



Parent/Student Handbook

St. Bede School
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Notice of Affiliation and Non-Discrimination

St. Bede Catholic School, operated under the auspices of the Catholic Archbishop of Chicago, a corporate sole in the Archdiocese of Chicago, and under the direction of the Office of Catholic Schools, is fully recognized by the Board of Education of the State of Illinois and the Office of Catholic Schools, Archdiocese of Chicago. All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education. School communities and their principals must comply with these requirements annually to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admissions requirements per applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.

Archdiocesan schools do not discriminate based on gender, race, color, or national and ethnic origin in the administration of educational policies, loan programs, athletic or other school-administered programs by following applicable local, state, and federal anti-discrimination statutes to the extent that such anti-discrimination laws do not conflict with the teachings of the Roman Catholic Church.

Anyone who believes they have been subject to discrimination should submit a written complaint to the principal.

Schools may admit students who are not Catholic, provided that these students will not displace Catholic students. Both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the school's Catholic identity is required.

Accreditation

St. Bede School is accredited by both the Chicago Archdiocesan Office of Catholic Education and the Illinois Board of Education.

ORGANIZATIONAL STRUCTURE OF THE ARCHDIOCESE OF CHICAGO

This organizational structure of the Archdiocese of Chicago describes the relationship between its various entities. The Cardinal Archbishop delegates the administration of the 6 vicariates (geographic regions) to the vicars. In each vicariate are the local parishes. The pastors serve as the local juridic of the parishes. The pastors delegate the operation of the school to the principal. The local school advisory boards, representing the families, serve as advisors to the pastor and to the principal. Each entity has specific responsibilities for carrying out the mission of Catholic education in the Archdiocese of Chicago.

ARCHDIOCESE OF CHICAGO

Cardinal Archbishop

Catholic Church of Cook and Lake Counties

VICARIATE

Six Geographic Regions of the Archdiocese

Vicar

Parishes of the Archdiocese of Chicago

PARISH

Pastor

Parish, regional or consolidated school

Principal

Advisory Board

Advisory to pastor and principal

OFFICE OF CATHOLIC SCHOOLS

Superintendent of Catholic Schools

Vicariate Assistant Superintendents

Serve as advisors to pastors, advisory boards, parents and faculty members on school-related matters

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Parish Mission Statement

Our Lady of the Lakes Parish is a welcoming spiritual community where sacraments, education and evangelization lead us to Jesus Christ.

School Mission Statement

Saint Bede Catholic School emphasizes formation of the mind, the body and the spirit. With the support of family and community, students are engaged in an holistic program which provides a student-centered program of academic excellence, fosters social/emotional growth and expands the faith formation begun in the home in order to build the Kingdom of God.

Philosophy

We live our mission through our academic program

- Highly effective curriculum which focuses on a mastery of fundamentals and creative, innovative problem-solving skills
- Differentiated instruction in response to individual needs.
- Project-based, integrated technology to assist in individualizing student learning
- Collaborative learning to strengthen communication and to prepare students for success in the world
- Extracurricular opportunities which promote community through team building and the development of leadership skills

We live our mission by responding to the spiritual needs of the child

- Catholic Christian values, instilled by the child's primary teachers, his/her/ parents, are taught in the classroom and modeled in daily school life through prayer and shared worship in a loving community atmosphere.
- Strengthening the child's personal relationship with God as a foundation for spiritual well being
- Sacramental preparation which nourishes the faith development of both students and their families
- School-wide and grade level service projects reinforce our response to Christ's message, "Love one another" and promotes a key concept of the Catholic church - social justice
- Student-to-student mentoring and leadership opportunities encourage lived faith in response to Christ's call to serve

We live our mission by promoting a strong sense of community

- Nurturing staff, enthusiastic student body and involved parent community combine to reflect the love of Christ
- Shared faith experience and commitment to Catholic education promote partnership between parents, students and faculty
- Strong sense of community encourages respect, cooperation, and a safe, comfortable environment where students can thrive

Our Goals as Educators:

- To lead our students into exciting new avenues of learning
- To impart information
- To allow students to be free to explore areas of interest
- To create an attitude of life-long learning
- To teach the message of Christ

Curriculum

St. Bede School offers a comprehensive full-day Kindergarten through the 8th-grade program. The students receive instruction in Religion, Reading, Mathematics, Grammar, Spelling, Science, Social Studies, and Handwriting. They also receive instruction in Computers, Physical Education, Music, Spanish, and Art. We also offer a variety of preschool program options that utilize the Archdiocese of Chicago curriculum.

