



SECTION ONE:

# St. Benedict

## Preparatory School (SBPS)

Preschool – Grade 12  
Information  
Policies, Procedures and  
Other Pertinent Information

## **ST. BENEDICT PREPARATORY SCHOOL (SBPS) MISSION STATEMENT**

### **St. Benedict Preparatory School Mission Statement (revised 2011)**

St. Benedict Preparatory School on the north side of Chicago is a Catholic Preschool-Grade 12 community that utilizes our unique educational resources to provide an innovative and rigorous academic program. To achieve this mission, we

- Excel in educating the whole individual in the Catholic tradition
- Challenge students to develop their God-given talents
- Create a Christian community by sharing our gifts
- Honor the gifts and diversity of the community, and
- Serve the Lord and each other in an ever-changing world.

### **The St. Benedict Preparatory School Graduate (revised 2011)**

The St. Benedict Preparatory School Graduate enters post-secondary life well-rounded and prepared for learning, achievement and service in a 21<sup>st</sup> century global society. Honoring the tradition of St. Benedict, our graduates possess the knowledge, reason, diligence, and perseverance to grow in faith, wisdom and spirit.

### **St. Benedict Preparatory School Vision Statement (revised 2011)**

In order to be an exemplary Catholic school, Saint Benedict Preparatory School will be a place where

#### **EXCEL**

- Students are engaged in challenging curriculum and achieve academic success.
- Students grow through stewardship education, social justice teaching, creative and expressive arts, academic competitions, leadership training, technology integration, and community service projects.
- Students will be able to communicate effectively in a global and technological society.
- School families actively participate in the education of their children in partnership with the teachers and administrators
- Faculty and staff will promote critical thinking, teamwork and ownership through compelling and challenging work that builds on the fundamentals.
- The administration ensures that standards of excellence are implemented
- The parish and school community will sustain and support an exceptional faculty and administration

#### **CHALLENGE**

- Students use 21<sup>st</sup> century skills to understand, discern and address global issues.
- Students practice patience, perseverance and resilience to grow in both areas of strength and weakness
- Students and staff use technology to learn, problem solve, communicate and create
- Families challenge their children to discover and develop their God-given talents
- Faculty and staff encourage students to be innovative, creative, adaptable and excellent in all they do
- The administration and faculty commit to continual analysis and evaluation of the programming to make curricular decisions based on up-to-date educational best practices
- The parish and school community ensure instruction in music, foreign language, technology and physical education as to provide a well-rounded educational experience.

#### **CREATE**

- Students use their gifts and talents for the betterment of the school and broader community

- Families live out the Gospel values
- Faculty and staff witness to the Faith by their words and deeds, and through prayer and example promote the ongoing formation and spiritual growth of their students.
- Faculty and staff support one another in the professional and catechetical growth of the staff.
- The administration and faculty will maintain a safe, personal, student-centered school community where we are able to know each individual student and family by name.
- The administration and faculty collaborate with our parents, surrounding Catholic schools and entire parish community to enhance the experience for all students.
- The parish and school community support the students in their spiritual, moral and ethical growth.

## **HONOR**

- Students learn the importance of and practice being a good neighbor in a global society
- Students are seekers of justice
- Families of all faith backgrounds welcome others to share the blessing of a Catholic school
- Faculty and staff are models of respect for the dignity of others
- The parish and school community make judgments and decisions based on Catholic values with empathy for others

## **SERVE**

- Students are stewards of God's gifts and creation
- Students create peace in our school and broader community
- Families model involvement in their faith and community
- Faculty and staff prepare students for a life of service in society by integrating opportunities for service learning with parish ministries and local community organizations
- The parish and school community will be active participants in their faith life

## **ST. BENEDICT PARISH AND SCHOOL HISTORY**

The story of St. Benedict Parish began in 1902 when local Catholics sought to provide an education program for their children closer to home. Around the turn of the century, when most of the property of West Lakeview was still farmland, the German Catholic families of this area were outlying members of St. Matthias Parish, located at Ainslie Street and Claremont Avenue. Their children traveled a considerable distance to and from school, and severe winters made the commute difficult. While the initial requests to develop a Catholic school nearby were rejected by the Archbishop, the pioneering spirit of the families prevailed and the new parish of St. Benedict was formed.

The welfare and safety of the children was the guiding factor in choosing the corner of Irving Park Road and Leavitt Street for the new St. Benedict church/school building: at the time, Irving Park Road was a boulevard, which meant it was free of trolley cars. The first mass was celebrated in the new wooden church on February 2, 1902. Within three years, the parish quickly outgrew the facilities of the combination church and school and a new church was built on the corner of Bell Street and Irving Park Road. This new facility featured the church on the second floor—currently our Ackerman Center—and a classroom and clubroom on the first floor—our Social Center.

Growth in the parish was rapid, from 90 families in 1902 to approximately 350 families in 1908, with 300

children attending the parochial school. Families moved into the area from all parts of the city, but primarily from other German parishes including St. Joseph's Parish, the first German parish on the north side (1846), located near Division and Orleans Streets. In fact, it is because our parish founders heard the Benedictine fathers and sisters at St. Joseph's speak so highly of St. Benedict that they chose him as the patron of their new parish.

Soon, housing for the School Sisters of St. Francis, who oversaw the school, was outgrown, and it was also clear that the second church was inadequate for the expanding community. By 1916, the parish enrollment had grown to approximately 800 families and the building of a new church structure was imperative.

The faith and support of parishioners overcame the economic instability of World War I. The small wooden church on the corner of Irving Park Road and Leavitt Street was moved and replaced by a new structure, begun in 1917 and completed in 1918 at a cost of \$170,000. The faith and devotion of the people were expressed in the stained-glass windows imported from Munich and the hand-carved Stations of the Cross from Oberammergau. The continued growth over the following years included the completion of the Elementary School (1924); the construction of a convent on Leavitt (1927), now known as Laboure House, a wonderful example of outreach to the elderly in our community and a reminder of the sisters who once taught in the elementary school; the establishment of a two-year commercial school, which served students in the 1920s and '30s; the construction and opening of the high school (1950); and the building and dedication of the gym building (1954).

