

**ST. PROCOPIUS**  
**ELEMENTARY SCHOOL**

**Parent Handbook**

**2009 – 2010**

**St. Procopius School**  
**1625 S. Allport**  
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**St. Procopius: A bilingual community of learners dedicated to justice and excellence.**

*San Procopio: Aprendiendo en dos idiomas en pos de justicia y excelencia.*

## ***WELCOME***

Welcome to the St. Procopius School community. We are happy that you have chosen St. Procopius as the place to educate your child. By doing so, you are joining a unique community of children, parents, and teachers who believe that education should be about learning and growing. We seek an education that instills responsibility, cultural appreciation, and strength of mind and character.

St. Procopius School is committed to the Catholic faith and values, to academic excellence in the Jesuit tradition, and to fostering a climate which builds on the strengths of the community in which we live. Our efforts to meet these goals include the following:

- St. Procopius students are educated to be bilingual, and will develop verbal, reading, and writing skills in English and in Spanish.
- Our teachers develop and integrate progressive educational programs.
- We seek to preserve and develop the culture of our community.
- All members of the school community become involved in our children's education. The families of our school have a particularly important role in our students' education.
- We are dedicated to the holistic development of our students, seeking to encourage academic, social, and spiritual growth. As a Catholic school staffed by committed lay people and Jesuit priests, we teach all aspects of the Catholic faith. We endeavor to produce graduates who are truly women and men for others, dedicated to justice and to following Jesus' example in our lives.

Whether you are a new parent or not, you may have questions about your child's classroom experience, about school policies, or about the school community. We hope that this Parent Handbook will answer many of your questions, and will direct you to those who may answer the rest.

## **Dual Language Education**

St. Procopius School holds as a goal the institution of a dual language educational program for all of our students, regardless of race, national origin, language dominance, or grade level. Through this program we strive to maintain and augment students' ability in their first language, while developing skills in their second language. The desired result is a graduate of St. Procopius who achieves at or above grade level in both Spanish and English. We have found that achieving this result requires that we address the unique academic, social, and cultural characteristics of students of various language skills and backgrounds.

The bilingual model we have chosen ensures academic proficiency in both English and Spanish. Academically, we use a model of Spanish immersion in the early grades. By 3<sup>rd</sup> and 4<sup>th</sup> grade, 50% of the school day is in English and 50% is in Spanish (during this time, all students receive literacy instruction in their first language). Students in the upper grades receive content-area instruction in both languages, and develop cognitive and academic skills in Spanish and in English.

Our goals and our educational model have a profound effect on the socio-cultural context in which we educate our students. Our success depends on the creation of an environment that is supportive and affirming for all students and families. We therefore endeavor to provide models of language ability in both English and Spanish, to allow integration and cooperation among students of different languages, to create a positive perception of bilingualism, and to transform majority/minority relations in creating a positive school climate for all students. All attempts will be made to ensure equal status for both languages in our school community, to involve parents of all backgrounds in our school, and to provide opportunities for language acquisition through all content areas at all grade levels.

Contrary to politically motivated opposition to bilingual education, research demonstrates that students educated in programs like ours do better than in monolingual programs, achieving at or above grade level through elementary and high school. Our dual-language program was implemented and developed between 1996 and 2006, during which time the academic achievement of our students as measured on standardized tests improved dramatically in both English and Spanish.

## **Admissions**

St. Procopius School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. The school admits students of any race, color, religion, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in this school. St. Procopius does not discriminate on the basis of sex, race, religion, color, or national and ethnic origin in administration of its educational or employment policies, athletic or other school-administered programs.

### ***Admission Age***

St. Procopius School abides by the following age requirements for admission to school set by the State of Illinois:

- Students entering preschool must be three years old (PK-A) or four years old (PK-B) on or before September 1<sup>st</sup> of the current school year.
- Students entering kindergarten must be five years old on or before September 1<sup>st</sup> of the current school year.
- Students entering the 1<sup>st</sup> grade must be six years old on or before September 1<sup>st</sup> of the current school year.

All students must be capable, emotionally and intellectually, of participating in St. Procopius School programs.

In cases when the number of candidates exceeds the capacity of a particular class, preference for admission will be given to the children of St. Procopius parishioners.

All students entering pre-school, kindergarten and first grade should provide the following records:

- Birth Certificate
- Baptismal Certificate (if baptized)
- Medical records

All students entering grades 2-8 must provide the following records:

- Birth Certificate
- Baptismal Certificate (if baptized)
- Medical records
- Copies of most recent grades
- Scores of most recent standardized tests
- A post-admissions test may be given for placement purposes
- A pre-admissions test may be administered to students entering 7<sup>th</sup> and 8<sup>th</sup> grades if the transfer does not contain the needed information.

Students who have been diagnosed with a learning disability or other special need must provide the school with an IEP or evaluation. St. Procopius will only accept students whose needs can be met by the school's programs.

The State of Illinois does not allow students to attend school without providing the proper medical records to the school. For this reason, we are required to exclude students whose medical records are not up to date.