Parental Involvement

As the primary educators of their children, parents are expected to take an active role in the Saint Bede educational experience. Through participation in activities such as Parent Association, Athletics, various fundraisers, and much more, the children gain a sense of parental pride placed on the value of Christian education and community involvement.

Beyond Academics

Extracurricular activities are an essential part of the St. Bede experience. The programs are used to promote the physical, intellectual, and spiritual health of the student. These offer a means of teaching teamwork, self-discipline, sportsmanship, and a sense of community service. Grades 4-8 may participate in a variety of sports. Other activities for our students include altar serving, music programs, band programs, Young Rembrandts, and many service opportunities.

Admissions

Archdiocesan Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin, or any immigrant status to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate based on gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Age Requirements

Illinois State Law requires that a child reach the entry age for kindergarten by September 1 (105 ILCS 5/10-20.12).

Kindergarten – Age 5

Grade One – Age 6

Pre-Registration

Pre-registration usually takes place in January for the upcoming school term. Pre-registration is done to plan for teacher and classroom placement and to have adequate time to order book and supply needs. There is a short priority registration period for current families. After that, space is on a first-come-first-served basis.

Priority of Admissions

The order of priority in the admission of students to elementary schools in the Archdiocese of Chicago and endorsed through policy by the St. Bede School Board shall be as follows:

1. Children of Registered Parishioners and current students at Saint Bede
2. Children of Registered Parishioners at Saint Raphael
3. Children of Non-Parishioners;
4. All other applicants are as far as there is room.

The principal or designee, as part of the entrance procedure, interviews and tests all applicants. All new and transfer students are welcome and will be accepted on a probationary period of 60 school days at Saint Bede School. Students are expected to maintain passing grades during this probationary period, have no major discipline issues, or require accommodations that the school physically or financially cannot support. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 60 school day probationary period, if the school determines the student cannot perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

Completing the Application for Registration form is not to be perceived as acceptance by the school. Informed exceptions to any of the admission priorities as stated may be made at the principal's discretion.

Required Documentation:

1. Birth Certificate issued by the County, State, or National Agency evidencing that the child meets the age requirement and containing the Live Birth number. Illinois Missing Children Records Act: Upon enrollment of a student for the first time, the person enrolling the student must provide within 30 days, either a certified copy of the student's birth certificate or other reliable proof, as determined by the Department, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Upon failure of a person enrolling a student to comply, the school shall immediately notify the Department of Local Law Enforcement Agency of such failure.
2. Evidence of the most current required medical, dental, and eye exams.
 - a. Kindergarten – Medical, Dental, and Eye exam
 - b. Second Grade – Dental exam
 - c. Sixth Grade – Medical and Dental exam
 - d. New Students – the most current is necessary. This evidence should be in the student's transfer file.
 - e. New Students from out of State – a recent physical from the State of Illinois is necessary.
3. Baptismal certificate, if baptized.
4. Official copy of the transfer (if a transfer student)
5. A written request to the existing school for records to be transferred is made.
6. The Special Services file for transfer students who are identified as Special Needs is required.
7. File copy for students who receive additional services from private agencies.

Placement Tests and Screening

Kindergarten screening is given to all incoming students. Placement testing may be required for transfer students.

Homeroom Placement

If there is more than one class of the same grade, homeroom placement is determined at the principal's discretion. The school reserves the right to determine the best placement based on the class's social, academic, and gender needs.

General Provisions

Pre-School

St. Bede Catholic School operates a three-year-old and a four-year-old preschool program and a full-day Preschool program.

Three-year-old Tuesday/Thursday morning program

Three-year-old Tuesday/Thursday full-day program

Four-year-old Monday/Wednesday/Friday morning program

Four-year-old Monday/Wednesday/Friday full-day program

Full day Preschool program for three and four-year-olds, Monday - Friday

The St. Bede Catholic School Faith Based Early Childhood program emphasizes the development of fine and large motor skills, socialization, academic readiness skills, expressive language development, and enrichment. All of this is taught through positive play experiences in the classroom that features many age-appropriate games, songs, and activities. The children in this program also benefit from using the other school facilities such as the gym and playground. Our 4 and 5-year-olds are immersed in an early literacy program called SuperKids, and the PK series is Happily Ever After.

Kindergarten

The St. Bede Catholic School Kindergarten Program is designed to meet the child's developing social, emotional, spiritual, and academic needs. The teachers provide a supportive learning environment, which stresses socialization and academic readiness skills, language development, refining fine and large motor skills. The children are offered an environment that is safe, respectful, challenging, and exciting. We believe that kindergarten is a great place to grow and learn. The Superkids Reading Program enables kindergarten children to read age-appropriate texts by the end of the kindergarten year. It is the second year in a four-year program of language instruction.

