



SAINT COLETTE SCHOOL

Philosophy

At St. Colette School, our focus is on the development of a Catholic community based on Gospel values in which the students can develop to their full potential in a caring atmosphere. This includes building a confident image of the individual as a valuable person, as well as providing a sound academic and religious foundation, which will allow them to function successfully in a changing world. The curriculum provides experiences through which students can develop their unique talents and abilities by a combination of self-direction and adult leadership. We recognize the need for parish support, and our responsibility to be a visible part of the parish community.

Objectives:

1. A Catholic community is achieved through daily prayer, frequent prayer services and liturgies, emphasis on Christian values across the curriculum, and modeling those values within the classroom.
2. While striving to meet the needs of the individual, the curriculum stresses mastery of fundamental skills by stating objectives to be met at each grade level. These objectives are periodically reviewed.
3. Behavioral objectives are stressed, to encourage the responsible growth of the whole person and to stimulate student self-direction.
4. Individual student talents are developed in areas other than academic. Comprehensive music, computer, art and physical education programs are integral parts of the curriculum.
5. Communication with parents is accomplished through weekly folders, monthly newsletters and formal conferences, both scheduled and on request.
6. Teachers continue to grow personally by attending and participating in workshops, seminars professional meetings and theology classes.
7. The school interacts with the parish community through participation in special celebrations during liturgical seasons, serving as lectors, cantors, and ushers at regularly scheduled parish masses, and by carrying out the parish commitment to serve those in need.



Administration

Superintendent of Schools	Mr. Jim Rigg, Ph.D.
Pastor	Rev. Michal Lewon
Principal	Mr. Joseph Quinlan
School Secretary	Mrs. Alice Scardina
Business Manager	Mr. Michael McNulty

Faculty and Staff

We view ourselves as a faculty striving to form a Christian community among ourselves and with the children with whom we interact.

Preschool

Mrs. Caroline Couris
Ms. Rajuprete Dhaliwal

Pre-Kindergarten (Half-day)

Mrs. Solangé Fingal Bedard

Pre-kindergarten (Full-day)

Ms. Rosemary Summers

Kindergarten

Mrs. Lisa Short

Grade 1

Mrs. Nancy Mostardo

Grade 2

Ms. Nicole Hancock

Grade 3

Mrs. Katie Hattenhauer

Grade 4

Mrs. Mary Vitalie

Grade 5

Mrs. Martha Borkovic

Advanced Spanish

Mrs. Lilliana Arreola

Chinese

Ms. Yunhua Tao

Grade 6 Homeroom

Mr. Michael Hardy
(Mathematics & Science – Jr High)

Grade 7 Homeroom

Mrs. Victoria Pepe
(Language Arts & Reading – Jr. High)

Grade 8 Homeroom

Mrs. Maryanne Scanio
(Religion & Social Studies – Jr. High)

Art

Mrs. Solangé Fingal Bedardi

Band

Mr. Charles Shapera

Music

Mr. José Velez-Flores

Physical Education

Mr. Gregory Guzzo

Athletics

Mrs. Jennifer Vinezeano

Reading Specialist

Ms. Diem-Mai T. Tu

Beginning Spanish

Mrs. Jessica Loyaga

Table of Contents

GENERAL INFORMATION	4-11
Absence	4
Admission	4
Bicycle Safety	4
Bus Service	5
Cell Phones	5
Change of Address/Telephone	5
Civil Defense Warning System	5
Communicable Diseases	5
Communication Guidelines	6
Dental Check-ups	6
Dress Code	6-7
Emergency Health & Accident Forms	7
Emergency School Closing	7
Field Trips	7
Grade Policy	7
Honor Roll	7
Health	8
Homework	8
Home School Association	8
Hot Lunch	8
Jewelry	8
Library	8
Medication	8
Music	8
Parent Teacher Conference	8
Parent Club	9
Patrol Protection	9
Playground Supervision	9
Possession of Inappropriate Items	9
Recess	9
Religious Training	9
Report Cards and Parent-Teacher Conferences	9
Safety in School	10
School Board	10
School Reach Policy	10
School Visitation	10
Speech Correction	10
Sports	10
Telephone Usage	10
Transferring To another School	10
Visitors and Class Interruptions	11
Volunteers	11
Weather/Emergency Closing	11
Written Communication Policy	11
CODE OF CONDUCT	12-13
Bullying	14
DISCIPLINE POLICIES & PROCEDURES	15-17
ALCOHOL AND ILEGAL SUBSTANC USE/POCESSION POLICY	18
FINANCE POLICY	19-23

GENERAL INFORMATION

Absence

- Parents are required to report any absence by calling the school office (847-392-4098) before 8:30 a.m. a call must be made for each day of absence.
- If appointments must be made during school hours, a student may be excused from class by a written request of a parent. These should be kept at a minimum and for serious reasons only when other arraignment are not possible. For the safety of your child, a student cannot wait outside of the building. A parent must come into the office and sign out the student.
- Vacations are discouraged when classes are in session. If the vacation is unavoidable, when the student returns, he or she will be given all missed assignments. It is suggested that reading keeping a journal, and or drawing can add to the enjoyment of the vacation.

Admission

St. Colette is an alternative school for all the people of Rolling Meadows and Palatine. We welcome all students, regardless of religious, economic, racial, or ethnic backgrounds.

1. The school calendar provides 180 days of school.
2. School doors open at 7:15 a.m. Extended care 7:00 a.m.
3. School hours are as follows:
 - a) Grades 1 through 8 - 7:35 a.m.-2:15 p.m.
 - b) All Day kindergarten - 7:35 a.m.-2:15 p.m.
 - c) Preschool- 3yr MWF - 7:35 a.m.-11:00 a.m.
 - d) All Day Prekindergarten - 7:35 a.m.-2:15 p.m.
 - e) Half Day Prekindergarten - 11:30 a.m.-2:10 p.m.
4. Students must wait in the lobby or be signed into extended care until 7:15 a.m. At 7:15 a.m. supervision will be provided in the classrooms.
5. Students are marked tardy if they are not in the homeroom by 7:35 a.m. Students who are tardy must first report to the school office and sign in. Students will not be marked tardy due to:
 - a) Late bus arrival
 - b) Doctor or dental appointment with a written verification from the medical office.
6. Outdoor supervision is not provided before or after school. Students who walk or are driven to school should arrive at the time school doors are open. Extended day care is provided for early arrivals or late departures. Please call the school office for information,

Bicycle Safety

Children must park bicycles behind the church on the playground near the school. All bicycles must be locked.