## **Tuition & School Budget**

### ***Parish Subsidy and Financial Expectations of Parents***

An annual operating budget for the school is developed in the spring of each year. The approximate cost per child for the 2009-2010 school year is \$4,840. A financial analysis is done with all families, and a determination is made regarding how much the family will pay towards the full cost (\$4,840), based on the family's income. Families that are unable to pay the full cost per child are awarded a scholarship that is provided for through a parish subsidy to the school, fundraising efforts, and development efforts that include a scholarship campaign. It is for this reason that all parishioners with children enrolled in St. Procopius School are also expected to contribute to the overall support of the parish, in addition to meeting their obligations in a timely manner for their children's tuition.

Annual tuition may be paid in eleven equal payments, due each month before the 15<sup>th</sup> of the month. All tuition payments must be paid in full by May 15<sup>th</sup>, 2010. A late fee of \$25.00 will be assessed if the monthly payment is made after the 15<sup>th</sup> day of the month. We accept payment by cash, check, and major credit card. In the case of checks that are returned due to insufficient funds, a fee of \$25.00 will be charged, along with the bank fee charged to the school. After paying the fee, families may choose to have the school re-deposit the check, or they may choose to pay the fee and the full amount in cash to avoid further fees.

The school provides books and supplies to students throughout the school year. If a book or supply item is lost or damaged, the family will be expected to pay the replacement cost.

**All balances, including the family fundraising commitment, must be paid in full at the end of each school year. Final payments will only be accepted in cash or money orders-no personal checks will be accepted on final payments prior to the release of report cards, student records, transfers, and/or graduation diplomas.**

Before the first day of school, each family will sign a tuition/scholarship agreement. This agreement defines the tuition commitment for the family and guarantees the scholarship that will be provided by the school to the family. We rely on every family to pay its tuition obligation to the school in a timely fashion. Only this way is the school able to pay the teachers and meet its own financial obligations. In the event that a family falls behind in tuition payments, it is the family's responsibility to contact the administration and formulate a payment plan. If the family fails to contact the administration, or fails to meet its obligation under the payment plan, the school will withhold students' report cards or exclude children from school.

**Important: Scholarship and tuition agreements between the school and individual families are confidential.** The administration of St. Procopius School agrees not to share any financial information provided by families on their scholarship applications. Each family, in accepting their scholarship, agrees not to share individual scholarship information with any outside party.

New students will be considered registered in St. Procopius School when a School Registration Form and Tuition/Scholarship Agreement is submitted to the School Office, along with the payment of the first monthly payment of tuition. This first payment and the Registration Fee reserve the place of the student in the school, and will not be refunded under any circumstances.

## ***Fundraising***

Our school's annual budget includes \$50,000 that must be raised by the school community this year. Therefore, all families are required to make a commitment to actively participate in all fund raising activities planned and organized by the school and by the school board. **Each family is expected to raise \$450 through participation in these events.** Families have the option of paying this amount of money in monthly installments, rather than participating in fundraising events.

## **Academic Policies**

### ***Daily Schedule***

The school day is from 7:55 a.m. until 3:00 p.m. each day. The school building will open each morning at 7:30 a.m., and students may enter the gymnasium at this time. **All students are required to be in the gym before 7:55 a.m.** Each class will proceed upstairs together at this time - students may not walk upstairs until their teacher arrives to bring the entire class to the classroom. Prior to 7:55 a.m., students are not permitted in any part of the building other than the gym and the cafeteria.

Any student who is not in the gym at 8:00 a.m. will be considered tardy. Please see the tardy policy listed below.

At the end of the day, classes will leave the building together at 3:00 p.m. with the exception of students in pre-school who will be picked up in their classrooms at 3:00 p.m. Parents may meet their children on the sidewalk at this time (or in the event of cold or inclement weather, they may pick their children up in the school entryways). Parents should not wait in the school hallways for their children, nor should parents pick up their children at the classroom door.

After-school care is available in the school building from 3:00 - 5:30 p.m. through the After School Program. Students who are not picked up before 3:10 p.m. will automatically be sent to the After School Program and parents will be assessed the cost of one day of After School Program supervision. This charge will be applied immediately at 3:10 p.m. If this occurs more than three times, the students will be enrolled in the After School Program at the parent's expense.

If a student must leave school early, **a note explaining the reason for the early dismissal and time must be given to the teacher at the beginning of the day** (except in cases of emergency). Parents must come into the building to pick up their child early, and will sign an **Early Dismissal Form**.

### ***Attendance***

Success in school requires regular attendance. A student who is needlessly absent misses valuable continuity of instruction, and her/his work is affected for some time. However, a child should not attend school when it is detrimental to his/her own health or to that of others. **Parents should call the school before 9:00 A.M. to notify the school if their child is home for the day.**

**Whenever a student is absent, the absence must be explained in writing.** On the day that he/she returns, **the student should bring a note from a parent or guardian (and a signed note from a medical doctor, if applicable),** which will be placed in the student's school file. It is expected that

students will miss fewer than fifteen days over the course of the year due to absence. In the case of any student who has more than fifteen absences during the year, the school administration will consider retaining the student and/or requiring the student to transfer out of the school at the end of the year.

