or equipment due to misuse, carelessness, vandalism, or accidents.

In an attempt to help keep our school clean - gum chewing is not permitted. No gum is to be brought into the building. For the safety of all, students are not allowed to have rubber bands in the building at any time.

SEXUAL HARASSMENT

Every student attending St. Damian School has the right to an education in an environment free from unwelcome jests and advances. Sexual harassment includes, but is not limited to, the following behavior:

1. Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect.
2. Unwelcome sexual comments, including jokes or stories.
3. Any conduct of a sexual nature either direct or indirect that contributes to an overall offensive or intimidating environment.

Students not honoring this policy either in school or on the bus will be suspended.

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, or by one student to another student 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.

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

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

ANTI-BULLYING POLICY

St. Damian School has adopted the Archdiocese of Chicago's definition of bullying as follows:

"Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically that occurs on school grounds or off school grounds at any time that is directed toward another student or students that has, or can be reasonably predicted to:

- Place the student or students in an unreasonable fear of harm to the student or student's person or property;
- Cause a substantially detrimental effect on the student or student's physical or mental health;

- Interfere substantially with the student or student’s academic performance; or
- Interfere substantially with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.”

PROCEDURES

Children are unable to eliminate acts of bullying, intimidation, or harassment without adult support, guidance and intervention. Therefore, St. Damian School personnel have a responsibility to see that all allegations and incidents of bullying, intimidation, and/or harassment are taken seriously and that reports of bullying, intimidation, or harassment are addressed promptly. All members of the St. Damian School community, including students, parents, volunteers, and visitors are strongly encouraged to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

Upon completion of an administrative investigation, students who have been determined as engaging in bullying, intimidation, or harassment of another student or students will be assigned an age-appropriate consequence.

The following course of action will be taken with students involved in bullying:

1. Bullying or excessive teasing will result in immediate detention and the student will meet with the Principal and School Counselor to mediate the situation. Continued bullying may result in a suspension from school and a meeting of student, parent, and administration.
2. Parent contact to reinforce that bullying is a serious issue and unacceptable behavior.
3. Depending upon the behavior, the Principal will be responsible to choose and implement the appropriate consequences.

False charges of bullying, intimidation, and harassment made against someone will also subject the accuser to the same age-appropriate consequences as listed above.

Within this process, parents/guardians of students accused of bullying, intimidation, and/or harassment are expected to be involved in the remediation of the behavior(s) exhibited by their child. The administration will contact the parents/guardians of an accused child to initially alert them to the report made and the necessity to conduct a

an investigation into the claims found in the report. The administration will maintain the confidentiality of the source of any complaint. Parents/guardians of a student accused of bullying will be notified in writing after the completion of an administrative investigation if specific disciplinary action will be taken as a result of the findings in the investigation. **BULLYING PREVENTION**

All members of the St. Damian School community, parents/guardians, teachers, staff, administrators and others are expected to work together in preventing bullying, intimidation, and harassment and promoting Gospel values in a Christ centered environment.

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

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

Bullying acts or conduct described above can include the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.
- **Emotional** which includes, but if not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- **Sexual** which includes, but is not limited to many of the emotional acts of conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at a school sponsored or school-sanctioned event or activity.

- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

GANG ACTIVITY

Gang related activities have no place in the Catholic School which is fostering a gospel-based spirit. The following activities/behaviors shall constitute violations and are subject to disciplinary action:

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

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

DRUG POLICY

Students who sell/distribute or in any way serve as the source of alcohol or any illegal drugs to others on school property or at school sponsored events are automatically expelled. Any student who is found on school property or at a school sponsored function with alcohol, any illegal drugs

or drug paraphernalia in his/her possession or property is subject to the following:

- a) Immediate suspension followed by an investigation.
- b) Conference with principal, parent/guardian, child, pastor, counselor or other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.
- c) If the violation is founded, professional evaluation and if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may chose continued suspension and/or expulsion. In extreme or special cases expulsion may be considered at an earlier time in the process.
- d) Police notification shall be made at the appropriate time, as directed by law.
- e) Mitigating circumstances warrant difference in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures.
- f) St. Damian School reserves the right to request school-approved testing of illegal substances, with or without cause.

