



# 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
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, 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  
Pastor  
Principal  
Administrative Assistant

Sister Mary Paul McCaughey, O.P.  
Reverend Peter Galek  
Mrs. Valerie Zemko  
Mrs. Christine Bogdanski

## **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.

### **Pre-school**

Mrs. Nancy Scieurba

### **Pre-school Aide**

Mrs. Lall Kirpall

### **Pre-kindergarten**

Ms. Kelly Nunes

### **Pre-kindergarten Aide**

Mrs. Rajupreet Dhaliwal

### **Kindergarten**

Ms. Angelika Makas

### **Kindergarten Aide**

Mrs. Linda O'Brien

### **Grade 1**

Mrs. Nancy Mostardo

### **Grade 2**

Ms. Nicole Clifford

### **Grade 3**

Mrs. Maria Reierstad

### **Grade 4**

Mrs. Mary Vitale

### **Grade 5**

Mrs. Kathleen Hattenhauer

### **Grade 6**

Ms. Karina Wodzinski

### **Grade 7**

Mrs. Victoria Pepe

### **Grade 8**

Mr. Ronald Mazzoni

### **Computer Science**

Mrs. Kathryn McIntyre

### **Learning Center**

Special Service Coordinator

Mrs. Rosemary Summers

### **Physical Education**

Mr. Thomas Burke

### **Art**

Mrs. Nancy Scieurba

### **Band**

Mr. Charles Shapera

### **Spanish**

Mrs. Valentina Peña

### **Music**

Mr. Oleg Rudnytskyi

**Absence**

1. 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.
2. 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 arraignments 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.
3. 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 176 days of school.
2. School doors open at 7:15 a.m. Extended care 7a.m.
3. School hours are as follows:

a) Grades 1 - 8	7:40am-2:10pm
b) ½ day Kindergarten	7:40am-11:00am
c) All Day kindergarten	7:40am-2:10pm
d) Preschool- 3yr M-W-F	7:40am-10:50am
e) Pre-Kindergarten	11:30am-2:10pm
4. Students must wait in the lobby or be signed into extended care until 7:30am. At 7:30 am supervision will be provided in the classrooms.

*late bus arrival*

*doctor or dental appointment with a written verification from the medical office.*
5. Outdoor supervision is not provided before of after school. Students who walk or are driven to school should arrive at the time school doors are open.
6. 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.

**Bingo**

All families are required to work three Friday bingo sessions per year. Both parents are expected to work. If parents wish to work at separate sessions, this can be accommodated. If parents do not wish to work bingo, they are required to pay an additional \$350.

**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 during the day or during school activities 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.

**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.

**Change Of  
Address/Telephone**

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

**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 as a curriculum, discipline, special programs, extra curricular 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 inspection form that you received should be completed and returned by the first day of school. It is recommended that each child have a yearly dental exam.

**Discipline Policy**

1. In order to build a community of love, respect, and service, each student must learn self-discipline:
  - To treat self and others with respect
  - To act responsibly
  - To exhibit right judgment
2. The development of discipline is a shared responsibility between parents and the school.
  - Respect self
    - Look clean*
    - have a clean uniform*
  - Do the best job you can
    - keep supplies neat and organized*
    - remember your work is a picture of yourself*
  - Respect others
    - be courteous*
    - use good manners*
    - use appropriate language*
    - come on time*

*show concern for others*

*listen when others are speaking*

*resolve conflicts appropriately*

- 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*

- 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.

11 Tattoos

12 When our expectations are not met, we will:

*intervene to stop behavior*

*confer with the student concerning a change of behavior*

*place the student on detention*

have a conference with the parents, student, teacher, homeroom teacher, and principal

students with more than four detentions may be suspended

*repeated disregard of school rules may result in expulsion*

**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 a 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 or assist the affected pupil in overcoming a disciplinary future.

**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.

**Disciplinary Review Board**

1. The disciplinary review board is appointed by the principal and chaired by a member of the faculty on disciplinary review board who is elected by the members of the review board. The principal is a permanent member of the disciplinary review board. the disciplinary review board may conduct disciplinary review conferences where any student may have committed gross misconduct, chronic violations of any combination of any level of misconduct.
2. It shall be sufficient and necessary that at least four of the six disciplinary review board members be present to conduct the conference and render a decision in each case submitted to the board. The homeroom teacher shall present the case before the board and not act as a voting member. The principal will act as a voting member of the board only in the case of a tie vote.
3. Each disciplinary review board member reserves the right to re-cuse his/herself at his or her sole discretion, from a particular case submitted to the board. If the student and/or his/her parent(s)/guardian should request that a board member re-cuse his/herself, it shall remain the principal's decision, at his/her sole discretion, whether to re-cuse the member of the board.

**Evidence Of Charge**

The homeroom teacher, under the direction of the principal, will investigate and gather the evidence required validating the charges of gross misconduct or serious misconduct or serious or chronic violations of the school's rules against the student. Once he or she completes the investigation the homeroom teacher shall then make a recommendation to the principal as to the submission of the confirmed charges to the disciplinary review board that will be based upon the criteria noted in the disciplinary review board section in the discipline handbook.