Parents must request permission from the Principal in advance of the student's absence for reasons of unexpected travel or illness (for example, scheduled surgery). Families are encouraged to plan vacations during the three weeks of Christmas vacation. Permission to travel at any other time during the year will be denied unless the travel is related to a death or illness. Depending on the circumstances of the absence and in consultation with the teacher, the Principal will decide whether or not to grant permission for the absence. If permission is granted, families assume the responsibility of making sure the student engages in learning activities that will help them catch up on missed class work or homework. **Teachers are not responsible for providing students with homework before they leave.** Rather, teachers will meet with students upon their return in order to review learning activities that the student missed and help the student catch up with the rest of the class.

Frequent tardiness interferes with the continuity of a student's education, and interrupts the school day of students and teachers. For this reason, unexcused tardiness cannot be tolerated at St. Procopius. In cases of doctor's appointments that require a student to arrive late, families are requested to notify the school beforehand in writing that the student will be late.

The school's policy on tardiness states that any student who arrives to school after 8:00 will receive a tardy slip, which will be kept in his/her school file. Students may be late no more than five times in the first semester, August 24, 2009 to January 22, 2010 (consisting of the first and second academic quarters) and no more than five times during the second semester, January 26 to June 11, 2010 (third and fourth academic quarters). **If a student arrives late to school on five occasions in one semester, the student will be warned by his/her teacher, and a Tardy Alert form will be sent home to notify the family of the problem. On all further instances of tardiness during that semester, he/she will not be admitted to class and parents will be asked to take their children home with them.** This policy applies to students of all grades. Additionally, we ask for your cooperation in modeling honesty and discipline for your children by not encouraging them to "sneak" into the building and by not disputing the determination of the time of 8:00 a.m.

## ***Homework***

Homework is an integral part of our students' education. The purposes of assigned homework are to further academic achievement, to reinforce skills learned, and to instill a sense of responsibility concerning schoolwork and study habits. The amount of homework given will depend on the age and the academic needs of the student.

It is recommended that each student make home study a regular nightly routine. This encourages good study habits. Parents can help by:

- providing the child with a quiet place to study;
- setting aside a regular time each night;
- removing distractions (TV, radios, etc.)
- encouraging children to share their work and to discuss their school experience.

A positive working relationship between home and school will certainly enrich the experience of our children. We believe that mutual support and cooperation between school and home are an essential part of the educational process.

**All teachers at St. Procopius require that homework is completed on time and in a manner that demonstrates effort and understanding.** Homework that is incomplete or poorly done will be corrected and re-submitted by the student. Failure to consistently complete homework requirements will necessitate a conference between teacher, student, and parent/guardian. In addition, teachers may take additional measures, including requiring after-school tutoring or study time, to ensure that homework is completed.

### ***Promotion/Retention***

It is our belief that in most cases it is not preferable or beneficial to retain students in a grade for more than one year. However, in certain cases the possibility of retention will be considered for its possible academic and/or social benefits. In cases when retention is being considered, the parents/guardians of the students involved will be notified in writing at the conclusion of the third academic quarter. Parents will be encouraged to work with the teacher and administration in determining the best course of action for the student. Only the Principal will make the final decision regarding student retention.

### ***Evaluation of Students: Report Cards, Conferences, and Academic Honors***

We have designed our reporting system in a way that should promote positive interactions and discussions between students and their families with regard to school. During the first three quarters of the year, each student and her/his family will be scheduled for a half hour conference with the teachers. During the fourth quarter, each class will create a half-hour presentation of their work as part of Celebrate St. Procopius Day activities. **These are mandatory conferences and events; all families are expected to attend.** At these conferences, the student will show his/her family a portfolio of work completed that quarter, and she/he will demonstrate what she/he learned that quarter. The teacher(s) will report on the student's academic progress and will share report card grades.

Each student from grades K-8 is evaluated quarterly based on her/his ability to provide evidence and understanding of the essential questions studied throughout the quarter in all subject matters. For each question, a student who successfully completes the work and the assessments related to that question will receive a checkmark (√) on the report card. At the conclusion of the first and third academic quarters of the year, the school will publish an "Honor Roll" which recognizes all students who have received the checkmark grade on every one of their grade's Essential Questions. At the end of each semester, one student from each class is recognized with an "Academic Honor Award" for excellence in their academic classes and one student is recognized with a "Most Improved Student Award" for their growth and progress.

In addition to the Essential Questions, each student is also evaluated on progress in a variety of skills in the areas of reading, writing and mathematics. The system of evaluation for these skills is a grade of 1, 2, or 3. **This scale should not be compared to the more mainstream letter grades A, B, C.** If a student obtains a 2 in the sub-categories on the report card, that means that the student is meeting grade level expectations. Grade level expectations are based on national standards, not on a comparison among the students in the class. The goal of the teachers, parents and students is for students to meet grade-level standards and to earn a grade of 2. A 1 indicates the student is not yet working at grade level in that area, and a 3 indicates that the student has surpassed grade level expectations.

We recommend that families use the report card in the time between conferences to help students establish and meet their educational goals. We encourage families to analyze areas of strength of the

child, and to praise their child as often as possible when schoolwork is well done. We also encourage families to focus on areas where children can improve, using the report card as a guide. Schoolwork is graded using the report card's scale. Therefore, class work and homework throughout the school is graded using a 1, 2 or 3. Family discussions that compare progress in class work and homework to the report card grades will help students focus on areas of improvement. Parents are welcome anytime to consult with a teacher or administrator about the report card and how it can be used at home to encourage learning.