Bus Service

Bus service is provided by Community Consolidated School District #15. The Superintendent of the local public schools sets down the regulations for bus behavior. While in transit, the students are under the jurisdiction of the driver. Refusal to obey the rules will be reported to school officials. School officials or the bus driver may assign seats. Students must remain seated while the bus is in motion. Problems will be handled as follows:

1. The driver will intervene to stop objectionable behavior. Should the behavior reoccur, the driver will fill out a report and direct it to the Principal. The conduct report will be mailed to the parent and must be signed and returned to the school office. A conference may be requested as well.
2. If a student receives more than two bus reports, there will be a denial of bus privileges for a designated period of time.
3. Students who ride busses may, on occasion, ride one of the buses to a location other than their assigned bus stop with a parent note approved by the office.

Cell Phones

The use of cell phones by students while on school grounds is prohibited. Cell phones should be turned off and kept in lockers and/or backpacks. Cell phones seen outside of permitted storage areas will be confiscated and returned to parents or guardians at the end of the day, or at the end of the activity.

Change of Address/Telephone

Home and/or place of business: parents should notify the school office of any changes of the above.

Child Custody

When parents are separated or divorced, the school assumes that both parents have access to the child unless information to the contrary is on file in the school office.

Civil Defense Warning System

St. Colette School is equipped with a 10-10 radio. It is an automatic device that picks up emergency calls directly from the State Police concerning storms, tornado warnings, and other important news. In the event of a warning during the school hours, all pupils will remain in the building.

Communicable Diseases

These procedures are in accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health.

1. Notify the school office immediately when your child has a communicable disease.
2. The following communicable diseases require exclusion from school, but no written release need be returned:
 - a) Chickenpox-not less than six days after eruption
 - b) German measles-five days after appearance of rash
 - c) Mumps-nine days after, until all swelling is gone
3. All other communicable diseases and contagious diseases require that a child have a written release from a physician before returning to school.
4. If your child has a sore throat, earache, discharge from the nose, skin rash, eruptions, eye infections, or elevated temperature of 100 degrees or more, he/she should be kept at home.
5. To be excused from physical education, a written request from the parents is required. In cases of frequent or prolonged absences from physical education, the school requires a written recommendation from a physician.

Communication Guidelines

The following are the proper lines of communication when expressing concerns regarding school matters:

1. Feel free to contact the school office to set up an appointment with a faculty member or the principal at any time. Your insight, concerns and ideas are welcomed.
2. When you have concerns or questions regarding your child's academic achievements or classroom situation, please contact the respective teacher(s).
3. If your concerns persist, contact the principal and if necessary, the pastor.
4. Concerns regarding day-to-day operation of the school such a curriculum, discipline, special programs, extracurricular activities, etc. contact the principal. If concerns persist, contact the pastor.
5. Concerns and questions regarding the school budget, tuition, school policies, fund raising, etc. contact the St. Colette School Board.

Dental Check-ups

The Dental Exams are required for kindergartners, 2nd graders and 6th graders. Dental inspection forms are due by September 15th. Please turn them into the office.

Dress Code

- St. Colette students in kindergarten through eighth grade are expected to wear the designated uniform on all school days with the following exceptions:
 1. Those students in kindergarten through fifth grade may have a non-uniform day on the day that they celebrate their birthday
 2. The Jr. High students may have one non-uniform day that will be designated by the student council with the approval of the principal each month. They are expected to be neat and clean in appearance at all times. Students must follow the non-uniform dress code on non-uniform days. Those students not in uniform who do not have a written excuse from their parent will be sent home to change into appropriate uniform. It is the responsibility of the parent that their child is dressed according to the uniform code. The judgment of the principal is final in all questions regarding the uniform code.
- Uniform Regulations for Girls
 1. White blouse with collar and buttons (short or long sleeve) white turtlenecks may be worn during cold weather.
 2. Green plaid skirt-navy blue twill slacks or corduroy may be worn during cold weather months. (no leggings) Grades 5-8
 3. Green plaid jumper-navy blue twill slacks or corduroy may be worn during cold weather months. (no leggings) Grades K-4
 4. Navy blue sweaters (optional) Navy blue (red for Jr. High) sweatshirts (optional) available at school.
 5. White or navy blue knee socks, tights or anklets
 6. Dress shoes or gym shoes (black, white, navy blue) no sandals. Shoes must have backs
 7. Hair - clean and neatly styled
- Uniform Regulations for Boys
 1. Light blue knit shirt with collar and buttons. Light blue turtleneck may be worn during cold weather.
 2. Navy blue twill or corduroy slacks
 3. Navy blue sweater (optional) Navy blue (red for Jr. High) sweatshirts (optional) available at school.
 4. Dress shoes or gym shoes (black, white, navy blue) no sandals. Shoes must have backs.
 5. Tuck in shirts.
 6. Hair-clean and neatly styled. Must be no longer than the top of shirt collar.

- Boys and Girls
 1. Uniform shorts are an option that may be worn for the months of -August, September, May and June. (Uniform shorts are available through the Dennis School Uniform store in Mt. Prospect, IL. Phone: 847-299-1442 Fax: 847-299-1774 Email: www.dennisuniforms.com)
 2. Coats and hats are not to be worn during class.
 3. Uniforms are worn from the first day of school to the end of the school year.
 4. Uniforms are available through Educational Outfitters Company. Order forms are available in the school office.
- Non-Uniform Dress Code
 1. Students must dress in neat and clean clothes. Students should not show any underwear. Spaghetti straps, tank tops, halter tops, unless covered with a shirt or sweater, are not acceptable. Worn or ripped clothing is unacceptable. The length of shorts, skirts or dresses should reach at least the individual's fingertips when standing. Shirts must at least meet shorts, pants or skirts. Shirts may not have inappropriate sayings or band names on them. Sleeveless shirts are permissible as long as they are tasteful.
 2. **Safety first**- sandals and backless shoes (flip-flops) are not appropriate for school wear and will not be allowed. Hanging earrings are unsafe for school wear and therefore, not allowed.