**Notice Of Charge**

After the principal has validated the charge(s) and determined that the charge(s) are submissible to the disciplinary review board, the homeroom teacher shall submit the charge(s) in writing to the board. The homeroom teacher shall then promptly notify the parent(s)/guardian 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 an in-school suspension pending the conference with and decision of the disciplinary review board.

**Discipline Review Board Conference**

1. The student and his/her parent(s)/guardian have an obligation in good faith to present all information that they wish to the board to consider at the time of the conference. However, since this is a private Catholic school, the school, the parent(s)/guardian, 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, since such attendance could be disruptive to the disciplinary review process to which the parties have agreed as part of the contract of education entered into by the student and his/her parent(s)/guardian with the school upon entry into the school.
2. Considering their contract with the school, the student and his/her parent(s)/guardian agree to attend and participate in a disciplinary review board conference when required by the homeroom teacher. If a student and/or his/her parent(s)/guardian 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 homeroom teacher, the student, and his/her parent(s)/guardian, 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 by the chair of the disciplinary review board.

**Appeal**

The student's parent(s)/guardian reserves the right to appeal a decision of expulsion by the disciplinary review board. The must submit the appeal in writing directly to the principal within two (2) school days following notification by the disciplinary review board.

**Final Decision Upon Appeal**

The principal will make the final decision regarding any appeal of the disciplinary review board. No further recourse is available or allowed.

**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. Belt
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 [educationaloutfitters.com](http://educationaloutfitters.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.

**Blue Ribbon Day**

St. Colette is a blue ribbon school. We have this title for a five-year period. Official blue ribbon T-shirts may be worn with the appropriate uniform piece. (Slacks, shorts, or skirt) every Friday until the 2012 school year ends. Orders for Blue ribbon shirt orders will be taken on Fee day of each year.

**Emergency Health and 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 6AM. **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.

**Finance Policy**

*See excerpt from the St. Colette School Finance Policy, dated July 1, 2007*

**Tuition Payment**

1. Families who are registered active members of St. Colette Parish are entitled to the Parish tuition rates. All others will pay the Non-Parishioner tuition.
2. All families are expected to pay a registration fee at the time of registering. This amount of this fee will be credited on the final tuition bill of the year if the student stays for the full year.
3. Families will make tuition payments to Tuition Management Systems (or the agency in effect), according to one of the following payment plans:
  - full payment*
  - semi-annual payment*
  - quarterly payments*
  - 10-monthly payments*
4. Extended Care will be a separate charge from school tuition. There will be a registration fee for Extended Care and an hourly rate per student.

**Tuition Delinquency**

1. If tuition payments are not current by mid-August, the student(s) will not be permitted to start classes.
2. Once the school year starts, if tuition is not received at Tuition Management Systems by the due date, it is considered late and subject to a late fee. The following actions will be taken:
  - a) If tuition payments are not current by mid-August, the student(s) will not be permitted to start classes.
  - b) *After 30 days, a warning letter will be sent from St. Colette School.*
  - c) *After 60 days, if a reasonable explanation is not given, a phone call from the Principal will be made. In addition, student(s) will be restricted from extracurricular activities, report cards will be withheld and future conferences will include the Principal in addition to the classroom teacher.*
  - d) *After 90 days, if a reasonable explanation is not given, a final letter will be written from the Principal and Pastor telling the family that the student(s) are not permitted to attend St. Colette any longer. The Principal and Pastor will attempt to meet with the family to present this letter but if that does not happen the letter will be mailed to the family via certified mail.*
3. In the case where a family meets with the Principal and provides a reasonable explanation supported by appropriate documentation, the Principal may agree to an appropriate late payment schedule. In select circumstances, the Principal may decide, with agreement of the Pastor, 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 to Tuition Management Systems (or agency in effect).
4. When school ends in June, the Principal will contact any families with outstanding balances. If tuition has still not been paid in full by August 1, 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 for the next school year.

5. Graduating students with outstanding balances will be allowed to participate in graduation but will be presented with a blank diploma during the ceremony. They will be given their actual diploma once the outstanding balance is paid.

**Tuition Grant Qualification**

1. All families being considered for tuition grant(s) need to be registered, active parishioners. Active is defined as continuing in faith development, financially committed (as is possible) and attends mass regularly.
2. Each family requesting tuition grant(s) will have a face-to-face meeting with school/parish representatives before being offered tuition grant(s) for the upcoming year, even if they were on tuition grant(s) the prior year. The purpose of the meeting is to confirm active participation in the parish, discuss the family's ability to make monthly payments and agree to time commitments the family will make to the parish and school. At least two of the following school/parish representatives will attend each meeting: Principal, Pastor, Deacon, and a representative from the Finance Parish Council. Grants are not available to Non-Parishioners.
3. Families receiving tuition grant(s) are expected to help with additional bingo nights (double the normal commitment) or help coordinate one of the school's fund raising events.