## **Emergency Procedures**

All students must have an **Emergency Form** on file with the school. Parents will fill out this form, identifying people whom they wish to be contacted in the event that an emergency should arise. **It is imperative that parents inform the school of any changes in their phone numbers or addresses, including those of emergency contacts.** The parent completing the form also identifies a medical professional who sees the child on a regular basis and who may be contacted if necessary. A release allowing the school to call emergency services is also included in this form and must be signed by parents.

In the case of an emergency, the school will immediately contact parents and the people listed on the emergency form to notify them of the incident. If, however, the school is unable to contact parents or legal guardians, it will proceed appropriately, given the nature of the emergency (i.e. call an ambulance). If a child is injured at school, the child's parents will be contacted immediately. It is the parents' responsibility to choose the appropriate course of treatment for their child. The school will offer all the resources and support possible. It is also the parents' responsibility to cover the costs of the emergency, unless the school is liable for the injury.

### ***Inclement Weather***

If our school must close because of an emergency, the local media will broadcast the closing and a message will be placed on the school voice mail. Every attempt will be made to communicate this information as quickly as possible.

This information is available through the **Emergency Closing Center**:

**Web:** [www.stprocopius.com/school](http://www.stprocopius.com/school)

**Radio:** WGN 720 AM and WBBM 780 AM

**TV:** CBS-2, NBC-5, ABC-7, WGN-9, FOX-32, CLTV News

**Call:** 1-847-238-1234

**Online:** [www.EmergencyClosings.com](http://www.EmergencyClosings.com)

**Facility Information:** Facility Name: ST. PROCOPIUS SCHOOL

Facility Location: CHICAGO

Facility Phone: 312-421-5135

### ***Administration of Medicine***

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Medication will not be given (administered by school personnel or self-administered) to any students unless the **Medication Authorization Form** has been completed by the family and signed by the Principal. Parents may request an Authorization form from the office. Medication received by the

school in accordance with a completed **Medication Authorization Form** will be stored in the school office.

### ***Student Medical Records***

Illinois state law requires that parents provide proof of necessary immunizations and a physical exam upon entering the school. In addition, each student must receive a physical examination within one year of entering Kindergarten and fifth grade. The physical exam form should be signed by a doctor and by a parent, and should include the child's immunization history. If proper documentation is not provided for any student by October 15, he/she must be excluded from school until the family can provide the necessary information.

### ***Student Phone Usage***

Students are not permitted to carry or bring cellular telephones to school for any reason. Also, students are not permitted to use the school telephones. Parents should not expect to communicate directly with their children during the school day. For that reason, making plans with your child before the beginning of the school day is essential. If a child needs to be notified of an emergency, please contact the school office or the administration. Proper measures will then be followed.

## **Volunteers and Visitors**

Parents are welcome in the school as observers, volunteers, speakers, etc., if prior arrangements are made with the teachers and administration. If a parent wishes to meet with a teacher about a student, the parent must make arrangements with the teacher or plan on meeting with the teacher from 7:30 to 7:50 A.M, when teachers are in the gym, or after school. **Teachers may not be interrupted during instructional time unless it is an emergency.** Also, teachers should not be interrupted during time in which they are moderating after school clubs or coaching sports teams. For student security, no one may be in the school building without a visitor's pass issued by the office.

Many parents have talents and abilities that can and should be shared with our students. Parents are encouraged to volunteer, and arrange beforehand the type of volunteer work that will be done. Classroom visits and observations are also welcome, but again, parents must communicate with teachers prior to observing the classroom. Parents are encouraged to participate actively in the school through various groups set up especially for parental participation: teacher appreciation, cultural events and celebrations, field trips and student appreciation.

All parental visits must be school related; students may not lose class time to visit with their parents about non-school related issues. If a parent or relative should not be allowed to see a child, especially due to legal custody issues, the school must receive a court order stating so at the beginning of the school year or whenever appropriate.

If parents wish to celebrate a child's birthday during school hours, it may only be done with prior permission from the teacher and the administration. At least one week's notice is requested. If the celebration is permitted, it may only occur from 2:45 p.m. – 3:00 p.m. so as not to interrupt classroom learning.

At all times parents and visitors must identify themselves in the office, sign in and obtain a visitors pass. Parents and visitors will not be admitted into classrooms without these passes and a specific reason to be in the classroom.

# Discipline

As members of our educational community, St. Procopius students are expected to display a positive attitude toward their education and to behave in a manner that enhances the learning process. Students whose behavior or attitude disturbs the learning of one or more students will be disciplined without exception. In order to preserve our educational environment, each student has the same rights and responsibilities within the school community, which are derived from the Code of Conduct.

## Code of Conduct

*Toda la ley se resume en un solo precepto:  
Amarás a tu prójimo como a ti mismo. (Gal 5.14)*

**We are a bilingual community of learners dedicated  
to justice and excellence.**

**Therefore a St. Procopius community member is:**

1. **Studious/estudioso:** Accepts responsibility for ones' own education; asks questions and obtains the information necessary to successfully complete schoolwork. Seeks assistance from teachers, parents, and administrators when necessary.