In the mid-1990s, the church building was facing a number of maintenance issues. Topping the list of needed repairs was roof and brick restoration. As the Legacy Committee began raising funds for such work, it became apparent that the inside of the church also needed help. Out of those initial discussions came a movement to renovate the entire interior of the church to coincide with the 100th anniversary of the parish in 2002. After three years of planning, work on the renovation/restoration of the church began in December 1999. One year later, the restoration, renovation and innovation of the church were completed. With the goal of inclusion—conveying a message that all are welcome—the church was made handicap accessible with the installation of an elevator and ramps. In addition, plastering and painting was completed, the lighting and sound systems were upgraded, and pews and kneelers were refinished to further beautify our faith environment and extend the legacy of the parish founders. Today, the Centennial Campaign continues as other needed renovations to campus buildings are undertaken to prepare our church and schools for the next one hundred years of ministry to the North Center community.

In December 1999, St. Benedict Parish received an extremely generous and unexpected gift to facilitate further growth of its educational ministry. An anonymous trust that provides capital grants in support of Catholic schools donated \$4.6 million toward the construction of a three-story, 40,000-square-foot brick building on the corner of Byron Street and Bell Avenue, replacing homes and a six-flat that had once served as residences for clergy and other religious and, more recently as administrative offices and preschool classrooms. Opened in October 2001, the new building houses facilities serving all of the schools, including preschool classrooms for 120 young children, two science labs, a music center, a lunchroom and kitchen, a 40-seat chapel, a nurse's station, and additional classrooms and offices.

A century ago, a small group of people had a dream, a spiritual birth grounded in the cornerstone ministry of education. The realization of that dream continues today in the education and formation of more than 1,000 children at the Schools of St. Benedict, from preschool through high school, and in the numerous other vital ministries of St. Benedict Parish. Since 1902, the faith, generosity, and commitment of the people of St. Benedict Parish have inspired involvement in organizations, ministries, and activities within the parish whose reach extends far beyond the boundaries of the neighborhood. Today, St. Benedict Parish is a community of nearly 3200 households which reflect the diversity of heritage, age and economics that befit a large urban

parish—a strong faith community which is as much a part of our legacy as the buildings on our block.

*(This history of St. Benedict Parish was drawn from numerous articles that have appeared in parish publications including The Bulletin and The Bell Tower.)*

### **CHILD-CENTERED INCLUSIVE CATHOLIC EDUCATION**

The school program at St. Benedict is designed to provide maximum growth of the individual. Each student is challenged to develop mentally, spiritually, socially, emotionally, and physically according to his/her own potential. Students are encouraged to discover their unique, God-given talents and abilities. Faith development is encouraged through active participation in regular Mass attendance and daily Religion classes. Parish priests and our Religious Education coordinator assist in sacramental preparation and instruction.

### **USE OF ST. BENEDICT PREPARATORY SCHOOL NAME AND LOGO**

Use of St. Benedict Preparatory School Name, school logo, seal, or mascot may not be used without expressed written consent from the Head of Parish School of St. Benedict Preparatory School. Except for downloading one copy of the school logo, seal, or mascot on any single computer for your personal, non-commercial home use, you may not reproduce, prepare derivative works based upon, distribute, or display the St. Benedict Preparatory Name/Identity without first obtaining the written permission from the Head of Parish School.

## **ADMISSIONS**

St. Benedict Preparatory School is a Roman Catholic School that strives to teach the Faith and Christian values. St. Benedict Preparatory School does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of educational policies, admission policies, hiring of staff, loan programs, athletic, or other school-administered programs. As stated in the Cardinal's document paper, DECISIONS, "It would be a serious mistake to think that our schools are not able to make the changes needed to enable them to respond effectively to the needs of our contemporary Church and society." In light of this document the School Board has adopted the following priorities for admission of students to St. Benedict Preparatory School. St. Benedict Preparatory School will admit students who are non-Catholic and non-Parishioner provided that these students will not displace Catholic students. Participation in Catholic religious instruction and school activities related to the Catholic character of the school are required of all students.

**Please see specific grade level portions of this handbook for admissions policies.**

## **HEALTH REQUIREMENTS FOR ADMISSION TO PK-GRADE 12 at SBPS**

SBPS follows the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

**Health Examinations and Proof of Immunization All children in Illinois shall have a health examination as follows:**

- immediately prior to or upon entrance into any public, private or parochial pre-school or transferring from outside of the State of Illinois,
- prior to entering kindergarten or the first grade,
- upon entering sixth and ninth grades.

## **Dental Examinations**

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

## **Vision Examinations**

A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

## **Religious Objection to Immunization and Vision Examination**

Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with EACH immunization or examination. Please contact

the school nurse, Heather Perez, to learn about how to proceed with this law. The final determination of approval rests with the Illinois Department of Public Health, not St. Benedict Parish and Preparatory School.

### **ASTHMA INHALERS**

Students who suffer from asthma are required to have a asthma care plan on file. Please contact the school nurse, Heather Perez, to complete the asthma care plan. Parent/guardians need to provide the school a copy of their child's prescription in order to keep their inhalers with them in school and during school related events.

### **DEFINITION OF PARTICIPATING PARISHIONER**

In accordance with the teachings of the Catechism of the Catholic Church and Canon Law, and consistent with our parish Foundation and Values Statement, attendance at Mass on Sundays and Holy Days of Obligation is expected of parishioners. In addition to our spiritual obligation, we are called to support our liturgies, ministries and facilities through our stewardship.