**Late Registration**

1. For students starting late, tuition will be prorated. When students register late, they will still be responsible for paying the registration fee and the following prorated schedule will be used (the monthly payment equals one tenth of the annual payment):
  - a) August registration: 2 months payment in August, and 8 monthly payments starting in September
  - b) September registration: 2 months payment in September, and 8 monthly payments starting in October
  - c) October registration: 2 months payment in October, and 7 monthly payments starting in November
  - d) November registration: 2 months payment in November, and 6 monthly payments starting in December

- e)* December registration: 2 months payment in December, and 5 monthly payments starting in January
- f)* January registration: 2 months payment in January and 4 monthly payments starting in February
- g)* February registration: 2 months payment in February and 3 monthly payments starting in March
- h)* March registration: 1.5 months payment in March and 2 monthly payments starting in April
- i)* April registration: 1.5 months payment in April and 1 monthly payment in May
- j)* May registration: 1.5 months payment in May  
(no registration fee charged)

**Bingo Responsibilities**

1. Bingo is the most profitable fundraiser for the school and it requires 8-10 volunteers every Friday night. Between August 1 and July 31 each year, each family will be responsible for working three (3) shifts of bingo, from 5:30pm through approximately 10pm. Families that do not fulfill this commitment will be assessed the current Commitment Waiver Fee (currently \$350).
2. Families that receive a tuition grant will be asked to work six (6) shifts of bingo as one of the ways that they will help pay back the school for the grant.
3. Families that would like to get ahead on their bingo commitment can work during the summer before school starts. Families that work two (2) shifts during the summer will have fulfilled their commitment for the coming year. However, families that work during the summer to fulfill the prior year commitment will still be responsible for working three (3) shifts before July 31. Families that receive a tuition grant, that work four (4) shifts during the summer, will have fulfilled their commitment for the coming year.

**Student Withdrawing**

1. Families withdrawing students prior to the first day of school will be refunded the amount of tuition paid, minus the registration fee and the value of materials purchased already. After the first day of school, the family will pay the current month's tuition plus the following month's tuition to cover costs associate with closing the account. For example, if they leave December 3<sup>rd</sup>, they would pay tuition for December and January. If the family situation dictates the move (e.g., one of the parents are transferred to a new location for their job), the Principal has the discretion to waive the following month's tuition.
2. If the family has already paid a greater amount of tuition (i.e., they paid the full year up front), then they will receive a refund for the months after the current month plus one, consistent with the prior bullet point.

**Fund Raising**

1. As a private institution, St. Colette School must depend on a variety of sources for funding. The following are activities that directly benefit the school:
  - a) *Bingo (every Friday evening)*
  - b) *Trackathon (October)*
  - c) *Candy Sale (January)*
2. There are also a variety of lesser fund-raising events, (e.g., book fairs and bake sales). In all these, we most sincerely request your support and participation.

**Grade Equivalencies**

1. Kindergarten and First Grade
  - S *Secure in performing objectives*
  - M *Meets objective*
  - D *Developing objective*
  - B *Beginning objective*
  - N *Does not meet objective*
2. Second – Eight Grades
  - A *(93 – 100)*
  - B *(85 – 92)*
  - C *(75 – 84)*
  - D *(65 – 74)*

3. Classes such as Music, Physical Education, Art, Computer Science and Spanish are grades are given only at the semesters-end since they are not taught every day.
4. 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 will qualify for the B Honor roll.

**Health**

1. 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 2<sup>nd</sup> MMR. Students 6 years and under must have lead screening. October 1<sup>st</sup> is the deadline for all physical examinations.
2. 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**

1. 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.
2. According to state law, it is only permissible for school personnel to dispense medication under the following conditions:
  - a) *Written permission is required from the parent or guardian of a student requesting that the school cooperate with the directions of the current prescription. Forms are available in the school office.*
  - b) *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.*
  - c) *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.*
  - d) *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 in September and February. 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 7:40AM, and ends at 2:10PM. 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 possibly 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**

1. 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.
2. The report cards must be signed and returned to the teacher within one week of receiving it.
3. 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.
4. 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.
5. 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**

1. 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:

- a) Direct, timely personal messages from school administrators.
- b) Emergency responses, school cancellation, and general announcements.
- c) Same day-of and night-before notification.
- d) Rumor abatement.
- e) 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.

**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.

<b>Speech Correction</b>	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.
<b>Sports</b>	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.
<b>Telephone Usage</b>	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.
<b>Transferring To Another School</b>	Parents should notify the school office in advance if they plan to take children out of school, since a transfer must be secured.
<b>Vision And Hearing Screening</b>	This year the testing will be done in grades 1, 3, 5, and 7. Notices will be sent to parents only if the testing indicates a need for professional eye or ear examination.
<b>Visitors and Class Interruptions</b>	<ol style="list-style-type: none"><li>1. 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.</li><li>2. 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.</li></ol>

3. 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 7:40 and 3:00 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.**

4. 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.
5. 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.
6. 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.
7. 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 1:45PM.

### **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 Closings**

1. 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, WLS-890, WLS-94.7, B96-96FM, US99-99FM, FOXTV-Ch32.
2. St. Colette will follow District 15 in closing for inclement weather.
3. 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.
4. <http://www.emergencyclosings.com> provides listings for school closings.
5. 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.