WEAPONS

- School authorities are allowed to inspect and search places such as lockers, desks, parking lots and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.
- The definition of weapons for which students can be expelled includes 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.
- Students shall not carry, possess, or use weapons in school or on school premises nor shall the discussion on the use of weapons be allowed.
- School officials shall report weapon violations to the local police.

VIOLENCE

St. Damian School has zero tolerance for any acts of actual violence, i.e., causing physical harm to another. The consequence for an act of actual violence is suspension or dismissal. Threats of violence will also not be tolerated.

The consequences for students in who threaten violence are as follows:
Grades K-3

1. Conference with parent(s)
2. Suspension and referral to counselor
3. Dismissal

Grades 4-8

1. Suspension and referral to counselor
2. Dismissal

DISCIPLINE PROCEDURES

BEHAVIOR GRADES 6, 7, 8

Disrespect, insolence, misconduct, repeated classroom disruptions, general misbehavior and similar violations of school rules and classroom procedures will necessitate that appropriate steps be taken to remediate the situation.

The following course of action will be taken with students:

1. The teacher will give a referral to the student.
2. Three referrals will result in a behavior detention
3. A more serious offense, e.g., cheating, failure to report for class, being in any area without permission, stealing, forgery, use of vulgar language, fighting, vandalism, disrespect toward a teacher, staff member, substitute teacher, or parent volunteer etc. may result in an immediate detention or suspension, by-passing the check system.

However, depending on the severity of the situation, the offense may lead to a Discipline Board hearing or be grounds for dismissal.

4. Upon receipt of a 4th behavior detention, suspension, or any combination of the two, the student will come before the **Discipline Board**. The student must be accompanied by his/her parents. The Board consists of three (3) faculty members, the Principal, the Pastor, or the appointed designate(s) as needed. It is the responsibility of this Board to review the student's record and make recommendations to the Principal regarding the student's status at St. Damian. Decision of the Principal shall be final.

5. A student will appear before the Discipline Board prior to the 4th detention and/or suspension if the seriousness of his/her actions deems this necessary.

6. A student will appear before the Discipline Board if the number of academic sessions acquired becomes excessive.

SUSPENSION

Suspension is reason for serious concern. A suspension may be in-school or at-home as decided by the school administration; the length of the suspension being determined by the seriousness of the offense. More severe

measures may be taken based on the seriousness of the situation. If a student receives an in-school suspension he/she is removed from the class and all class activities and the parent is required to pay for the daily substitute teacher salary.

A suspended student is not permitted to take part in any social, cultural, or athletic event sponsored by the school or parish. So that a student does not miss the work that is presented to the class, he/she must do all class work for the day(s).

Any serious misconduct (judgment left to the discretion of the principal and/or faculty) is cause for suspension. Voluntary transfer, involuntary transfer, or expulsion may be recommended for any student for disciplinary reasons when:

1. A new student is accepted on a probationary status and does not cooperate to warrant continued enrollment.
2. A student persistently violates school or class regulations and his/her parents are willing to accept a transfer to avoid the likelihood of expulsion.
3. Parents are unable or unwilling to take the necessary corrective measures in cooperation with the school to alter a child's behavior.
4. ANY student endangers the life and/or limb of other members of the school community or engages in stealing or damaging property.
5. A student is found to be in possession of drugs, alcohol, weapons, or other contraband.

BEHAVIOR OUTSIDE OF SCHOOL

Students should always maintain respectful and responsible behavior. Any student who displays inappropriate behavior outside of school while dressed in a St. Damian school uniform, gym clothes, St. Damian spirit wear or at a St. Damian School sponsored event with a staff member present; can be subject to disciplinary action.