As such, the following elements comprise the definition of parishioner(s):

- Member of the Roman Catholic Church
- Parish Registration
- Regular participation at weekend and Holy Day of Obligation Masses
- Support of the parish ministries by contribution of time, talent and treasure

### **K-8 Parishioner Tuition Policy (St. Benedict Preparatory School Advisory Board)**

(does not apply to preschool or high school)

At the St. Benedict Preparatory School, parishioner tuition rates for K-8 are based on compliance with the precepts that call us to involvement in and support of our Church beyond just paying the amount of tuition owed. Thus the following elements comprise the definition of active parishioner parents/guardians.

- At least one Parent/guardian and child(ren) are Baptized Roman Catholics and registered and active members of St. Benedict Parish by December 31st of the year proceeding enrollment at SBPS.
- Parents/guardians and child(ren) participate in Mass on weekends and Holy Days of Obligation. It is recognized that travel and other family and personal obligations may result in periodic absences.
- The contribution envelope (regardless of the amount of contribution) evidences the family's regular attendance at weekend Mass.
- The family is supportive of Catholic education as evidenced in their adherence to the school policies, as found in the student handbook.
- The family's support of the school and/or church is evidenced by their contribution of their time and talent.

Parents/guardians understand that active participation will be determined by the use of the offertory collection envelope (regardless of the amount of the contribution). **Upon review at the end of the semester, any family not meeting the parishioner definition will be subject to having their tuition adjusted to non-parishioner status the following semester of the school year.**

Because our school also requires the financial support of the members of our Church through the Sunday collection, we ask all Parishioner families of grade school students to use their Sunday or monthly envelopes and to contribute as generously as they are able. Some families may not have the financial ability to significantly make up the difference between the Participating Parishioner rates and the cost of the education of each child. Other families may be able to contribute much more and we encourage them

to do so. We only ask that you contribute what you can while remembering the value of our Catholic Christian education and formation of your children. If for some reason, a Participating Parishioner family is unable to make a monetary contribution on a Sunday or Sundays, we ask that they still turn in an envelope when attending Sunday Mass.

### **TUITION AGREEMENT**

Each family is expected to sign a tuition agreement before their child(ren) starts school. The tuition agreement outlines the payment due, the time table for payments to be made, and the tuition exclusion policy should a family default on their tuition obligation. Please see the tuition agreement for specific details.

### **FAMILY INFORMATION CHANGE**

If at any time your address, phone number, parent work information, or emergency contacts change, the new information should be given to the office immediately.

### **ALCOHOLIC BEVERAGES and SCHOOL RELATED FUNCTIONS**

In accordance with the Archdiocese of Chicago, school administrators have a right and a responsibility to prohibit adult consumption of alcoholic beverages at school sponsored events/activities on and off campus where children are present. This applies to school organizations such as the athletic organizations, parent clubs and scouts.

### **ATTENDANCE**

1. Regular attendance is essential to a student's progress and success in school. State law requires that parents assure regular school attendance by their children.
2. The *School Code of Illinois* requires that the parent or legal guardian of any child who is absent from school notify the school on or before the day of absence.

**Preschool parents may call 773-588-7851 to report a child's absence before 8:00AM.**

**K-5 Students: A parent is to call in an absence to 773-463-6797 *before 8:00 a.m.* leaving a message giving the child's name and reason for absence.**

**6-12 Students: Please call 773-588-0066 before 8AM leaving a message giving the child's name and reason for absence**

**Please call *each* day your child is absent. The school may contact parents who have not called.**

3. School policy also requires written proof of a child's absence signed by the parent or legal guardian. When your child returns to school after an absence, please send a dated, written, signed excuse stating the reason for your child's absence. ***The note is due the day your child returns to school*** and is given to the homeroom teacher.

4. Responsibility for making up school work due to absence rests entirely with the student and their parents. Elementary and Middle School homework requests must be made by 9:00 a.m. and may be picked up at dismissal time (until 3 p.m.) in the office.
5. Time and continuity in the development of skills are vital factors in the child's education. If it is necessary to take a child out of school for an extended time, it is the parents' responsibility to have the child make up work missed during the absence. Teachers will not be required to prepare assignments ahead of time, and will have appropriate class work for student to complete upon return. If parents/guardians wish to take the children out of school for a period of time because of family plans, the parents/guardians, Head of School and the teacher shall discuss the possible effect of the absence on the student's schoolwork. The recommendation shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. ***Teachers are not responsible for additional work or tutoring under these circumstances.***
6. Excessive absences and chronic tardiness seriously disrupt the learning process. When our records indicate a pattern of poor attendance or tardiness, the parents will be informed. If no improvement is made, the parent will be required to come to school for a conference to discuss the problems where solutions will be presented. Said solutions will not be limited to after school make-up and/or summer school. Some students who are chronically late or absent may be put on academic probation and an academic agreement. **If a student continues to demonstrate poor attendance, the family may be asked to withdraw the student.**
7. **Doctor/Dentist appointments--** Please make doctor and dental appointments after school hours in order to prevent a disruption of the student's school day. If this is not possible, children must have a written request to be excused, and must be signed out by the parent/guardian. **Medical/Dental visits are not excused absences. Preschool parents must give 24 hour prior notification for all doctor and dental visits.**
8. For purposes of official attendance records, a student will be considered present for the full day if an early dismissal occurs after 12:00 PM. A student will be considered absent one-half day if s/he does not arrive at school before 10:30 AM.

#### **BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES/SKATES AND OTHER SPORTS EQUIPMENT ON SCHOOL/CHURCH GROUNDS**

Students may ride bicycles to school. Helmets are recommended. The bicycle rack is located next to the junior high school entrance. Bicycles should be locked in the bicycle rack with individual locks. The school is not responsible for damage to or theft of bicycles. Bicycles should be registered with the local police department.

Students may not ride their bicycles on any school/parish parking areas before, during or after school hours. Bicycles are to be walked to and from the bicycle rack. Students may not carry passengers on their bicycles and are expected to observe courtesy and traffic regulations while riding their bicycles.