*Jesús vio a la muchedumbre, subió al monte  
y se sentó. Entonces se le acercaron sus  
estudiantes. Enseguida comenzó a enseñarles. (Mt 5.1-2)*

2. **Responsible/responsable:** Comes to classes with completed homework assignments and all materials needed to participate fully in classes. Accepts responsibility for behavior and for the consequences of behavior.

*A vivir en el mundo presente como seres responsables,  
justos y que sirven a Dios. (Tito 2.12)*

3. **Respectful/respetuoso:** Is respectful and courteous at all times. Respects school property and the personal property of other students and teachers.

*Traten a los demás como quieren que ellos  
los traten a ustedes. (Mt 7.12)*

4. **Orderly/ordenado:** Arrives on time and prepared for all classes and school activities, complies with the school dress code and cooperates fully during safety drills.

*Que todo se haga en forma  
digna y ordenada. (1Cor 14.40)*

## ***Disciplinary Procedures***

Each teacher is entrusted with the rights and responsibilities of her/his students. Classroom disciplinary procedures will be designed to provide a high quality education which is uninterrupted and allows for the full participation of all students. Specific procedures, requirements, and consequences may vary based on the nature of the learning activity as well as the age and abilities of the students.

## ***Disciplinary Suspension***

No student will be permitted to interfere with the educational process of his/her class or classmates. In cases where a student's behavior infringes on the rights of other members of the school community, the student will be removed from her/his classroom. Students may be suspended in the school building for one or more days, or may be required to serve a suspension at home. In any case, a student who is removed and suspended will not be readmitted to class until the issues which have led to the suspension have been resolved to the satisfaction of the teacher, the student, and the student's family. Students will be suspended for a minimum of one school day in instances of fighting, or in situations when the student threatens or attempts to threaten another member of the school community.

## ***Disciplinary Probation***

A student who commits a serious violation of school rules may be placed on probation for a given period of time before a decision will be made to continue to allow the student to attend St. Procopius. The process for placing a student on disciplinary probation will include the following:

- a conference between the student, her/his parent, and the Principal
- a signed form detailing the agreement on the student's part to correct his/her behavior
- The student may be required to perform service work for the school in order to maintain her/his status as a St. Procopius student. This work may be required on Saturdays or during school vacations.

## ***Expulsion***

Students who pose a serious or repeated threat to the rights of others may be expelled permanently from the school. Offenses which could lead to expulsion include, but are not limited to, the following:

- excessive unexcused absence or tardiness
- possession or use of cigarettes, alcohol, or other drugs during the school day or on school grounds
- fighting or threatening other students
- destroying school property or the property of any member of the school community
- possession of a weapon or potential weapon of any kind
- refusal to correct behavior after repeated offenses.

## ***Behavior***

Three issues are of particular concern in protecting all members of the school community, and therefore the following policies have been developed:

- 1.) Gang involvement, affiliation, or associations will not be tolerated at St. Procopius. Students who in any way express support for gangs may result in suspension or immediate expulsion with no consideration of readmission. This policy applies, but is not limited to, written insignias, students' dress, statements made by a student, and his/her associations with persons outside of the school.
- 2.) Sexual harassment among students or employees is unacceptable conduct. Students who engage in any type of sexual harassment will be subject to immediate and appropriate discipline, including suspension or expulsion. Any student who feels that she or he has been a victim of sexual harassment may bring the problem to the immediate attention of a teacher or administrator.
- 3) Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more

persons toward another person or persons. All allegations of bullying must be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.

Bullying is characterized by

- aggressive behavior toward others;
- intentional repeated hurtful acts over a period of time;
- imbalance of real or perceived power between the bully and the victim.

In all cases, these negative acts are not intentionally provoked by the victim. Bullying may be physical, verbal, emotional or sexual in nature.

The Pastor, administration, and staff of St. Procopius School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

### ***Searches of School Property***

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 the school campus.

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

### ***Parents***

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

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

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may 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 principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

## School Uniform

The school has created a uniform for all students in grades K-8. The uniform is meant to reduce competitiveness among students with regard to clothes and material goods, and to create a positive environment focused on learning. **Please note that some rules have changed!**

The school uniform for all students in grades K-8 is as follows:

### Girls:

- navy blue skirt (**knee-length**) or dress pants or long dress shorts or “skorts”
- white shirt/blouse **with a collar** OR navy blue St. Procopius logo polo shirt
- Undershirts may only be white or gray
- black shoes; high heels are not permitted; shoelaces must match the color of the shoe
- blue sweater or blue St. Procopius sweatshirt (no other sweatshirts or jackets may be worn in the classrooms)
- no perfume, no hair extensions, no makeup, no nail polish nor false nails; nails must be cut short
- girls may wear one earring in each ear and one ring on each hand; excessive jewelry is not permitted; all jewelry must be safe and not pose danger to the student herself or any other student or teacher (for example, large hoop earrings)
- hair should be neatly cut and groomed; haircuts which are unusual and designed to attract attention to the student will not be permitted; accessories or coloring of the hair that create excessive attention or distraction will not be allowed