BEHAVIOR GRADES 3-5

1. Behavior detentions or suspensions may be given for more serious offenses, such as cheating, forgery, stealing, dishonesty, vandalism, fighting, bullying, etc. A suspension may be in-school or at-home as decided by the school administration; the length of the suspension being determined by the seriousness of the offense. More severe measures may be taken based on the seriousness of the situation. If an in school suspension is given the parent is required to pay for the daily substitute teacher salary
2. Upon receipt of a 4th behavior detention or suspension or any combination of the two, the student will come before the Discipline Board.

Refer to above Behavior Grades 6, 7, 8 # 4-6, for an explanation of the **Discipline Board process.**

BEHAVIOR GRADES Pre K-2

Except in serious cases, general discipline is addressed by the classroom teacher.

ACADEMIC SESSION AND BEHAVIOR DETENTION PROCEDURES

Behavior Detentions and Academic Sessions will be held on Tuesdays from 3:15 to 4:00 PM

A note will be sent home to notify parents in advance so that transportation arrangements may be made. The note must be signed by one parent and returned to school the following day.

A child who does not have a signed academic session or detention report on the morning it is to be served will phone his/her parent to report these events. Only the Principal can excuse a student from an academic session or a detention.

DRESS CODE

St. Damian adheres to a uniform policy to create an atmosphere of respect, self-discipline and to foster a sense of community. In addition, wearing the school uniform provides fewer distractions and reduces outside influences. It is important that parents and students know the code and abide by all of its regulations. With the exception of special occasions designated by the administration, a student “out of uniform” will be given a uniform check. Three (3) uniform checks will incur a behavior detention for failure to follow school rules. Parents will be notified of a serious uniform code violation and called to bring the proper attire to school. Students are required to wear a school ID in the school building as are staff and visitors.

School uniforms and gym uniforms may be purchased from:

Schoolbelles

7763 S. Harlem Bridgeview, IL

(708) 598-8008

Orders for gym uniforms and spirit wear may be placed at St. Damian School.

UNIFORMS BOYS K-8

Item	Style	Color
Trousers (no labels) (must be proper length, worn around the waist) Belt -black or brown	Plain or Pleated (no corduroy)	Navy
Shorts (optional) Weather permitting 70 degrees & above	Dress Shorts	Navy
Polo Shirts	Long or Short Sleeve with a Collar	Light Blue
Sweaters (optional) (to be worn over a collared shirt)	Cardigan or V-Neck (no crew neck)	Navy (no trim)
Sweatshirts (optional) No hoodies	Crew neck, hooded, any fleece displaying St. Damian logo. (Only St. Damian sweatshirts may be worn in class. Must be clean, in good condition, no rips or tears of any kind).	Navy or St. Damian Athletic Royal Blue
Socks	Crew length or ankle length only ("No-show" socks are not allowed. Sock must be at least up to the ankle.)	Navy, White, Black (no words, stripes, designs)
Shoes	Dress Shoes (no boots, sandals, moccasins, slippers, backless shoes or fashion athletic shoes)	Brown or Black

**** Please see Dress Code Policy for jewelry and hairstyles.**

UNIFORMS GIRLS K-3

Item	Style	Color
Jumper	Schoolbelles	Glen Plaid
Slacks (no labels)	Plain or Pleated (no corduroy)	Navy
Shorts (optional) Weather permitting 70 degrees & above	Dress Shorts	Navy
Blouse	Long or Short Sleeved (Schoolbelles)	Light Blue
Sweaters (optional) (to be worn over a collared shirt)	Cardigan or V-Neck (no crew neck)	Navy (no trim)
Sweatshirts (optional)	Crew neck, hooded, any fleece displaying St. Damian logo. (Only St. Damian sweatshirts may be worn in class. Must be clean, in good condition, no rips or tears of any kind).	Navy or St. Damian Athletic Royal Blue
Socks	Tights, knee-hi, crew or ankle length (“No-show” socks are not allowed. Socks must be at least up to the ankle)	Navy, White, Black (no words, stripes, designs)
Shoes	Dress Shoes (No boots, sandals, moccasins, slippers, backless shoes or fashion athletic shoes)	Brown or Black

****Please see Dress Code Policy for jewelry and hairstyles.**

Please label all clothing.