Skateboards, scooters, and roller blades/skates may not be used or brought to school/parish property. The school/parish is not responsible for any damage to or thefts of skateboards, scooters, roller blades/skates, and other sports equipment on school/church grounds.

## **BULLYING PK-12**

### **BULLYING/HARASSMENT POLICIES AND PROCEDURES**

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

#### **Bullying acts may be**

**Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;

**Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communication;

**Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;

**Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

**In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified.**

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the Bullying/Harassment School Incident Reporting Form A from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete Form A within a day and give the form directly to the principal, keeping a copy for her/his personal records. [CLICK HERE FOR A COPY OF FORM A.](#)

**STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT by the school administration:**

**INTERVENTION:** The inappropriate/unacceptable conduct should be stopped immediately.

**INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.

**DETERMINATION:** Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.

## **CHILD CUSTODY**

### **Guardianship of a Student**

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the school may not enroll the child in the school.

### **Custody/Guardianship Issues**

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order.

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

### **Release of a Child to Non-Custodial Parent**

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

### **Parent-Teacher Conferences/Communication with the School**

In the absence of a court order, a school will provide the non-custodial parent the opportunity for a parent-teacher conference. The conference will be scheduled at a time other than that of the custodial

parent unless both parents do not object to the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child will also be provided to the non-custodial parent in a timely fashion. It is the responsibility of the non-custodial parent to contact the school regarding preferred contact means.

### **COMMUNICABLE DISEASE**

In accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health, the following procedures have been established.

1) Notify the school office immediately when your child has a communicable disease. This information will be reported to the school nurse. A note from your physician is mandatory. State of Illinois guidelines expect schools to communicate to the necessary school population that there is a report of a communicable disease.

#### **2) The following communicable diseases require exclusion from school:**

**Chicken pox** - not less than six days after eruption.

**German measles** - five days after appearance of rash. In case of girls having a rash, it is strongly urged that a physician be consulted in order that a positive diagnosis be made.

**Hand, Foot and Mouth Disease** – Fever free for 24 hours without meds, no open sores

**Mumps** - Nine days and until all swelling has disappeared.

**Strep Throat** - for at least twenty-four hours after antibiotic treatment has been started

**Pediculosis** (Head Lice) - until proper treatment has been ordered by the physician and instituted – THERE SHOULD BE NO VISIBLE NITS in your child's hair in order for him/her to return to school. School employees are not responsible for removal of NITS. (This is school policy – not Illinois policy).

**Influenza** (of any kind) – If students have a fever or are vomiting, please keep them home. Students need to be fever free for at least 24 hours.

**Fever** – SBPS defines Fever as 100.2 degrees F (gradesK-12) and 99.8 degrees F for Preschool.

**Conjunctivitis (Pink Eye)** -for at least twenty-four hours after antibiotic treatment has been started

**Ring worms/pin worms** - until seen by a physician and cleared to return to school

**Whooping Cough/Percussius** – fever free for 24 hours without meds, started anti-biotics – MUST be seen by a physician

3 ) All communicable diseases and any diagnosed skin rash require that a child have a written release from the 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 HE/SHE SHOULD BE AT HOME.**

If you have any questions regarding communicable diseases, please contact the school nurse for further information. **PLEASE HELP US KEEP ST. BENEDICT PREP SCHOOL HEALTHY – PLEASE DO NOT BRING YOUR ILL CHILD TO SCHOOL.**

5) Parents/Guardians should take care that their children's clothing are free of blood and other bodily fluids that may contaminate other students and staff.

6) Teachers and staff are prohibited from dispensing any type of medication including aspirin and/or cough drops. The school strongly discourages parents sending their child to school with cough drops. If the parent feels that cough drops are absolutely necessary, then the student will need to have the school nurse administer the cough drops and the student will need to consume said cough drop in the nurse's office.

**7) Given that SBPS cannot possibly list all communicable diseases and their guidelines here, the final determination regarding whether or not a child may return to school after contract a communicable disease rests with the school administration in consultation with the school nurse.**

### **COMMUNICATIONS**

We strongly believe that parents and teachers need to work together for the best education of their children. The administration and teachers are willing to meet with parents/guardians and discuss a child's progress whenever necessary.

During the school day, however, a teacher's first priority is the instruction of a group of students. If parents/guardians wish to have a conference with a particular teacher or have any concerns which need to be discussed with a teacher, we ask that they send a note, call the office and leave their name and phone number where they may be reached during the day, or email the teacher directly. **Parents are not allowed to conference with teachers during the arrival time of 7:40-8AM.** Teachers at this time are to be supervising students. Parents will be stopped at the office in the morning to verify scheduled appointment. Teachers have the right to direct parents to the office at the beginning of the school day if a parent does not have an appointment to see the teacher.

Parents should not call teachers at home. The teacher will return the call as soon as possible. **Teachers may not leave their classrooms for individual conferences, nor should they be expected to be available for unscheduled conferences.**

**If a parent needs to communicate or inquire about a school issue, the procedure is to begin with the adult person that is most closely related to the incident.** For instance, if the issue regards class-work, discipline, grades, etc., the parent must contact the teacher first. If a parent is then not satisfied or if a parent needs to communicate about administrative issues regarding the school, a parent should then speak to the head of school. To avoid the disappointment of not meeting with the head of school, parents are strongly encouraged to schedule an appointment. Please keep in mind that the Advisory Board is not a grievance committee.