Emergency Health & Accident Forms

Forms are being sent with this letter. The form with parents' signature must be on file in the school office. In case of an accident at school, first aid is administered. When neither parent nor designated relative or friend can be reached, the doctor is contacted, and arrangements are made for the child to be taken home.

Emergency School Closing

- If it is necessary to close the school, Chicago radio stations will be notified by 6:00 a.m.
- **School Reach**: the School Reach System will be used to contact parents for emergency closings of the school. It is the parent's responsibility to let us know when phone numbers and email addresses have changed so that the School Reach system can be updated.

Field Trips

The school staff and room mothers will plan field trips. Written consent of the parent is necessary before the child is permitted to go. The form sent home must be signed by a parent.

Grade Policy

- The Grading Insert will be available at Parent Orientation in September.
- Classes such as Music, Physical Education, Art, Computer Science and Spanish are grades only at the semesters since they are not taught every day.
- Junior High students who do not maintain an average above 2.0 are required to stay for a mandatory study hall on Mondays and Tuesdays after school.

Honor Roll

Students from third through eighth grade must have a grade point average of 3.5 or above with no D's to qualify for the A honor roll. Those students with an average between, 3.0 and 3.4 with no D's to qualify for the B Honor roll.

Health

The State of Illinois requires every school pupil to have a complete physical examination when entering school for the first time. Forms sent to parents must be completed and returned on fee day. Kindergarten students and fifth-grade students may not enter school until an examination is completed, unless a doctor's card, stating that an examination is scheduled in the near future is presented. A physician's report must be on file in order for the child to remain in school. All students this year are required to have a 2nd MMR. Students 6 years and under must have lead screening. October 1st is the deadline for all physical examinations. **All children entering our school for the first time must bring a physical examination record from the last school attended.**

Homework

Parents can help by providing good conditions for study and by giving encouragement. Parents should avoid giving answers to assigned work. If a child has difficulty completing work, the parent should schedule a parent-teacher conference. Please allow 24 hours for a teacher to assemble assignments when your child is absent for more than two days. Do not request assignments if your child is absent for one day.

Home School Association

Please see Parent Club

Hot Lunch

St. Colette School participates in the Archdioceses School Lunch Program. Menus and order forms are sent home monthly.

Jewelry

Students may wear one pair of stud earrings and/or a watch. All other jewelry must be removed during school hours.

Library

Children should be encouraged to read as much as possible. Please urge them to take care of the library books they bring home. Students will be expected to replace lost or damaged books.

Medication

- Except in extraordinary circumstances, which must be approved by the principal, the school or school personnel will not maintain or supervise the taking of, or administer medication.
- According to state law, it is only permissible for school personnel to dispense medication under the following conditions:
 1. Student requesting that the school cooperate with the directions of the current prescription. Forms are available in the school office.
 2. Prescription medication and inhalers must be brought to school in a pharmacy-labeled container. A physician's order must accompany any over-the-counter medication such as aspirin, Tylenol or cold medications.
 3. For your child, and the safety of all students, all medication and inhalers must be brought to the office. Students are responsible to report to the office at the proper time to take his/her medication/
 4. Written permission is required from the parent or guardian or the school will provide no medication.

Music

An optional band program is available. Parents will be notified in the beginning of the year regarding registration for the band.

Parent Teacher Conference

Conferences will be held on September and November, February (optional). All parents are asked to make every effort to abide by the schedule that will be established. These conferences give the parents, students and teachers an opportunity to discuss each individual child and to have a better understanding of the child and the school program. Conferences are not limited to this particular period. We encourage a conference whenever the parent or teacher feels it is necessary.

Parent Club

St. Colette Home School Association was formed to improve communication between faculty and parents, to provide educational opportunities for faculty and parents, to coordinate volunteer efforts in the school, and to raise funds for the improvement of the school. All parents are automatically members.

Patrol Protection

Parents are urged to encourage their children to abide by basic safety rules. Children should come to school by the safest routes, cross at the crosswalk, and cooperate with the crossing guards.

Playground Supervision

The school day begins at 7:35 a.m. and ends at 2:15 p.m. No supervision is provided before or after these times.

Possession of Inappropriate Items

Students shall refrain from bringing to school such items as: toys, electronic games, matches, lighters, tobacco, skateboards, fireworks, and knives, weapons of any type, alcoholic beverages, illegal chemicals, and drug paraphernalia. Should any such items be brought to school, they will be subject to confiscation for the remainder of the school year. Selling items not sponsored by the school is prohibited. Detention or suspension may be a consequence for bringing prohibited items to school.

Recess

The lunch period is a time for informal, but safe, socializing among students. Behavior that results in violation of the rights and privileges of others will not be tolerated. Students whose behavior is rough, quarrelsome, or disorderly may receive a detention or possible be suspended from participating in future playground activities.

1. Students must remain in the designated areas.
2. Students are encouraged to participate in games and group activities.
3. There will be a teacher supervisor in charge of each playground area. Respect and obedience will be demanded of all students toward the teacher and staff members supervising.
4. It is absolutely forbidden for children to throw snow. Please make this regulation very clear to your children.
5. We will have outside recess as much as possible. Children should dress properly for the weather; boots, gloves, hats and coats which are appropriate for the weather conditions.

Religious Training

Religion is ordinarily taught every day. To ensure proper religious formation, we expect our families to worship regularly at the church of their choice. We expect Catholic families to attend Sunday mass weekly.

Report Cards and Parent-Teacher Conferences

- Report cards are distributed at the quarter
- The report cards must be signed and returned to the teacher within one week of receiving it.
- Parent-teacher conferences are scheduled in September, October and again in February. This conference is mandatory for all parents. The purpose of this conference is to discuss your child's progress as well as to share information that would be helpful to both parent and teacher.
- Informal reporting to a parent takes place as needed through phone or written notification. Students receiving less than a C will receive a progress report during the middle of the quarter.
- If it should become necessary to contact a teacher by phone, please leave a message with the office and the teacher will return the call at the earliest convenience after school hours. Teachers are not available for phone calls during school hours.