### Boys:

- navy blue dress pants or navy blue dress shorts in warm weather. All pants must be in an appropriate size and may not be baggy.
- light blue shirt **with a collar** OR navy blue St. Procopius logo polo shirt
- Undershirts may only be white or gray
- black shoes, shoe laces must match shoe color
- blue sweater or blue St. Procopius sweatshirt (no other sweatshirts or jackets should be worn in the classrooms)
- no earrings- no more than one neck chain and one ring on each hand
- no cologne nor any type of body spray
- hair should be neatly cut and groomed; haircuts which are unusual and designed to attract attention to the student will not be permitted; this includes hairstyles in which part of the student’s head is shaved, or in which markings of any kind are shaved into the student’s hair; accessories or coloring of the hair that create excessive attention or distraction will not be allowed

### Gym Uniform:

- navy blue **St. Procopius** t-shirt or other St. Procopius t-shirts or sweatshirt sold by the school  
**Plain white or plain blue t-shirts are not permitted.** Undershirts may only be white or gray.
- blue shorts
- gym shoes (must be appropriate for school. No wheeled shoes or oversize shoes may be worn)
- in cold weather, sweatpants may be worn over shorts

**Students may not bring any type of electronic device to school. No cellular telephones, pagers, i-Pods, MP3 players, video cameras, digital cameras, standard cameras, handheld video games, or any other device that is not necessary for use in the classroom are allowed in the building. These items may be confiscated by the school administration. The school is not responsible in any way for these items.**

Teachers and administrators have the responsibility of interpreting and enforcing the school's dress code and the appropriateness of each student's appearance. Each teacher has the discretion to notify a student and her/his parent/guardian when the student is judged to be out of uniform. It is expected that any corrections to the student's appearance will be made immediately upon such notification.

## **School Activities**

### ***After School Program***

The After School program is provided to families who currently have children enrolled at St. Procopius School, and is offered from 3:00 to 5:30 p.m. The After School program offers students a quiet place to complete their homework and participate in recreational activities. Any homework that has not been completed when students are picked up should be completed at home under parental supervision. Teachers and administrators may refer students who are not completing their homework to our After School Program.

Students enrolled in the After School Program may also participate in the various extra-curricular activities offered after school. After School Program staff will pick them up or deliver them to the activities.

### ***Extracurricular Activities***

As part of our social and emotional learning goals, St. Procopius School will create and maintain programs outside of the school day for students. These programs are intended to provide students with opportunities to learn about goal-setting, self-discipline, teamwork, and to instill in them enjoyment in recreational / extra-curricular areas that can be long lasting. The extra-curricular activities include athletics, clubs (art, student leadership, theater, music, etc.), service opportunities, trips/excursions, etc. In all cases, students and parents/guardians will be notified in writing of the time and place of the activity, as well as practices, events, games, etc. Students who wish to participate will be required to obtain permission from a parent/guardian and from their classroom teacher. It is assumed that any student who wants to participate in an extracurricular activity must first meet her/his school responsibilities. Classroom teachers will not allow participation for students whose academic or behavioral performance does not meet classroom standards.

Students involved in extracurricular activities that take place after school should be picked up by their parent at the time the activity ends unless the child is enrolled in the after school program.

Students will not be allowed to participate in extracurricular activities which take place on days on which they are absent from most or all of the school day. In addition, students who are suspended from school may not participate in any activities until they have returned to their classroom and corrected the behavioral problem that has resulted in the suspension.

It is expected that any student who participates in a team, club, or other activity make a commitment to the rules of participation for that activity. Due to our increase in extra-curricular opportunities for our students, all students are expected to maintain their commitment to the program they choose. In the event of any time conflict (for example, an athletic game scheduled at the time of another activity the child is involved in) arrangements should be made with the coach and/or coordinator. Any coach or coordinator may remove a student from an activity if this commitment is not demonstrated.

### ***Field Trips***

Teachers will, on occasion, schedule trips or excursions for their classes during the school day. These field trips will be of an educational nature and will connect to the curriculum of the class, but student participation will not be required.

Parent/guardian permission will be required in order for a student to attend a class field trip. Students who do not return an official school permission form will remain at school to work on assigned classwork.

## **Breakfast / Lunch**

The Archdiocese Food Service Professionals Company (FSP) provides our students with breakfast and lunch every day. The FSP Company is responsible for all paperwork, food preparation and food distribution. The FSP Company is funded by the federal government, and abides by all federal laws regarding food preparation and handling.

At the beginning of the school year, all families must fill out an application for food service. It is very important to complete these forms because our school receives federal funds based on these applications, even if a family chooses to not order the FSP food.

Students may participate in the FSP program or bring their own breakfast/lunch to school. If a student chooses to bring her/his own food to school, the food must be nutritious (no soda, candy or chips), and it may not contain glass bottles. Students may not share food with each other. This is in order to prevent hard feelings among students, and to avoid potential allergic reactions and other health problems.

To participate in the FSP program, families must submit the application to FSP who will identify whether or not income guidelines are met to receive free or reduced price meals. Families who do not meet the federal income guidelines will pay full price. Families who pay either a reduced or full price may order on a monthly basis.