**Weekly school news and updates will be posted online on the school website. Parents may also sign up for a weekly newsletter email "The Buzz".**

### **COUNSELING**

A school counselor is usually available during the week. Students may be recommended to this service by parents, teachers, and/or administration. Parental permission will be requested before any referral is

made. The counselor may be reached through the school. For more information, please contact Mrs. Ann Kulig at [akulig@stbenedict.com](mailto:akulig@stbenedict.com). Further, SBPS has a variety of resources that we employ in order to meet the needs of all learners. Some resources are the Aspire, United Stand and our Inclusive Partnership Support. At any time, the school may share student academic or appropriate personal information, including student service plans or private testing results, in order to utilize these resources optimally in an effort to improve the student's academic progress. Parents may not be notified directly if this information is shared with our student services resources listed above.

### **EMAIL COMMUNICATIONS**

All teachers and most staff have email accounts available to communicate with parent and parishioner constituencies. You may find the email addresses online on the school website. Teachers and staff will do their best to respond within 48 hours of receipt of your email. Any urgent matters should be phoned into the school.

Parents should be aware that St. Benedict Preparatory School cannot guarantee the privacy of any email sent to teachers and/or staff. It is recommended that parents do not convey sensitive or personal information via email. It is best shared during a scheduled conference. Likewise, teachers and staff will not be expected to respond to parent email that requires them to share sensitive or personal information. Please respect a teacher's decision to discuss such matters during a conference or phone conference.

Email should be used for general questions and to share non-sensitive comments and concerns.

**Finally, teachers/staff will not be expected to reply to email that contains hostile, overly rude or accusatory comments and questions. If parents/guardians would like email answered, it should be sent in a tone/manner that reflects our Catholic community.**

### **EMERGENCY SCHOOL CLOSING**

During the winter months, when the Chicago Public Schools are closed because of inclement weather, St. Benedict Preparatory School will also be closed. The St. Benedict Preparatory School close in total-all the grade levels. Should an emergency closing notice be necessary for any reason, this announcement will be made over:

Radio stations:        AM -- WMAQ 67, WGN 720, WBBM 78  
                              FM -- B 96, US 99, WFYR 103.5

Television stations:  WGN 9, FOX 32

We will also change the school voice mail message with an update if the technology is available. If you do not see our school listed, assume school is in session. You may also check the school website for closing information. You may also receive an automated phone call or an email blast from the school when the technology is available.

## **FIRE DRILLS AND DISASTER DRILLS**

Frequent fire drills are held. When the fire signal is given, students are to leave the building quickly and quietly by the route indicated by the floor plan for the particular room in which they happen to be. Escape routes are posted in each room. At the signal of the bell, all students are to return promptly to the room in the same manner and by the same route as when leaving the building. Students who knowingly misbehave during a fire or disaster drill may face disciplinary consequences.

In case of a tornado or similar disaster, students are to remain silent, follow directions given by staff members and/or P.A. system. Staff members are aware of the appropriate precautions and are prepared to provide students with the information which may prevent serious injury or loss of life.

## **FIELD TRIPS - EXTRA CURRICULAR ACTIVITIES**

Teachers will take students on educational field trips during the school year. These field trips are educational privileges, whereby students can be denied participation if students fail to meet behavioral expectations. General class behavior, as well as an individual's personal behavior during past field trips, will be a decisive factor in considering eligibility for any school trip. Students on field trips represent the school, and students who fail to act responsibly at any time are subject to disciplinary procedures.

Written permission on the school issued permission slip is required for a child to participate. Permission slips for field trips must be received on or before the due date. Permission slips may also be emailed to the teacher or faxed to the school.

## **FIELD TRIP CHAPERONES AND OTHER SCHOOL VOLUNTEERS**

Adequate supervision must be provided for all school field trips. Chaperones must be 21 years of age. All chaperones (volunteers) must be in compliance with the Protecting God's Children and Youth regulations. Other siblings/family members are not able to accompany the chaperone on the field trip. Please do not ask the teacher to allow their attendance. Chaperones need to refrain from smoking, consuming alcohol. Chaperone should also refrain from using mobile electronic devices that prohibit them from providing adequate supervision.

### **Compliance Requirements for Volunteers**

- Criminal Background Screening (eAppsDB online application)
- Safe Environment Training (Protecting God's Children)
- Code of Conduct read and signed
- 689 CANTS form (Child Abuse and Neglect Tracking System) – Renew every year
- Volunteer Chaperone Expectations Agreement

Field trip chaperones are present to supervise the children assigned to him/her. All chaperones must honor the teacher's rules, procedures and directives. For example, if a teacher does not want the

students going to a museum gift shop or buying food from vendors, chaperones are expected to respect the teacher's wishes. A parent who goes against the teacher's directives may jeopardize his/her ability to chaperone or volunteer in the future.

### **FUNDRAISING**

There is no mandatory fundraising for the families of St. Benedict Preparatory School. However, fundraising income helps to reduce the cost of education per students, and supports critical program needs. We encourage all families who have the ability to participate in fundraising to do so.

### **FUNDRAISING POLICY STATEMENT**

The St. Benedict Preparatory School Mission Advancement Office is directed to coordinate all fundraising programs for SBPS. This office meets regularly to review the quality and effectiveness of such programs, and to assess the results of implementation efforts.

The Mission Advancement Office of the SBPS is charged with the responsibility for implementation, coordination and control of the above mentioned programs, including marketing, public relations and press contacts.

Project proposals should be submitted to the Office of Advancement – in writing, stating the purpose of the project, participating constituencies and prospects, the dollar goal or expectation and appropriate timetables.

Permission to proceed on a new venture is dependent upon review and approval by the Office of Mission Advancement, the Head of Parish School and the Pastor of St. Benedict Parish. No solicitation or commencement of a project should be undertaken without said approvals.

The Mission Advancement Office will be pleased to work with project coordinators to ensure that this process meets the needs of all concerned. At the end of a project, an income and expense statement and a list of contributors and participants (within reason) must be submitted to the Mission Advancement Office. Appropriate tax acknowledgments and thank you letters and future decisions will be based on these reports.

Project applications can be obtained through the Mission Advancement Office.

Questions regarding this policy should be directed to Joe Accardi, Mission Advancement Officer.