Safety in School

The school has planned a safety program, including bicycle safety regulations and playground rules. No baseball playing or snowball throwing is permitted on Parish grounds.

School Board

St. Colette Board Of Education was created to form the policies that govern St. Colette School. It also monitors the acquisition of funds necessary for the functioning of the school. There are eleven elected lay members. The Pastor is an ex-officio member. The principal is the Executive Officer of the board.

School Reach Policy

- School Reach provides St. Colette School administrators the ability to deliver personalized phone or text messages to every parent or staff, or selected groups, through an easy-to-use web based system.
- School Reach can be used for:
 1. Direct, timely personal messages from school administrators
 2. Emergency responses, school cancellation, and general announcements
 3. Same day-of and night-before notification
 4. Rumor abatement
 5. Use of the School Reach System is to be approved by the principal of St. Colette School. The principal does have the authority to limit or decline proposed requests
- Request for the phone and/or email contact must be sent to the principal at a minimum of two school days before the communication is to be sent. The complete written message is to be provided to the principal as part of the request.

School Visitation

All parents are welcome to visit our school at any time. All parents should stop at the office prior to a classroom visit. The teacher will be busy with class work and will not have time for a parent-teacher conference during these visitations, but we will be happy to arrange a conference for another time. If you desire to talk to your child's teacher, please contact the school office and leave your name and telephone number. The teacher will call you back at a convenient time.

Speech Correction

When requested by the teacher, children are checked by the speech therapist by arrangement with the public schools. Those who require therapy are scheduled for speech classes. Parents are notified by letter when a child is assigned to these classes.

Sports

The athletic program of our school is under the direction of the Athletic Director.

Only those students who maintain good marks in their academic subjects will be allowed to represent the school in competition with other schools. **Telephone Usage** Students are to use the phone for personal use only with a teacher's permission.

Emergency calls will be taken care of by the office secretary. Teachers or students are not called to the telephone except in emergencies.

Transferring To another School

Parents should notify the school office in advance if they plan to take children out of school, since a transfer must be secured.

Visitors and Class Interruptions

- All school time is devoted to instructional purposes. No one may interrupt classes, nor may teachers or students be called from their classroom except for urgent reasons, then only with the permission of the principal.
- Parents who wish to speak with a teacher may do so by calling the school office. Leave your name and phone number, and the teacher will return your call within 24 hours. If a teacher does not respond to email, please contact the office by phone, just in case there is a technical issue.
- In an effort to provide a safe and secure environment for students and staff, doors are locked after the first bell. After the first bell, please ring the doorbell for admittance. Volunteers and visitors who wish to go beyond the office area between 7:35 a.m. and 3:00 p.m. must sign in and wear a visitor's badge during their visit. The badges are available in the school office. Visitors are also required to sign out when they leave the building.
- Students are not allowed to call home for forgotten homework, assignments lunches, unsigned tests, library books, etc. Children are allowed to call home for necessary forgotten items such as glasses, medicine, musical instruments, etc. Permission to call home must be granted by the principal or secretary.
- Items to be given to the students must be brought to the school office. Before leaving anything in the office to be delivered to your child, mark the item clearly with the child's name, grade and room number. A staff member will deliver the items. Parents are not to deliver items directly to a classroom, or the cafeteria.
- Deliveries of flowers or any other such items to the student for birthdays or other occasions are prohibited and will not be accepted in the school office.
 - ✓ Children will be called to the office during the school day for a phone call for emergencies only. In order to ensure sufficient time for emergency message delivery, you must call before 1:45 p.m.

Volunteers

It takes many people to accomplish the necessary tasks involved in running a school. Volunteers are needed in the library, the learning center and for social activities. If a parent wishes to do voluntary work, please contact the school office. All volunteers are required to complete the Archdiocesan Volunteer Form, available in the school office.

Weather/Emergency Closing

- School closings due to unforeseen circumstances such as, heavy snowfall, ice, extreme temperatures and water or heating problems will be announced on the following radio and television stations: WMAQ-670, WGN-720, WBBM-780, WLS890, WLS-94.7, B96-96FM, US99-99FM, FOX TV-Channel 32.
- St. Colette will follow District 15 in closing for inclement weather.
- The Emergency Closing Center hotline is available to find out if the school is closed from a touch-tone phone, dial 1-900-407-7669 and then enter the school phone number: (847-392-4098), the cost is 95 cents per minute.
<http://www.emergencyclosings.com> provides listings for school closings.
- We also have an emergency service. The phone call you receive is voice activated. You must say 'hello' and wait for the message to begin. It is the responsibility of our parents to keep both their phone numbers and email addresses updated.

Written Communication Policy

All written communication going home through students at school must have the approval of the principal. Additionally, all written communication (flyers, Sunday bulletin submissions, etc.), involving the school must have the approval of the principal.

CODE OF CONDUCT

- In order to build a community of love, respect, and service, each student must learn self-discipline:
 1. Treat self and others with respect
 2. Act responsibly
 3. Exhibit right judgement
- The development of discipline is a shared responsibility between parents and the school.
 1. Respect self
 - Practice good personal hygiene
 - Have a clean uniform
 2. Do the best job you can
 - Keep supplies neat and organized
 - Remember your work is a picture of your work to potential
 3. Respect others
 - Be courteous
 - Use good manners
 - Use appropriate language
 - Arrive on time
 - Show concern for others
 - Listen when others are speaking
 - Resolve conflicts appropriately
 4. Act responsibly
 - Come prepared
 - Complete class assignments
 - Complete homework
 - Replace supplies as necessary
 - Treat property with care
 - Tell the truth
 - Use time productively
 - Think before you act
 5. Exhibit right judgment
 - Own up to what you do
 - Do what is right
 - Stand up for what is right
 - Accept the consequences of your actions