School uniforms and gym uniforms may be purchased from:

Schoolbelles (708) 598-8008

7763 S. Harlem Av.

Bridgeview, IL

UNIFORMS GIRLS 4-8

Item	Style	Color
Skirt or Split-Skirt	Schoolbelles	Glen Plaid
Blouse	Long or Short Sleeve (Schoolbelles)	Light Blue
Polo-style Shirt	Long or Short Sleeve (Available at Schoolbelles only)	Light Blue
Slacks (no labels)	Plain or Pleated (no corduroy)	Navy
Shorts (optional) Weather permitting 70 degrees & above	Dress Shorts	Navy
Sweater (optional)	V-Neck or Cardigan (no crew neck)	Navy (no trim)
Sweatshirts (optional)	Crew neck, hooded, any fleece displaying St. Damian logo. (Only St. Damian sweatshirts may be worn in class. Must be clean, in good condition, no rips or tears of any kind).	Navy or St. Damian Athletic Royal Blue,
Socks	Tights, knee-hi, crew or ankle length ("No-show" socks are not allowed. Socks must be at least up to the ankle)	Navy, White, Black (No words, stripes, designs)
Shoes	Dress Shoes (No boots, sandals, moccasins, slippers, backless shoes or fashion athletic shoes)	Brown or Black

**** Please see Dress Code Policies for Hairstyles and Jewelry.**

BOYS AND GIRLS, GRADES K-8 INCLUSIVE GYM UNIFORM

Item	Style	Color
St. Damian gym shorts-may be worn all day on gym days	School issued only, cotton or mesh	Navy
St. Damian gym shirt	Cotton/St. Damian Lancer	Light Blue
Sweatshirt (optional) No Hoodies	Crew neck, any fleece with St. Damian logo. Only St. Damian sweatshirts may be worn in class. Must be clean, in good condition, no rips, tears	Navy No Hoodies
Sweatpants (may be worn all day on gym days)	St. Damian logo	Navy
Socks	Crew or ankle length	White or black, no words/designs
Shoes	Athletic only	Any color

****Students out of uniform will not participate in gym class and will be given a “Uniform Check”.**

DRESS DOWN DAYS – The following rules apply for Dress Down Days:

- No dress down days on Mass Day.
- All dress down days will be “Jeans Days.” Only long jeans, wind pants or neat sweatpants or similar long pants, such as capri pants, may be worn. (No skorts, shorts, or flannel pants).
- No hats or bandanas may be worn
- No sandals or backless shoes of any kind
- No crop tops or sleeveless tops may be worn
- No shirts advertising alcohol or tobacco products or shirts promoting violence

DRESS UP DAYS – Students are expected to dress modestly and appropriately for the school and/or church environment. The following rules apply for Dress-Up Days:

- Skirts no shorter than 3 inches above the knee are acceptable.
- Boys must wear a collared shirt
- No crop tops or sleeveless tops may be worn
- Jeans or shorts are not to be worn on Dress Up Days.
- Sandals with a back strap are acceptable, but no backless shoes or gym shoes.

Any student who chooses to wear clothing deemed unacceptable according to the above policy standards will receive St. Damian sweatpants, sweatshirt, gym shorts, or gym shirt from the office to wear for the day. The administration will make the final decision as to the appropriateness of clothing for the school environment. The student will also be issued a uniform check, and after 3 uniform checks, a behavior detention will be issued for failure to follow school policies.

SCHOOL DRESS CODE POLICIES

- Make-up of any kind is not allowed.
- Only clear nail polish may be worn.
- Head covering of any kind, including baseball caps or bandanas, are not to be worn in the building at any time. This also includes picnics, field trips, etc.
- Backless shoes, sandals (even with a back strap), clogs, or boots are not acceptable. (exception: sandals with a back strap on dress-up days only)
- Girls' uniform skirt length should not be shorter than 3 inches above the knee.
- No extreme hair styles are allowed.
- Tipped, dyed, streaked or bleached hair is unacceptable for both boys and girls.
- Letters, symbols, or designs cut into hair are unacceptable.
- Boys' hair is to be neat and trimmed as follows: Tapered and shaped above the top of the shirt collar in the back and above the ears, and no longer in front than above the eyebrows. Violations will be determined by actual length of hair and not by how it is worn.
- Haircuts and hair colors are to be appropriate for school, not causing distraction or undue attention.
- Only girls may wear earrings in school. Earrings should be small and unobtrusive and worn in both ears. No more than two earrings allowed in each ear.
- Necklaces or bracelets of any kind may not be worn. Crosses and scapulars may be worn.
- Uniforms should be clean and presentable.