### **HUMAN DEVELOPMENT**

Catholic theology advocates a consistent life ethic. In keeping with this teaching and tradition of the Catholic Church stated in the National Directory for Catechesis, family life education includes the totality of family life issues. The school's curriculum shall include a program in human development. The human development program may be integrated into other areas of instruction – religion, social studies, health, science, physical education and/or guidance classes.

Parents/Guardians are the first and foremost teachers of their children. They are to be informed

about the selected program in an annual orientation meeting where the goals, concepts and objectives as well as the content of family life education program are explained and discussed. An overview of the curriculum standards as well as the content of the specific grade levels should be part of the orientation.

Parents/Guardians may exercise their right to present the human growth and development unit rather than having their child participate in the presentation at school. The request for this exemption is submitted in writing to the school administration. An alternate classroom setting will be provided for the student by the school administration.

Textbooks for the program in Human Development are to be in conformity with the Catechism of the Catholic Church. The Conformity Listing of Catechetical Text and Series is available through the Department of Education: Catechism Division [www.usccb.org/catechism/index.htm](http://www.usccb.org/catechism/index.htm) or by contacting the Office of Catholic Schools.

Questions regarding family life education may be directed to the Director of Catholic School Identity and Mission at the Office of Catholic Schools.

### **ILLNESS/INJURY AT SCHOOL**

When a student becomes ill or is injured at school the administration, office staff or school nurse shall contact the parent or guardian.

If the parent or guardian cannot be reached, the school will call the emergency contact person named in the child's records. IT IS IMPERATIVE THAT PARENTS/GUARDIANS keep the child's emergency records up to date.

If the situation warrants, the administration or designated adult shall call the police or paramedics. Written documentation of these incidents shall be kept.

Students who are being dismissed at a time other than the regular school dismissal time must have a written request from the parent/guardian. No student will be permitted to leave school without a written request. Parents/guardians must come to the office to meet the child and to sign the child out of the office. Upon return to the school that same day, parents/guardians must come into the office to sign the child back in.

### **INSURANCE**

St. Benedict Preparatory School does not provide any type of health or accident insurance for injuries incurred by your child at school related activities. We do encourage families to have accident coverage on their children especially prior to participating or being a spectator at any co-curricular school activity including but not limited to basketball, cheerleading, school dances, clubs, educational field trips, etc.

### **LASER POINTERS/LASER MECHANISMS**

Due to the potential safety hazard that laser pointers create, students shall be prohibited from possessing or using such devices. These devices will be confiscated from the student and will not be returned.

### **LEGAL DOCUMENTATION**

A copy of any legal documentation pertaining to a student at St. Benedict (including guardianship, custody issues, court orders, etc.) must be provided to the school for placement in the student's permanent file.

### **LOST AND FOUND**

Lost and found items will be kept in the school during the year. Those articles not claimed by the end of each trimester will be donated or disposed. The school is not responsible for items that are lost.

Additionally, students should not bring large amounts of cash, valuable items, or expensive toys/novelties to school. The school is not responsible if they are lost, damaged or stolen. The school will not be expected to take extraordinary or unrealistic steps to search for missing or lost items.

### **MEDICATION/MEDICAL EMERGENCY**

State law forbids school personnel to administer any type of medication to students. If medication is required during the school day, a doctor's written order must be on file in the nurse's office where the child takes his/her own medication. Medication cannot be kept in backpacks or in the classrooms. Students are allowed to keep inhalers with them as long as the nurse is properly informed and prescription documented.

It is understood that in case of an emergency involving a student, school personnel will attempt to contact a parent. In case a parent cannot be reached, the parent authorizes the teacher, nurse or administrator in charge, to seek medical attention. This is with the understanding that the parent will pay all medical costs that are above and beyond any school insurance that might be in effect. In the event that a teacher, nurse or administrator has to seek medical attention, all possible efforts are to be made to reach the parent as soon as possible.

### **NON-CUSTODIAL PARENT**

St. Benedict Preparatory School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. **IN THE ABSENCE OF A COURT ORDER TO THE CONTRARY**, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. **If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

If the non-custodial parent would like to receive pertinent information that is already given to the custodial parent via the child at school, then self-addressed stamped envelopes must be provided to the school office.

### **PARENT/GUARDIAN CONDUCT**

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year.

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

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

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

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

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

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
- dismiss the child (ren) of the parent/guardian temporarily or permanently from the local Catholic school.

### **PARKING DURING SCHOOL HOURS**

Parents are reminded that the area in front of the school on Leavitt Street is a "*NO PARKING ZONE*" between 8:30 a.m. and 4:30 p.m. *THE NORTH SIDE OF BYRON STREET IS CONSIDERED A "NO PARKING ZONE" BETWEEN 6:00 A.M. AND 6:00 P.M.* Please be reminded that there are **NO EXCEPTIONS** to this city ordinance and cars may be ticketed by city police. ***PARKING IN THE COURTYARD IS NOT ALLOWED*** during school hours for safety reasons. Volunteer workers (including lunch supervisors) should plan to park accordingly.

The school and parish courtyard parking lot is not available for parking during the school day until after 4:30PM. The only exception to this policy will be for those families who use the parking lot at arrival or dismissal time (not including 12:20 Preschool dismissal). These families may use the courtyard to park their vehicle long enough to drop off or pick up their child. Cars are expected to be out of the lot by 8:05AM (after morning drop off) and 3:10PM (after dismissal). **THIS IS THE ONLY EXCEPTION.**

### **PERMANENT MARKERS**

Due to the potential damage the use of permanent markers may cause to school and personal property, students are asked not to bring permanent markers of any kind to school. On occasion, a teacher may allow a student to use such markers for a specific academic/artistic purpose. This use shall be under the supervision of the classroom teacher. Students who bring permanent markers to school shall have the markers confiscated by the teacher. Markers may not be returned to the parent/student. This decision shall be made by the head of school.