- **We will not tolerate**
 1. The possession or use of drugs, alcohol, tobacco, weapons or fireworks
 2. Vandalism or theft
 3. Harassment of another student or school personnel.
 4. Harassment includes, but is not limited to: name calling, threats, gossip, malicious notes, and personal acts of violence.
 5. Vulgar or obscene language, signs, gestures, or pictures
 6. The throwing of any objects such as, but not limited to, snow, books, food etc.
 7. Leaving school grounds before school, during lunch hour, or while waiting for the buses without the express permission of the principal.
 8. Lying and cheating
 9. Spitting at or on another person or his/her property
 10. Loitering on parish grounds
- **When our expectations are not met, we:**
 1. Will intervene to stop behavior
 2. Confer with the student concerning a change of behavior
 3. Place the student on detention
 4. Conference with parents, student, teacher, homeroom teacher, and principal
 5. Students with more than four detentions may be suspended
 6. Repeated disregard of school rules may result in expulsion

Respect for others is an essential part of the Catholic School discipline code. Unfortunately, much of our culture promotes aggressive behavior. Creating a peaceful school community requires much diligence and guidance. As you may know, it has always been part of our belief that any form of demeaning or disrespectful behavior towards others is unacceptable and should not be allowed.

Bullying

- **Bullying/harassment is an intentional, repeated, hurtful act (verbal, nonverbal or physical) committed by one or more persons towards others.**
- Bullying/harassment is characterized by:
 - ✓ aggressive behavior towards others
 - ✓ repeated over a period of time
 - ✓ an imbalance of power
- It is important for you to understand that all allegations and threats of bullying/harassment are taken seriously, promptly investigated and dealt with appropriately.

biting	hitting	pinching	stealing
cruel jokes	tricks	teasing	spitting
Destroying personal property	ganging up on someone	name calling	taunting
pushing	hurtful words	picking on others	threats

- **Indirect bullying /harassment can take many forms including, but not limited to:**

crank phone calls	text messaging, etc.	writing cruel notes
rude gestures	individual/grouping exclusion	writing threatening notes
spreading gossip/rumors	internet bullying	misusing e-mail or personal accounts

- If it is determined that a child is bullying, he/she will be placed on an In-School-Suspension immediately and will be required to complete the day's assignments. In addition, any student participating on an athletic team and is bullying may be suspended from the team.
- Please know that we as parents, administrators and the community must work together to eliminate bullying/harassment. As adults we must take the lead in confronting bullying behavior. The cooperation of all is imperative in addressing this issue. If you have any questions, please call us directly.

Role of the Administration

It is the role of the administration, faculty, and staff to work with the parents and students to assist students in growing toward responsible adulthood. The principal reserves the right to determine the seriousness of student misbehavior. The principal will also determine if certain cases of misconduct require stronger measures. The principal may waive any disciplinary rule for just cause at his/her discretion.

Suspension

Suspension is the isolation of the pupil from some or all school activities. Thus, the pupil may be required to report to school during normal school hours, but be separated from his/her ordinary classes and be expected to continue schoolwork on an independent or private study basis. In some instances, the pupil may be barred from school entirely. Except in unusual cases, the suspension shall not exceed one week. Suspension is ordinarily invoked to prevent disruption of the school environment.

Expulsion

Expulsion is the termination of the pupil's privilege to attend the school and requires a transfer of the pupil to another school. Except in appropriate cases, expulsion will be imposed only after a period of suspension and/or probation.

DISCIPLINE POLICIES & PROCEDURES

General Policies

Saint Colette School works to maintain a safe, orderly and reputable academic institution. Therefore, the school expects its students to avoid situations, both on and off campus, where activities are contrary to its stated philosophy and policies and detrimental to the good order and reputation of the school. The school, acting in place of the parent(s)/guardian(s), is responsible for maintaining an atmosphere of safe, orderly and appropriate conduct among its students while they are on campus or attending school sponsored events. See “Off-Campus Conduct” section that follows for additional information.

Off-Campus Conduct

- In off-campus situations that do not have any connection to Saint Colette’s educational and co-curricular programs, the school expects its parent(s)/guardian(s) to exercise their role as the primary educators and disciplinarians of their children. However, the school may exercise jurisdiction for student misconduct that may occur.
- In determining whether a specific non-school, off-campus activity violates the spirit of the statement above and requires the intervention and response of the school, the Administration will consider each of the following criteria:
 1. The seriousness of the violation according to the school’s philosophy, school policy, or federal, state or local ordinance
 2. Whether or not the incident occurred at or in relation to a school-sponsored event
 3. Direct connection to or public mention of the “Saint Colette” name in reference to the incident;
 4. The proximity of the location of the occurrence to the school’s campus
 5. Conduct or consequences threatening the safety and/or harmony of members of the school community
 6. Conduct or consequences obstructive to the good order and educational and moral climate of the school
- In those off-campus situations where one or more of the six criteria listed above apply, the Administration may deem it necessary to act for the good of the school community. The offending student will be subject to any and all of the “Disciplinary Measures” identified below. Students are reminded that their conduct off-campus also includes the Internet. Online journals/social networking should not be used to demean, harass, or threaten any member of the Saint Colette community or misuse the good name of Saint Colette. Disciplinary consequences may result as off-campus conduct comes into and affects members of the Saint Colette learning community. Violations of federal, state and local ordinances and/or the fundamental philosophy of Saint Colette School not specifically mentioned herein are also cause for disciplinary action by the school.

Detention Form

A disciplinary referral form is a notification to the parent(s)/guardian(s) regarding a student's disregard of classroom policy or school policy. **The form must be signed by a parent/guardian and returned to the Office before 8:00 a.m., the next school day.** At any time when deemed necessary by the Principal, continued disrespect of school policies may result in disciplinary probation, suspension or expulsion of the student.

Detention

Detention is generally held for two lunch periods. The student may be required to do service work for the school. Each detention is served during two recess periods.

After School or Saturday Detention

A Saturday detention may be assigned for a serious violation of the discipline code.

Discipline Agreements

Students with serious or numerous disciplinary referrals and their parent(s)/guardian(s) may be required to sign a discipline agreement with Saint Colette School as a condition of continued enrollment. Failure on the part of the student to fulfill the terms of this agreement may result either in suspension or immediate expulsion, depending on the gravity of the situation. The Principal or Pastor will make the final decision in these cases.