- Girls may wear undershirts or camisoles under their uniform shirt, but should not be visible.
- Boys may wear white T-shirts under their uniform shirt, but should not be visible.
- Boys' shirts and girls' blouses must be tucked in at all times.

PLEASE NOTE: Students in Grades 4-8 who do not follow the uniform regulations will receive an out of uniform notice. Upon receipt of the third notice, students will receive a behavior detention for failure to comply with school policy.

PARENT ORGANIZATIONS

SCHOOL BOARD

The School Board serves an advisory function to the pastor and principal of the school. Areas of responsibility include acting as modeling faith community in a spirit of cooperation and interdependence with the pastor and principal. In addition, the board serves as the public relations and marketing arm of the school and its programs, participates in the school's development, student recruitment efforts and long-range plans, reviews and advises on the school budget, tuition rates and other sources of fundraising. Other responsibilities include participating in school improvement process, selection of a principal when a vacancy occurs, compliance with Archdiocesan policies, reviewing school's bylaws and supporting local legislative action. The pastor and principal participate in all deliberations of the board and the pastor has final approval of all board decisions.

Formally addressing the School Board

Individuals who wish to place an item on the agenda must submit a written request to the chairperson at least one week before the meeting date. Consideration will then be given for agenda placement. Any parent having a suggested change in School Board Policy shall submit such change or changes in writing to the Board Chairperson for consideration by the Board.

FAMILY AND SCHOOL ASSOCIATION

The Family and School Association is a parent organization that organizes a volunteer program for several school related activities, sponsors educational and recreational events for parents, students, and faculty, and assists the school with fund raising.

The cost of membership is \$20.00 per family. The Association also provides tuition insurance. In the event that the father or mother of a member-family dies, the Family and School Association pays the balance of that family’s tuition commitment for the year.

ST. DAMIAN ATHLETIC ASSOCIATION

The St. Damian Athletic Association is a parish organization that coordinates an athletic program and offers various athletic activities to St. Damian students.

BAND BOOSTER ORGANIZATION

This parent group attempts to finance the operation of the band, encourages appreciation of music and organizes band members’ projects such as: awards, solo contests, concerts, field trips and other similar functions.

GALA, and TUITION TOMBOLA

Since tuition alone does not meet the operational costs of the school, these supplementary fundraisers are needed to balance the school budget. While these are not mandatory fundraisers, participation absolutely helps to keep tuition costs affordable. Please see the Active/Inactive Parishioner policy under the Financial Policies section of this booklet.

FINANCIAL POLICIES

TUITION PAYMENT POLICY

All tuition payments are to be made to FACTS Tuition Management Services.

The following is a statement of policy relating to the payment of tuition for St. Damian students. This policy is subject to annual revision by the St. Damian School Board.

Tuition may be paid in full before the first day of school with a 3% discount. Otherwise, the method of payment allows for ten (10) installments throughout the school year. The Book and Technology Fees are due by June 15th, and the remainder of the tuition payments are to be made from July through April.

A family will not be considered registered for the upcoming school year if they have not paid the Book and Technology fee by June 15 and the July tuition payment. Their place in the school will be open to a new family. August Packets cannot be picked up until these payments are current.

A charge of \$35.00 will be added to the account for any NSF checks presented. If you have any questions regarding your tuition payment, please call the school office.

TUITION POLICY FOR ACTIVE AND INACTIVE PARISHIONER FAMILIES

In order to maintain fair tuition rates, the Principal, Pastor, and St. Damian School Board, in consultation with the Parish Finance Committee, have developed two tuition tracks.