**PETS/ANIMALS** Pets and animals are not allowed in the school building without the permission from the administration. Please do not bring pets into the school office. Parents and Guardians are responsible and liable for any harm to another person or property if they bring their pet/animal on to school or parish property.

### **PERSONAL BELONGINGS**

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student's name. Students are encouraged not to bring valuables or wear valuable items to school. Students are expected to check the "Lost and Found" periodically for missing items. ***THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS LOST or STOLEN ITEMS.*** Desks/cubbies/coat rooms/lockers are school property and are subject to inspections at any time by the administrator or designee.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Physical examinations are required by the Department of Public Health for all students entering Preschool, Kindergarten or grade 1, grade 6 and grade 9. All students must comply with the state regulations (see Addendum). ***Students who do not have the required health forms turned in will not be allowed to attend school until their records are up to date.*** All students must have immunization against measles, mumps, smallpox, tetanus, diphtheria, poliomyelitis and pertussis, hepatitis, chicken pox and lead testing prior to entering kindergarten or grade 1. (*School Code of Illinois, Section 27-8*)

Current dental examination records are needed upon entering our school and in grades 2 and 6. Please inform the school office of any update on immunizations.

One copy of your child(ren)'s medical record will be provided at no charge with a written request at least one week in advance. Additional copies will be provided at a nominal fee of \$1.00.

### **PUBLIC SCANDAL INVOLVING STUDENTS**

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

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

### **RESOLVING DISAGREEMENTS OR CONFLICTS**

Issues between individuals should, first of all, be discussed respectfully. Whether between students, or parents and teacher, the classroom teaching routine or school day should not be disrupted. All encounters and discussions should maintain the respect of all, with a spirit of openness to God's grace and the healing power of the Holy Spirit. **If a parent/student/guardian becomes aggressive or confrontational, a teacher and/or staff member has the right and the obligation to walk away from said confrontation. SBPS staff will NOT be expected to engage in/suffer through disrespectful or confrontational behavior.**

Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with a teacher should request a mutually agreeable appointment time. The administration should not be approached until the matter has been discussed with the teacher or staff member.

The appropriate sequence for questions of responsibility of fairness should be:

1. Private, scheduled discussion among the people directly involved.
2. Administration requested to review the situation, if needed.
3. Follow up meetings are available to resolve any outstanding issues.

### **RETENTION**

The decision to promote or retain a student generally shall be a cooperative decision made by parents/guardians, teachers and administration. Nonetheless, the final decision to retain a student rests with the parent/guardian. The administration will place a record of the recommendation in the student's file. Ordinarily, parents/guardians shall be notified of the possibility of retention in writing. The school will make every effort to send the first written notice before February 1, the second early in March and the final notice by May 15. St. Benedict School will follow the Guidelines for Retention established and approved by the Office of Catholic Schools.

### **SAFE SCHOOL PROCEDURES**

Safety of our students is a primary concern of the school. With this in mind all school doors will be locked during the school day. Admittance to the ELEMENTARY school will be restricted to the Leavitt

Street entrance where an intercom and buzzer have been installed. Admittance to the PRESCHOOL will be restricted to the Bell Street entrance Admittance to the SECONDARY school shall be restricted to the Byron/Leavitt Entrance. All visitors must identify themselves before being admitted to the school by the receptionist. Once inside, visitor must surrender a photo ID in order to obtain a visitor tag from the office to wear while in the school. These procedures will enhance the safety of all the students and we are sure that you will understand and comply with them. Students are not allowed to open the doors for ANYONE. Please do not ask a student to allow you admittance into the school. For the safety of our students and staff, we ask that parents do not walk through the high school en route to and from the preschool to the elementary school. Please use the assigned doors to enter the schools.

### **SEARCH AND SEIZURE**

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on school campus.

The school retains the right to search and seize drugs, weapons, and other contraband when there is belief such contraband is in the possession of a student. Such possession is in violation of the rules of St. Benedict Preparatory School. The school will assist local government authorities by reporting such possessions, and when requested by the authorities, the school will cooperate fully with the police and other government authorities.

### **SEXUAL HARASSMENT**

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

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

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

**St. Benedict Preparatory School seeks to create a Christian environment permeated by Gospel values of love, compassion and justice. All members of the school community are expected to demonstrate respect for themselves and one another. Any form of sexual harassment is in direct opposition to our school's philosophy and values and it will not be tolerated.**

Students who experience any form of sexual harassment are asked to bring the problem to the attention of a teacher or the administration.

### **STAFF/PARENT CONTACT**

Frequently throughout each school year, informal conferences between parent and teacher can and do take place via telephone conversations, written messages and scheduled meetings at mutually agreeable times. To initiate a conference with a teacher, write a note/email to the teacher indicating the nature of the request and convenient times for a conference.

Upon receipt of the written request, the teacher will contact the parent by return letter/email or telephone call whereby the time and location of the conference can be mutually agreed upon. In justice to the students and the teaching/learning process, no teacher can be contacted during his/her regular teaching hours. Every effort will be made to respond to messages from parents in a timely fashion.

### **STUDENTS WITH SPECIAL NEEDS AND INCLUSIVE EDUCATION**

At times the school may recommend or require educational/psychological consultation or testing for learning difficulties or emotional and/or behavioral problems. Procedures vary with each case and decisions are made cooperatively with parents. All parents have the right to request educational testing for their child/ren through the Chicago Public Schools at no cost to the family to determine whether exceptional educational needs are present.

It is the mission of SBPS to serve students with special needs in an inclusive environment. This means that most of the curriculum/course content will be delivered in a traditional classroom setting with teachers using student service plans to differentiate instruction per learner. Some extra support may be available to students who need assistance, however the school does not provide a “self-contained” special education classroom.