IN School Suspension

A student will receive an in-school suspension for gross misconduct or when the student must be removed from classroom population for the general welfare of the school or for the benefit of the student involved. The student is not allowed to socialize or permitted to attend or participate in any school function on or off campus on the day or days of the in-school suspension. For the student to be readmitted to school, the parent and student must meet with the Principal and/or Pastor. Student assignments due will be accepted and graded.

Unacceptable Behavior

- **Alcohol or Drug Sale or Distribution** - See the illegal substance/possession policy below.
- **False Alarms/9-1-1 Calls** - Any student who pulls a fire alarm without cause, makes a fraudulent 9-1-1 emergency call, or creates any other kind of false alarm while on campus or at a school-sponsored event is subject to suspension. The offending student is also subject to police action based upon the laws and ordinances governing false alarms.
- **Gangs** - Gang and gang-related activities are prohibited on school property or at school affiliated activities. Any indication of gang membership or gang-related activities would result in suspension.
- **Weapons and Explosives** - Students are not to have weapons or explosives, including lookalikes, facsimiles or accessories of any kind in their possession. Any weapon or explosive found will be confiscated, the police will be notified, and the student will be subject to suspension or expulsion.
 - In addition to the aforementioned descriptions, gross misconduct or chronic violations may subject the student to a meeting with the Disciplinary Review Board for a consideration of expulsion.

Disciplinary Review Board

The Disciplinary Review Board is appointed by and chaired by the Principal. It shall be sufficient and necessary that at least five (5) of the seven (7) Disciplinary Review Board members be present to conduct the conference and render a decision in each case submitted to the Board. Each Disciplinary Review Board member reserves the right to recuse himself/herself, at his/her sole discretion, from a particular case submitted to the Board. If the student and/or his/her parent(s)/guardian(s) should request that a Board member recuse him/herself, it shall remain the Principal's decision, at his/her sole discretion, whether to recuse the member of the board.

Charge of Misconduct

Where any such misconduct or violation shall come to the attention of Principal directly, indirectly, or by means of a disciplinary referral form, after investigation he/she may require that the student meet with the Disciplinary Review Board.

Evidence of Charge

The Principal of will investigate and gather the evidence required to validate the charge of gross misconduct or serious or chronic violations of the School's rules against the student. Once he/she completes the investigation, the Principal shall then submit the confirmed charges to the Disciplinary Review Board that is described above.

Notice of Charge

After the Principal has validated the charge(s) and determined that the charge(s) are submissable to the Disciplinary Review Board, the homeroom teacher shall submit the charge(s) in writing to the Board. The Principal shall then promptly notify the parent(s)/guardian(s) by phone and schedule a conference for the family with the Disciplinary Review Board to take place in a timely fashion. The Principal will place the student on in-school suspension pending the conference with and decision of the Disciplinary Review Board.

Disciplinary Review Board Conference

The student and his/her parent(s)/guardian(s) have an obligation in good faith to present all information that they wish the Board to consider at the time of the conference. However, since this is a private Catholic school, the School, the parent(s)/guardian(s), and the student agree and confirm that no attorney shall be permitted to be present either for the School or the student and/or his/her parent(s)/guardian(s), since such attendance could be disruptive to the Disciplinary Review Process to which the parties have agreed as a part of the contract of education entered into by the student and his/her parent(s)/guardian(s) with the School upon entry into the School. Considering their contract with the School, the student and his/her parent(s)/guardian(s) agree to attend and participate in a Disciplinary Review Board conference when required by the Principal of Students. If a student and/or his/her parent(s)/guardian(s) fail to appear for a scheduled Disciplinary Review Board Conference, the Board will proceed in their absence. In that case, the student in question may be expelled.

Decision of Disciplinary Review Board

After hearing all the facts presented by the Principal of Students, the student, and his/her parent(s)/guardian(s), the Disciplinary Review Board will meet in executive session to make its decision concerning the student's status. The Board's decision for the school may be: (1) to take no action; (2) to retain the student under specified conditions; or (3) to expel the student. The decision is reported to the parent(s)/guardian(s) by the Chair of the Disciplinary Review Board.

Appeal

The student's parent(s)/guardian(s) reserve the right to appeal a decision of expulsion by the Disciplinary Review Board. They must submit the appeal in writing directly to the Pastor within two (2) school days after notification by the Disciplinary Review Board of its decision.

Final Decision upon Appeal

The Pastor will make the final decision regarding any appeal of the Disciplinary Review Board's decision. No further recourse is available or allowed.

ALCOHOL AND ILLEGAL SUBSTANCE USE/POSSESSION POLICY

Possession, whether actual or constructive, purchase, receipt, or use of alcohol or other mood-altering drugs is strictly forbidden on or off campus for all students. A student who is in possession of, purchases, receives, uses, or is under the influence of alcohol, marijuana, drugs, or any illegal substance, or is in possession of any drug-related paraphernalia on school property or at any school related function will be suspended immediately and may be liable for expulsion. Constructive possession means that the student, being a minor, was present in or at a location where the illegal possession and/or consumption of alcohol/drugs by minors took place. The student him/herself does not have to be in actual possession of alcohol/drugs to be in violation of this policy.

1. **Any student selling, distributing or transferring drugs or alcohol at school or any school function will be suspended immediately. The student will be subject to expulsion and police charges, whether the exchange took place on or off campus.**
2. School policies and procedures regarding alcohol and other drugs apply to all students and must be adhered to in order for the students to be eligible for participation in athletics, activities and organizations.
3. A student suspended for a violation of the Alcohol and Other Drugs Policy cannot participate in practices, rehearsals, activities or games. In the case of suspected drug or alcohol use, a student will be referred to a testing center approved by the school for a drug test. A list of possible testing centers is available in the Principal's Office. The student's parent(s)/guardian(s) will incur the cost of the drug test. Refusal to submit to either an alcohol or drug evaluation will be considered an admission of guilt and the student will be liable to the disciplinary sanctions noted in this handbook.