St. Procopius students will be offered breakfast and lunch within the school day. Breakfast will be served between 8:15 and 9:15 a.m. in the classrooms every morning, and lunch will be served between 11:00 a.m. and 1:00 p.m. in the cafeteria (except for pre-kindergarten and kindergarten who eat in their classrooms).

Parents may contact the FSP personnel directly with questions or comments at (773) 385-5100.

## **Student Records**

By law, all parents/guardians and “eligible students” (former students over the age of 18 years) have the right to inspect and review a student’s permanent Educational Record. This may be done by supplying the school office with a written request to inspect records; the office will set a date (within 10 school days) and time when the records will be made available. A parent/guardian or “eligible student” may seek a correction of Education Records, which she/he believes to be inaccurate, misleading, or in violation of student rights. The parent or “eligible student” may only challenge letter or numerical grades on grounds that the grades have been inaccurately recorded. They may not challenge grades because of a disagreement with a teacher’s grading/assessment procedures. Any such request must be in writing; the administration shall respond to the request within ten school days.

### ***Privacy of Student Records***

St. Procopius School will not disclose anything from a student’s Education Records except in the following cases:

- by the prior written consent of the parent/guardian or “eligible student”
- as directory information (parents wishing to restrict disclosure must notify the principal in writing at the time of registration)
- by court order or lawfully issued subpoena
- under certain limited circumstances, at the discretion of the principal: i.e., to the parent, guardian, or student; to teachers providing educational services to the child; to other educational agencies providing support services to the child; to pastors, counselors, or other school support personnel when it is necessary to serve the student or the student’s family; to the Archdiocesan Office of Education; and to another principal when the child is seeking enrollment elsewhere, etc.

### **Rights of Non-Custodial Parents**

St. Procopius 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, we will provide (upon request) 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 information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regardless of custody, both parents have the right to receive a copy of quarterly progress reports in the absence of a court order. A non-custodial parent who wants to receive copies of progress reports, and financial statements, is asked to inform the school office of her/his address and phone number.

## St. Procopius School Board

The School Board consists of parents, parishioners, the school administration and the pastor. The role of School Board members is to reflect the views and concerns of the parents of St. Procopius students. Primarily, the Board serves as an advisory group to the pastor and school administration in developing local policies and procedures for the governance and operation of the school in accordance with Archdiocesan policy. In addition, they may collaborate with the pastor in selecting the school administration and assist in establishing the annual budget submitted by the administration.

Ordinarily, School Board meetings are held in the school building once a month. Parents will be notified of regularly scheduled meetings. In addition, various committees made up of parents and Board members may be formed to assist in finance, development, public relations, student recruitment, and school events/celebrations. Any parent interested in joining the School Board or a particular committee should contact the school at (312) 421-5135.

## Communication

At St. Procopius School we recognize that communication between families and school is an extremely important factor in a child's education. Our faculty will take the following measures in order to ensure effective communication:

- a parent orientation meeting will be held for all parents at the beginning of the school year
- parent meetings will be held in the school building periodically throughout the year
- a school calendar will be sent to parents monthly, along with updates on school news, issues, and policies
- parents will receive all school correspondence in a specially designated folder (every Friday of the week or on the last day of the week if not Friday). These folders must be signed by parents/guardians and returned on Monday or the next school day. **It is the parents' responsibility to make sure they read and return the Friday Folder.**
- parent-teacher-student conferences will be held at the conclusion of each academic quarter. All parents are expected to attend these meetings. They are mandatory.

It is hoped that parents will assist with communication in the following ways:

- reading all school correspondence
- attending the parent orientation meeting and other parent meetings
- attending parent-teacher-student conferences
- following through with children on remedies designed to help ensure their academic success
- volunteering to assist in school activities during the school year.

Parents are encouraged to discuss their children's education with teachers and school/parish administrators. In order to facilitate communication between parents and the appropriate school personnel, the school has developed the following procedure: If a parent wishes to discuss an issue that involves a particular teacher or other staff, the parent should schedule an appointment to speak with the individual involved. This should be done by calling the school office (312) 421-5135 or by sending a written request to the teacher.

If the matter is not resolved to the parent's satisfaction, the parent may either call the school office to schedule a personal or telephone conference with the Principal or may submit a written summary of the issue to the Principal requesting a response. The Principal will investigate the issue, including

discussion with the individual involved, and schedule a personal or telephone conference with the parent unless the parent prefers a written response.

- Issues involving the curriculum or instruction of a particular classroom should be initially discussed with the individual classroom teacher.
- Issues regarding disciplinary procedures or problems should be discussed with the Principal.
- Issues regarding finances should be discussed with the Principal.
- Spiritual matters should be discussed with a member of the school's administration or with the Pastor.
- Issues involving the administration of the school should be discussed with the school administration first, and if not resolved to everyone's satisfaction, may be discussed with the Pastor.
- The school administration and the Pastor, according to the philosophy and goals of the school, make final decisions regarding the policies, governance, and direction of the school.

Parents are encouraged to approach any member of the school's administration at any time about a concern related to the school. To contact the administration, parents may call the office or set up an appointment through the school secretary.