Active Parishioner Tuition Track

- Families who contribute a minimum of \$425 annually to the parish in the calendar year, operating January 1-December 31, **using Church envelopes** are considered “contributing families”. Tuition tracks are based on family giving from the previous year.
- Families of students who transfer into St. Damian School because they have recently moved into the area will initially be considered “active parishioners.” These families will be granted a grace period for up to one year in which they must register with the parish and receive Church envelopes and begin contributing on a regular and consistent basis with contributions totaling a minimum of \$425 per calendar year.
- Families who have transferred to St. Damian School as a result of the closing of a Catholic school that they previously attended will initially be considered “active parishioners.” These families will be granted a grace period for up to one year in which time they must register with the parish and receive Church envelopes and begin contributing on a regular and consistent basis with contributions totaling a minimum of \$425 per calendar year.
- In order to recognize the importance of talent and volunteerism, not simply monetary contributions, there is a volunteer policy for families to be considered active parishioners. Families must serve the school or parish community in some other facet during a 12-month period starting in August. Any discrepancy as to whether or not a family has fulfilled their requirements to be considered a contributing member will be at the determination of the principal.

Inactive Parishioner Tuition Track

- Families who do not attend church 75% of the time and contribute a minimum of \$425 annually to the parish in a calendar year, operating January 1-December 31, **using Church envelopes** are considered “inactive parishioners.” Tuition tracks are based on family giving from the previous year.

- Families who do not financially support the parish, are not registered St. Damian parishioners and whose children attend St. Damian School are considered “inactive parishioners.”

DELINQUENT TUITION POLICY

St. Damian School in conjunction with the Parish and FACTS Tuition Management work diligently to maintain tuition that is both reasonable and affordable and expects all school families to honor their financial obligations. FACTS will keep families well informed as to their tuition status via email and phone calls. A representative from FACTS as well as the School Principal’s Office will send a letter to families who do not pay their tuition on a timely basis.

In the event that a school family’s financial obligation has not been paid, the school reserves the right to the following:

- To deny any student participation in athletics or extra-curricular activities if tuition is 30 days or more delinquent.
- To deny continued enrollment at any time during the school year to students whose tuition is 60 days delinquent. Parents will be notified that the student(s) may not attend further classes until payment or arrangements are made.
- To deny any student whose family has not met their financial obligation prior to graduation, participation in all graduation activities, including commencement.
- To place the delinquent account for collection, in the event that a family’s financial obligation to the school has not been met.
- Two mandatory exclusion dates will be added to the school calendar. At the end of both the first and second trimester, November 9 and March 1, any family with delinquent tuition of 30 days or more will not be allowed to send their child/ren to school. Please keep in mind that this is a last resort, however the school also needs to meet its financial obligations.
- Parents suffering from a hardship of any kind must communicate with the principal and/or Pastor prior to these dates in order for any exceptions to be made.

EDUCATE-A-CHILD PROGRAM

In 1992, the St. Damian School Board established the Educate-A-Child Fund for the purpose of providing school families limited funding to help pay tuition costs. The E-A-C provides temporary tuition assistance to families who are struggling to meet their financial obligations to the school due to the loss of employment of a primary wage earner, unexpected serious

illness or death of a primary wage earner, or similar circumstances. Applications are available from the school office and require financial disclosure on the part of the school family applying for assistance. An independent external reviewer, Private School Aid Services evaluates all applications in complete confidence and a determination for the amount of funding assistance is made. The Educate-A-Child Fund is supported by donations and fundraising.

TRANSPORTATION

BUS TRANSPORTATION

Students who reside in Forest Ridge District #142 and live more than 1½ miles from St. Damian are entitled to free transportation from District #142. Students in grades K-5 who live in District #142 and reside less than 1½ miles may be transported free if hazardous crossings are involved. Bus registration for District #142 transportation takes place in the spring through the St. Damian School Office. **There is no bus service on days when district #142 is not in school.**

Students residing in Arbor Park District #145 no longer have bus transportation. There is no bus transportation service available for students residing in any other school districts.