First Offense

A student who appears under the influence or is in possession of drugs/alcohol during the school day or at a school-sponsored activity will be immediately suspended from school. When this occurs, parent(s)/guardian(s) will be notified by school officials and expected to pick up their son/daughter or make arrangements for a responsible adult to pick him/her up. The student will remain suspended from school until a conference is held between the student, his/her parent(s)/guardian(s), the Principal. The student's homeroom teacher will also be present at this conference. The student will be placed on social probation immediately upon verification of the offense for a minimum of two (2) weeks. The student is also ineligible, for a minimum of two (2) weeks, for any school-sponsored activity or sport from the date of verification of the violation, unless an athletic team or activity has approved by-laws and constitution more stringent than four weeks ineligibility. The student will also be placed on disciplinary probation for a minimum equivalent of one (1) semester or two (2) academic quarters. The student must also receive a drug-alcohol evaluation. If the evaluation indicates that the student has a problem with drugs/alcohol, the student must attend a drug/alcohol education program. The following steps outline this process:

1. The initial appointment for the assessment must be made within two (2) days of the meeting with the Pastor and Principal. If the appointment is not made within two days, the student will be suspended until the appointment is confirmed.
2. The student's parent(s)/guardian(s) must sign a release permitting the school to receive the assessment agency's evaluation of the student.
3. The student must participate in any treatment program that may be recommended as a result of the assessment.

At the conclusion of the treatment program, the family must agree to provide the school with a copy of the student's re-evaluation report. If the report indicates that the student has not made progress while in the treatment program, the school may expel the student. The student must also agree to random drug/alcohol screening for the remainder of their enrollment at Saint Colette. All costs associated with such screening are the responsibility of the parent(s)/guardian(s). Refusal to cooperate with random screening and payment of incurred costs will result in immediate suspension. A Disciplinary Review Board conference will be held for consideration of expulsion. The student may face expulsion from school depending upon the circumstances of the first offense.

Second Offense

A second violation of the drug and alcohol policy at any time while the student is enrolled at Saint Colette School may result in an immediate Disciplinary Review Board conference for a consideration of expulsion.

FINANCE POLICY

Excerpt from the St. Colette School Finance Policy dated July 1, 2007 Updated January 2016

Policy #1: Tuition Grant Qualification and Process:

1. Definition of a Parishioner: All families who actively continue in faith development, financial contribute (as is possible) attend mass regularly at St. Colette Parish or St. Colette's (designated partner) Parish. Only parishioners will be considered for tuition grants.
2. Families requesting a tuition grant must complete the following steps:
 - a) Register for school and pay any corresponding registration fees.
 - b) Completely fill out, by set deadlines, all grant application forms, which will include W2 and federal tax information. (1040 forms)
 - c) All families that are eligible for archdiocese scholarship grants must apply before an award will be granted.
 - d) Must agree to provide all follow-up information requested.
 - e) Must keep all awards and correspondences confidential.
3. The Grant Application process will be as follows:
 - a) Families request a grant following steps listed in policy #2.
 - b) Grant Application will be prioritized based on financial need as stated by the tuition management recommendation.
 - c) All application will be reviewed by a parish committee, which will consist of the Principal, Business Manager, Pastor or other Parish Priest, and a representative from the Parish Council. No active parent is allowed to sit on the committee.
4. Once a grant amount is decided upon, the applicant will be informed via letter as to the amount of the award. Once the letter is received the applicant can sign the letter and return it to the school or call the school and set-up a meeting to appeal the reward. The Principal and Business Manager will hear all appeals. The school reserves the right to interview all/any applicants to determine validity of the data contained in the application.
5. The applicant must sign and return the grant letter once they agree to the tuition amount owed. (Net of grant)
6. Even for families that qualify for a tuition grant, the minimum amount each family will be expected to pay will be \$1,200 per child attending the school.
7. Families receiving a tuition grant are expected to volunteer their time in excess of the normal volunteer commitments of a typical school family.
8. The tuition grant is **only** applied to the tuition portion of the tuition and fees charged.

Policy #2: Tuition Grants Timeline:

1. Only Students in good academic and disciplinary standing will be eligible for a tuition grant. Student/Families with the longest tenure in the school will be given first preference for tuition grant.
2. The total amount of grant money to be given out yearly will be determined each year by the school board and the parish finance council. Preferable, the amount of school furnished aid for the following school year will be set at the January Finance Council meeting.
3. All returning families **MUST APPLY** for aid **by APRIL 15th** of the current school year for aid awards for the following year.
4. All returning families who apply by the April 15th deadline will have their applications reviewed and will be notified of their grant amount by June 1st.
5. After June 1st grant application will be open to new families.

Policy #3: Tuition Payment

1. Families, who fall under the definition of a parishioner outlined in policy #1, are entitled to the discounted Parish tuition and fees rates. All others will pay the Base tuition and fees rates.
2. All families are expected to pay a registration fee at the time of registering. One-Half (50%) of this fee is refunded if the application is rescinded prior to July 1st otherwise this fee is non-refundable. No portion of this fee will be applied to tuition, this fee covers tuition management set-up, and administrative work required to set-up a family within the school systems.
3. The Book Fee portion of the tuition and fees will be treated as follows:
 - a) Families are eligible to receive a full refund (100%) provided they withdraw their students by August 1st.
 - b) Families will be charged ½ of the Book Fee provided they withdraw their students after August 1st and before Oct. 1st.
 - c) All families will be charged the full Book Fee amount if their students attend school after October 1st, no exception will be given.
4. Families will make tuition payments according to one of the following payment plans
 - a) Full payment
 - b) Semi-Annual
 - c) Quarterly payments
 - d) 10 Monthly Payments
 - e) 12 Monthly Payments
5. All Payment plan will begin on July 1st for returning families and families that register before July 1st. If a family registers after July 1st, the Business Manager will arrange for a payment schedule start date and the number of payments required.
6. For those families, receiving Tuition Grants, all payment plans start dates must be agreed upon by the Principal and Business Manager.
7. Extended Care will be a separate charge from School Tuition and Fees. There will be a registration fee and an hourly rate per student. See Extended care section for more details.