In addition to academic programs for art, mathematics, phonics, reading, religion, science, and social studies, we feel that the kindergarteners benefit from participating in other school programs such as physical education, music, library, computers, Spanish, and school assemblies.

Grades One to Eight

Students are challenged to learn in classroom settings, including religion, grammar, reading, spelling, writing (integrated language arts), mathematics, science, social studies, handwriting, music, art, computer technology, study skills, library media, Spanish (K-8th), and physical education. In addition, the program includes a departmental system, unit systems, and laboratory programs. A student's experiences range from abstract analysis to multi-sensory experiences to enhance skills, concepts, and values. The following are some general sources to help you understand what your child is learning:

- The core curriculum is available through the Archdiocesan website:
<http://schools.archchicago.org/Academics/Curriculum/>
- Periodic written work, reports, or communications from the teachers Having ongoing conversations with your child
- Reading through the textbooks used by your child Checking the school/teacher web pages regularly
- Parents of students in Grades 3-8 have 24/7 access to their child's grades in PowerSchool with their parent log-in.

INSTRUCTIONAL PROGRAMS, ASSESSMENT AND REPORTING

Religious Instruction

As a Catholic school, St. Bede Catholic School has a religious education program, consistent with the National Conference of Bishops' document, TO TEACH AS JESUS DID, THE CATECHISM OF THE CATHOLIC CHURCH, and with the directives of the NATIONAL CATECHETICAL DIRECTORY. Textbooks used are from the list of approved text provided by the Archdiocese. The students are given foundations in doctrine, scripture, worship, and morality. They also learn to obtain ease and familiarity with praying in a variety of ways.

The students are prepared for the Sacraments of Reconciliation and First Eucharist in Grade Two. Confirmation preparation takes place during Grade Eight. Both of these programs take place in collaboration with the Religious Education program of the parish. Parent meetings are scheduled during the preparation period for each of these Sacraments. Parents are expected to attend.

All registered students participate in the religious education program of the school. Students who are not baptized or not baptized in the Roman Catholic Church do not participate in the Sacraments nor are considered candidates for Reconciliation, First Communion, or

Confirmation. These student's parents must take the initiative and follow the steps set forth by the Pastor for membership in the church.

Band

St. Bede Catholic School offers musical instrument instruction for grades 4 – 8 as extracurricular for an additional fee. Band meets twice a week before, during, or after school.

The band will perform throughout the year, at the band director's discretion. The students also compete individually in a Music Education Services Festival with band members from area schools to accomplish a large-scale musical experience.

Evaluation, Reporting, Recognition

The ACT Aspire Standardized Test is administered to students of Grades 3-8 in the spring. The test results are only a single tool in assessing student performance. The test results are analyzed annually to improve instructional practices.

All students of Grades Preschool to Grade 8 receive a trimester report card. Parent-Teacher Conferences follow the first trimester reporting period. The report card envelope for the first and second trimester is to be signed by the parent and returned to the homeroom teacher. The signature indicates to the school that the parent has discussed the report card with their child. The following is the grading standard, code, criteria, and equivalent used in evaluating the academic work of the students in grades 3rd – 8th and for Music (4th -8th), P.E. (4th -8th), and Spanish (5th -8th).

Trimester Award Recognition

Grades are determined on a scale of

- 93 to 100 - A
- 85 to 92 - B
- 77 to 91 - C
- 70 to 76 - D
- 69 and below = F

Below is an explanation of the honor roll and Christian Stewardship Award.

Specials

Specials include Spanish, Physical Education, Music and Art. These classes are graded with a Pass or Fail. Students who have an F in a special cannot be included on the Honor Roll.

Academic Honor Rolls

Grades are organized according to the following levels. Intermediate and Middle School are recognized on the honor rolls.

Primary Level: PreK to Grade 2

Intermediate Level: Grade 3 to Grade 5

Middle School Level: Grade 6 to 8

Intermediate Level Honors

Students in Grades 3, 4 and 5 are awarded recognition on two levels for their academic accomplishments.

Academic Honors Award

Straight A's in the six core subject areas, P's in special classes

Academic Achievement Award

5 or 5 A's and the rest B's in the six core subject areas, P's in special classes

Middle School

Students in Grades 6 to 8 are awarded the following recognitions for their academic success based on their GPA. Students with a number grade equal to D or F in any classes or with an F in a P/F class will not be considered.

Physical Education will continue to grade on the A to F scale in the Middle School.