## **Additional Policies/Amendments to the Handbook**

During the course of the year it may become necessary to modify school policies and develop new policies for the operation of the school. The administration of the school reserves the right to amend this handbook or develop policies in consultation with the Pastor, faculty, parents, and community. In such cases, students, faculty, parents and guardians will be notified in writing of all changes and modifications.

# Technology

## Regulations For Student Acceptable Use of School Technology Resources\*

### **PURPOSE:**

St. Procopius School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in St. Procopius School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. **The use of these technology resources is a privilege, not a right.**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. St. Procopius School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Procopius School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify these expectations as they apply to computer and network usage.

### **REGULATION TEXT:**

#### **I. USE OF ST. PROCOPIUS SCHOOL'S TECHNOLOGY RESOURCES**

*It is the policy of St. Procopius School to:*

- (a) prevent user access or transmission of, over its computers and computer network, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;*
- (b) prevent unauthorized access and other unlawful online activity;*
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and*
- (d) comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].*

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\* including but not limited to the intranet, Internet access, fax, E-mail, stand alone computer, and telephone

Uses of the St. Procopius School Technology Resources that are prohibited include, but are not limited to:

1. Violating students' rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information.
2. Attempting any unauthorized access, including so-called 'hacking' of any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program or password on any computer or system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, gestures in any form on the Internet.
11. Using the Internet for entertainment or limited self-discovery function.
12. Using the Internet for unauthorized purchases.

## II. GENERAL INFORMATION

**The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.**

**The school provides Internet access to students to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school. Such resources enhance the learning environment.**

School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- To the extent practical, and as required by the Children's Internet Protection Act, apply blocking to visual depictions of material deemed obscene, or to child pornography, or to any material deemed harmful to minors as determined by the school administration.
- Teach proper techniques and standards for Internet participation.
- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuses of the Internet could result in loss of access privileges.
- Monitor related concerns: privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource sources.
- Be allowed to disable, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The student and parent/guardian must sign an Internet use agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused through the student's inappropriate use of the Internet system.

### III. PARENT OR GUARDIAN CONSENT FOR STUDENT USE OF THE ST. PROCOPIUS SCHOOL TECHNOLOGY RESOURCES

Prior to the use of a student's account on the St. Procopius School technology resources, the parent or guardian of the student must provide written authorization.

### IV. STUDENT ACKNOWLEDGMENT

All students who use the St. Procopius School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

### V. DEFINITION OF TERMS IN FEDERAL STATUTE

TECHNOLOGY PROTECTION MEASURE refers to a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code;
3. HARMFUL TO MINORS means any picture, image, graphic image file, or other visual depiction that,
  - 3.1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - 3.2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - 3.3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

# **How Parents Can Help with Marketing, Development, and Enrollment**

Marketing, Development, and Enrollment are areas in our school administration that deals with the growth and vitality of our school community. We need both students to teach and money to help teach them effectively. Parents are important to the growth and vitality of the school and therefore should be involved in building the school community. Below is a list of ways parents should assist in marketing, development and enrollment activities.

**1. Parents should volunteer at the school.**

- It is important for parents to feel connected to the school. One way to feel connected and informed is to spend time in the school, either in the classroom or helping out with office projects.
- Parents should spend at least 2 hours per month doing something for the school. Whether it is planning a cultural celebration, organizing the bookshelves in a classroom, or stuffing envelopes, parent involvement is crucial to successful communication and is key to building a stronger school community.

**2. Parents are asked to promote the school.**

- Parents may distribute fliers at Sunday masses.
- Parents may distribute fliers and brochures to local businesses in their communities.
- Parents may represent St. Procopius School at School Fairs.

**3. Parents should make an effort to communicate with their child's teacher at least twice per month.**

- At times, parents feel they do not know their child's teacher very well and do not know how their child is doing in the classroom. Teachers will be making the effort to improve communication, and parents have the same responsibility.
- Parents should try to communicate with their child's teacher at least twice per month. The goal is not to focus on negative things but on the positive things their child is doing in the classroom.

**4. Parents should participate in cultural events.**

- The School Board would like to begin planning social events for the parents. These social events could but did not necessarily have to involve fundraising,
- Parents may support school events by volunteering to plan the event, taking pictures, or attending the event.
- Parents who are able to give their time should help plan the event. Parents who are unable to plan the event should at least attend the event with their children. Parents should also help bring other parents to the event by calling them or personally inviting them to attend.

**5. Parents are asked to fill out surveys through the year about their experience at St. Procopius.**

- St. Procopius will be using parent testimonials in marketing materials, and would like parents to fill out a survey based on their experience at the school.
- St. Procopius will also use this information to evaluate parent satisfaction and identify the areas in which the school needs to improve.

**6. Parents should attend monthly Family Masses with their children.**

- The Catholic identity of the school is important to the success of its academic and discipline programs. Whether or not a family or student is Catholic, it is important that they participate in and witness faith in action. This helps build community and instills values and morals in their children.
- St. Procopius has a Family Mass on the first Sunday of the month at 9:15. Students participate in the Mass by reading, singing, and serving. Parents should attend these Masses with their children so students can learn to support each other and practice their faith in a community they are comfortable with.

Thank you for your assistance with these and other Marketing and Development Projects that may come up throughout the year.