Policy #4: Tuition Delinquency

1. All Families will be required to sign a tuition contract that includes the following:
 - a) The amount of tuition and book fees owed (Net of tuition grant).
 - b) The payment plan chosen and the start date of the payment plan.
 - c) Any required volunteer obligation.
2. Once a tuition contract has been signed, the School Business Manager will set-up a payment plan within the tuition management system that corresponds to the current tuition contract.
3. Once the plan/contract is in place, if a tuition payment is not received by the due date, it will be considered late and the tuition management system will assess a late fee, which will be the responsibility of the families.
4. Once their payment plans are set-up in the tuition management system all families are required to access their accounts and set-up an automatic payment type within the system.
5. Once a family falls **60 days behind in their payment** the student(s) within that family will be **excluded from class** until the time that the tuition account is up to date.
6. In the case of hardship, the family can meet with the Principal and the Business Manager and if the family provides a reasonable explanation supported by appropriate documentation, the Principal and the Business Manager may agree to an appropriate late payment schedule. In select extreme circumstances, the Principal may decide, with agreement from the Pastoral Staff, to reduce the tuition payment amount by applying the

tuition grant guidelines from policy #1. In either case, the new payment schedule will be communicated and must be signed.

7. If by May 1st the families account is past due the following actions will be taken:
 - a Final report cards will be withheld until the tuition account is paid in full.
 - b Past grades and other student information (except for state mandated information) will be withheld for student transferring to another school.
 - c 8th grade students will be withheld from graduation activities and diplomas will be withheld until account is up to date.
8. When school ends in June, the principal will contact any family with an outstanding balance. If the tuition and fees has still not been paid by August 1st, the names of those families will be turned over to the Diocesan Legal Group for follow-up and those families will not be allowed to return the next year.

Policy #5: Late Registration (including Pre-School)

1. For students starting late, tuition and book fees will be prorated. We will not distinguish between start date, I.E. starting last day of the month will be treated the same as starting 1st day of the month. When students register late, they will still be responsible for paying the registration fee and the following prorated schedule will be used. The first payment will be due 20 days after the student(s) starts and on a monthly basis afterwards starting with the 15th day of the following month and end no later than June 15th.
 - a) August registration: Full Payment
 - b) September registration: Full Payment
 - c) October registration: 90% of (Net) Tuition and 100% of Book Fees
 - d) November registration: 80% of (Net) Tuition and 100% of Book Fees
 - e) December registration: 70% of (Net) Tuition and 100% of Book Fees
 - f) January registration: 60% of (Net) Tuition and 100% of Book Fees
 - g) February registration: 50% of (Net) Tuition and 100% of Book Fees
 - h) March registration: 35% of (Net) Tuition and 50% of Book Fees
 - i) April registration: 30% of (Net) Tuition and 50% of Book Fees
 - j) May registration: 15% of (Net) Tuition and 50% of Book Fees
2. Families registering late will be able to apply for tuition grants provided they follow the step outline in Policy #1 and that there are funds still available.

Policy #6: Volunteer and Fund Raising Responsibilities

1. Families are expected to volunteer for at least 10 hours of service at the school. Families that do not fulfill this commitment will be assessed the current Commitment Waiver Fee (currently \$350).
2. Each family will also be responsible for participating in school fundraisers such as trackathon, candy sales and school raffles.
3. Families that receive a tuition grant are expected to volunteer their time in excess of the normal volunteer commitments of typical school families.

Policy #7: Student Withdrawing

1. Families withdrawing students prior to July 1st they will be refunded the amount of tuition paid, minus the registration fee and the value of materials already purchased.
2. After the first day of school, the following schedule of charges will apply to all families – based on the month in which they withdraw:
 - a) August – family owes 100% of registration fee, 50% of Book Fees and 10% of (Net) Tuition.
 - b) September – family owes 100% of registration fee, 50% of Book fee and 20% of (Net) Tuition.
 - c) October – family owes 100% of registration fee, 100% of Book fee and 30% of (Net) Tuition.
 - d) November – family owes 100% of registration fee, 100% of Book fee and 40% of (Net) Tuition.
 - e) December – family owes 100% of registration fee, 100% of Book fee and 50% of (Net) Tuition.
 - f) January – family owes 100% of registration fee, 100% of Book fee and 60% of (Net) Tuition.
 - g) February – family owes 100% of registration fee, 100% of Book fee and 70% of (Net) Tuition.
 - h) March – family owes 100% of registration fee, 100% of Book fee and 80% of (Net) Tuition.
 - i) April – family owes 100% of registration fee, 100% of Book fee and 90% of (Net) Tuition.
 - j) May – family owes 100% of registration fee, 100 % of Book Fee and 100% of (Net) Tuition
3. There will be no distinction between the 1st of the month or the last of the month. I.E. attend 1 day of the month and the above scale prevails.
4. If the student withdraws between August 1st and the start of school no tuition will be owed but the family is obligated to pay 100% of the registration fee and 50% of the book fee.
5. All tuition and fees paid will be subtracted from calculated amount due, if a refund is forthcoming, the family will receive the refund within 30 days of withdrawals. All families are expected to pay any amount owed within 30 days of withdrawal; their account within the tuition management account will be updated with the net amount owed within 5 days of withdrawal.
6. If the account is not paid in full within 30 days of withdrawal, the account will be turned over to the Diocesan Legal Group.

Policy#8: After School Care responsibilities:

1. The school offers after school care as a convenience to the families that require this service. There is a registration fee and a weekly/hourly fee associated with this service. Payment of these fees is essential for school to offer this service.
2. Please see the after school care registration form for cost and attendance policies.
3. The school will bill for this service on a weekly basis, failure to pay these bills will result in this service being rescinded.
4. Once a family falls more than 3 weeks behind in payments they will receive a warning letter. If the family does not bring their account up to date and falls further behind (4 weeks) the school will no longer allow their students to partake in this service and the family will be forced to make other arrangements.
5. If the family has a hardship case they must arrange, with the principal, a payment plan in order to remain in the program.

Understanding:

I hereby agree that I have read and understand all financial policy for St. Colette School. By my signature I agree to follow these policies and procedures.

Print Name: _____

Signature: _____