The school may not accept additional transfer students with special needs if it is evident that the child’s specific class/grade level can not accommodate the student’s needs effectively while trying to serve existing students. In order to achieve a truly INCLUSIVE environment, SBPS may limit the amount of total students with special needs to 10-15% of the class/grade level population.

### **STUDENT PLACEMENT**

At St. Benedict Preparatory School, teachers and administrators determine student placement to achieve the following goal: a diverse student group that achieves a balance of genders, ethnicities, abilities, gifts, talents and personalities. Parents are NOT to approach teachers to request student placement. Any requests need to be directed to the administration and must be supported by a valid educational reason. “Because my child’s friend is in there,” or “I’ve always had Mrs. \_\_\_\_\_” are NOT valid educational reasons.

### **SMOKE FREE ENVIRONMENT**

The Smoke-free Illinois Act (Public Act 95-0017) protects the public from the harmful effects of

exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment. Places of employment are defined in the Smoke-free Illinois Act as any area under the control of a public or private employer that employees are required to enter, leave, or pass through during the course of employment.

The Archdiocese of Chicago acknowledges the importance of student and staff health and wellness and its relationship to the educational and academic achievement. It further acknowledges and understands that use of tobacco and all related products including the presence of secondhand smoke present a health risk and environmental hazard. To protect the health of staff and students, it is the policy of the Archdiocese of Chicago to remain tobacco free on school premises at all times, 24 hours a day, in school buildings, school vehicles and school grounds. This policy shall be promoted by the Archdiocese of Chicago and enforced by the administrator at the local school.

No individual, including students, staff members, or school visitors, is permitted to use any tobacco product at any time, including non-school hours:

- in any school building or school vehicle
- on school grounds and/or property of the school which may include athletic fields and parking lots

Individuals who violate this policy are subject to disciplinary action.

**Note the following:**

- School - includes any school, nursery, day care facility, elementary or secondary school through grade twelve that falls under the scope of the Archdiocese of Chicago – Office of Catholic Schools.
- Tobacco free - Free from tobacco of any kind, including but not limited to the use of cigarettes, cigars, cigarillos, blunts, pipes, snuff, snus, and chewing tobacco.
- Tobacco - A plant widely cultivated for its leaves, which have high levels of the addictive chemical nicotine. The leaves may be smoked (in cigarettes, cigars, pipes), applied to the gums (dipping and chewing tobacco), or inhaled (snuff).
- Tobacco use - The consumption of tobacco products by burning, chewing, inhalation, or other forms of ingestion.

**SUSPECTED CHILD-ABUSE**

St. Benedict Preparatory Schools and Illinois Law require any member of the teaching, counseling, or administrative staff having reasonable cause to suspect that a student seen in the course of professional duties has been physically or emotionally abused or neglected to

immediately report the suspected abuse or neglect to the Department of Children and Family Services.

### **TECHNOLOGY USE OUTSIDE OF SCHOOL**

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

### **TEEN DATING VIOLENCE POLICY GRADES 7 and up**

1. Teen dating violence is unacceptable and is prohibited. Each student has the right to a safe learning environment.
2. Age - appropriate education about teen dating violence must be incorporated into new or existing programs for students in Grades 7 through 12 and school employees.
3. Local procedures for the manner in which employees of a school are to respond to incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation.
4. The school will identify the officials or administrators by job title who are responsible for receiving reports related to teen dating violence.
5. The school will notify parents/guardians and students of the teen dating violence policy adopted by the school at the beginning of each new school year. (Public Act 98-0190, effective August 6, 2013)

### **TRANSFERS**

#### **ADD REQUESTS FOR RECORDS**

The school office should be notified **a week in advance** when a transfer is desired. The name and address of the new school must be given before a transfer slip can be completed. **All financial obligations must be resolved before transfer requests can be honored. The new school must formally request records before we can release paperwork from our building.**

### **TRANSPORTATION OF STUDENTS BY PARENTS/VOLUNTEERS**

St. Benedict Preparatory School strongly discourages the transporting of students other than your own children for any reason. If parents, guardians or other adults transport their own

children, relatives, or other children in the school to a field trip, athletic events or co-curricular activity, and they are using their own vehicle or a vehicle that is not owned by the school of the Archdiocese of Chicago, they are doing so on their own and not as an agent of the school.

### **VOLUNTEERING AT SCHOOL: Safe Environment Requirements**

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse or trauma. Compliance requirements are as follows for all volunteers:

- Criminal Background Screening
- Safe Environment Training (Virtus/Protecting God’s Children) – Verification of completing this training is filed in Mrs. O’Keefe’s office
- Code of Conduct – Read and signed- form kept in Mrs. O’Keefe’s office
- Child Abuse and Neglect Tracking System (CANTS) Form – form kept in Mrs. O’Keefe’s office

The school and parish can not allow someone to volunteer if they have not completed the following. Please call the school administration or Christa O’Keefe to find out how to comply with this policy.

### **SBPS ADVISORY BOARD**

Advisory Board meetings are held on a bi-monthly basis. These are open meetings and parents are encouraged to attend them whenever possible. The SBPS Advisory Board is comprised of members elected by school parents and parishioners for a three-year term.

The Advisory Board is charged with the following responsibilities:

1. Develop and define policies which will enable SBPS to reach its goals, to promote the implementation of said policies, and to provide counsel and advice to the Head of Parish School of the school.
2. Collaborate with the Pastor to hire the Head of Parish School and participate in the Head of Parish School Evaluation Process.
3. Review and advise on the annual school budget and collaborate with other interested parties as to possible sources of funding.
4. Act as a liaison to the diverse interests of students, parents, parishioners, and staff within the context of the Advisory Board's mission.
5. Participate in the development and implementations of the school’s long-range planning process.

Parents are encouraged to become members on the Advisory Board. Interested candidates may contact the principal for further information.

**The Advisory Board is not a grievance committee. Concerns should be directed to the school administration.**