NOTIFYING SCHOOL OF A CHANGE IN TRANSPORTATION HOME

Any time your child will be going home in a way other than that indicated at the beginning of the year, the school must be notified **IN WRITING**. Students will not be allowed to call home to ask permission to change dismissal procedures. If a student will be riding a bike to school, written notification must be given. Change of dismissal forms can be obtained from the St. Damian School website.

BUS CONDUCT

Students who ride the bus are expected to be courteous and respectful. Eating, drinking, and gum chewing are not permitted on the bus. Student monitors and bus drivers are instructed to report students who behave improperly on the bus.

- First Report - warning to student and parents are notified.
- Second Report - parents are notified and the student is suspended from riding the bus for one week.

- Third Report - student may be barred from riding the bus for the remainder of the year as a safety precaution to the student and others.

However, any form of harassment of another student or serious, inappropriate or dangerous activity on the bus, may result in immediate removal from the bus.

RIDING THE BUS

STUDENTS ARE NOT PERMITTED TO RIDE ANOTHER STUDENT'S BUS, NOR MAY NON-BUS RIDERS RIDE THE BUS for birthday parties, school projects, athletic practice or games, etc. If there is an emergency, such as an illness in the family, which requires a student to live with another family, the request must be made IN WRITING to the Principal. The buses are at capacity or near capacity, and by law they cannot operate over capacity limit.

CROSSING GUARDS

Adult Crossing Guards are on duty from 7:55 - 8:15 AM and 3:10 - 3:20 PM at 155th and Lockwood. Students must always cross streets at corners. All students are expected to be respectful and courteous to the Crossing Guards at all times.

PARKING

Parents and visitors to the school building during normal operating hours should park at the west end of the parking lot nearest to the Church. The area in front of the school building is reserved for the children's recess activities. Parents are NOT to park in the areas marked BUS ZONE OR RESERVED PARKING.

DROP-OFF DISMISSAL PROCEDURES

AM STUDENT DROP-OFF PLAN

Cars arriving from both east and west are to enter the lot at the center entrance and exit at the far west exit on 155th Street turning west only. Cars waiting to turn east hold up traffic and stop the smooth flow. So, please do not exit going east. Only two rows of traffic are to be formed.

Students should exit cars from the right passenger side nearest the safety cones. Students exiting cars from the lane closest to 155th Street must walk up the center of both lanes to the crossing guard who will direct students safely across traffic. Please pull up as far as possible before letting your child(ren) exit the car.

The parking area closest to the Church is reserved for parishioners (many of them elderly) attending daily Mass. Parents who need to attend to business in the office, or wish to walk their children to line should park in the spaces nearer to 155th Street or Long Avenue. Parents are not to park in lanes near the front of the building as this is designated staff parking.

Cars are not to enter the lot from the entrance closest to the Grimmel Center or the Church to drop off their children. Those areas are designated for other uses.

At no time are cars to pass through the barricades to drop students off - even on rainy days.

PARKING LOT PROCEDURES – DISMISSAL

1. Do not park on the streets surrounding the parking lot, i.e., Lockwood Ave. or Long Ave.
2. All cars are to **ENTER** the school parking lot from **LONG AVENUE**.
3. All cars must be parked within the parking lines at all times.
 - When parking your car, the front of the car must face east.
 - Cars are to park in the lined parking spaces indicated on the Student Pickup Plan.
 - **VANS SHOULD TRY TO PARK IN THE LAST THREE PARKING ROWS NEAREST LONG AVENUE OR IN THE FIRST THREE EAST TO WEST ROWS ALONG 155th ST. TO GIVE MAXIMUM VIEW OF THE STUDENTS.**
 - Parents must remain standing on the blacktop area behind the “safety islands” while waiting for their children to exit the building. The main entrance pathway and bus zone areas must remain clear at all times.
4. When the 3:15 PM bell rings and dismissal begins:
 - The student patrol will stop the traffic entering the lot at Long Avenue.
 - Students will enter the parking lot and get into their cars.
 - When all students are safely in cars, a whistle will indicate that cars may begin to exit following the director’s directions.
5. Cars leaving via the middle exit onto the street **MUST TURN EAST**.
6. Cars leaving the exit closest to Long Avenue **MUST TURN WEST**.
7. The cars waiting on Long Avenue will enter the parking lot for the second pickup. Students **MUST** remain on the sidewalk in front of Church

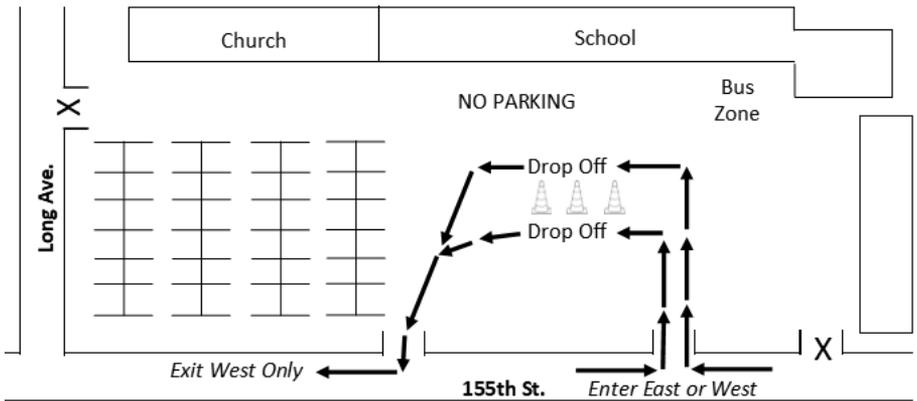
and may not be taken to their cars by parents until the whistle is blown for the second pickup.

8. Once the students enter the car, they may not get back out. If there is a need to return to the school building, parents must pull out of the parking lot and return again from the Long Avenue entrance.

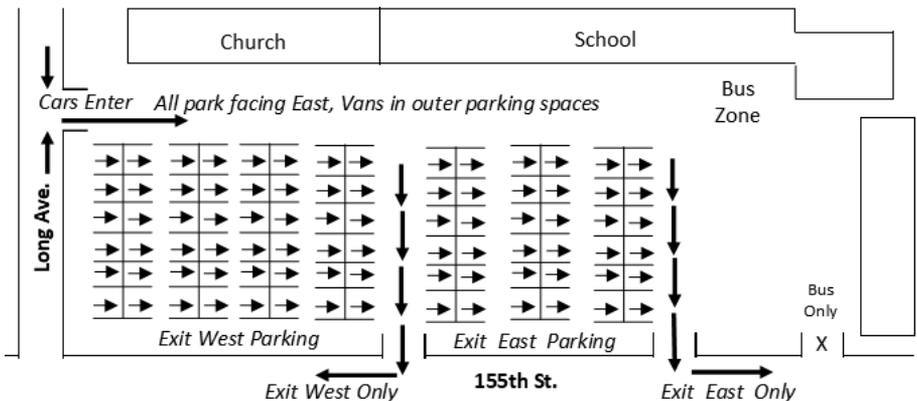
Please **DO NOT** inconvenience all the other parents by doing otherwise.

***AT NO TIME MAY A STUDENT LEAVE THE PARKING LOT TO ENTER A CAR PARKED ON ANY SIDE STREET.**

AM Student Drop Off



Dismissal Parking Lot Procedures



PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is 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. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the attitudes or actions of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of the regular school hours in a monitored setting; the setting may be monitored by the pastor, principal, assistant principal, Board Chairperson, school counselor, or another credible person with good leadership/meeting skills.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- Inform the parent/guardian of their right 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.

Principals should notify the Regional Director if a student has been dismissed from their school due to the conduct of a parent or guardian.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. First the Principal and Pastor approve and then will send to School Board to view changes before publishing to all stakeholders. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.

The principal is the final recourse in all disciplinary situations and may, at her discretion, waive any and all regulations for just cause.

**Handbook Revised February 2018