Honors with Distinction

Grades of 93 to 100 in all graded subject areas.

High Honors

Grades that equal a cumulative grade point average of 93 or above. This level will include a grade that falls in the B category.

Honors

Grades that equal a cumulative grade point average of 85 to 92.

Christian Stewardship Award - Grades 3 to 8

As a Catholic school we emphasize the importance of living out through our actions, emphasizing that we are called to be good stewards of Christ in the world by sharing our gifts for the purpose of building the Kingdom of God. Understanding the importance of this concept in a child's faith formation, St. Bede School will recognize students who excel in stewardship with the Christian Stewardship Award each trimester.

This award is given to any third through eighth grade student who clearly demonstrates the intention to share their time and talent through leadership, service, and caring; while showing their understanding of the need to do God's work and be good disciples of Christ.

Family Life Program

The Family Life Program is taught in all grades beginning with kindergarten. During the second trimester, the fourth, fifth, and sixth graders are introduced to puberty, the female and male reproductive systems, marriage, sexuality, conception, and AIDS. Parents will be notified in writing before Family Life instruction begins and may review the text and content of the Family Life curriculum. If you do not wish to have your child participate in this program, you need to write, date, and sign a letter expressing your desire to exclude your child from the program. The letter is to be addressed to the principal.

Field Trips

As an extension of the educational programs, field trips are planned at least once per year. Such trips may introduce a unit of study, expose the children to different dimensions of the lesson, or as a culminating activity.

Before scheduled field trips, a permission slip is sent home with the student for the parent's signature. Any special needs or arrangements are included on the permission slip: if the students need to bring extra spending money, dress code, date, place, location and time of the field trip, and mealtime provisions. Field trips generally take place within the time frame of the school day. The permission slip will inform the parents if the time is extended beyond the standard dismissal time. The signed permission slip must be returned before a student leaves on the trip. Verbal permission will not be accepted. Trips are well chaperoned, and safety precautions are taken. The principal or teacher will exclude a student whose prior conduct indicates that her presence will constitute a risk. Parents will be notified accordingly. According to Archdiocesan policy, St. Bede School will not participate in overnight field trips.

Homework Policy

The purpose of homework

- To give students opportunities to practice and reinforce skills
- To prepare students for a new topic
- To enhance classroom learning

Homework is assigned with great care to foster habits of independent study. It is also intended to help students review, complete, comprehend, and enrich the taught curriculum. It allows the parents to observe and evaluate their child's progress regularly. Because students come with a range of abilities, interests, values, and discipline, some assignments are long-term, some

reinforce skills, and others require a creative response; it is difficult to project a definite amount of time to spend on homework. However, the following total lengths of time are suggested as within a norm. Parents should ordinarily expect their child to be assigned homework every night except for weekends with younger grades.

Kindergarten.....Occasionally

Grades 1, 2.....15-30 minutes

Grades 3, 4, 5.....45 minutes to 1 hour

Grades 6, 7, 8.....1-1/2 to 2 hours

It is the child's responsibility to know the assignment, write it down, complete the work, and hand it in on time. An assignment notebook is required for students of Grades 2 – 8. Assignments are posted on the teacher's web page as a courtesy and are subject to change. Some texts are available to view online. Please check to see if any of your books can be accessed online and how. Let the students know the process.

Absence due to vacation during the school term is generally a severe interruption of the student's formal educational program. It compromises the teacher's ability to fulfill their responsibility and is, therefore, strongly discouraged. Schoolwork is not required to be provided in advance of a vacation. The teacher is not responsible for providing individual instruction in anticipation of or following a vacation period (except what is published on the class website).

Late Homework Policy in Grades 5-8

Students whose homework is turned in late will have their grades on the assignment decreased. Students are allowed one (1) late assignment with no deduction per class per trimester. Major projects and presentations may be excluded from this policy at the discretion of the teacher. The amount of the deduction varies based on the assignment. Students with missing assignments will be assigned to Homework Advisory, an after school time to work on missing assignments under the supervision of a teacher.

Athletic/Extracurricular Probation

Students are expected to maintain a "C" average in each subject. However, if a student has a "D" in a subject, this may be balanced by a "B" or higher grade in another subject that meets at least the same number of days. For example, a grade of "D" in Spanish may be balanced by a grade of at least a "B" in Math, but a grade of "D" in Math cannot be offset by a grade of at least a "B" in Spanish. A student with an "F" in any subject is automatically on probation.

Student Ineligibility

The Academic Probation report that determines probation is run on Thursday mornings. Teachers are not expected to grade papers or enter grades on Thursday morning. They are busy preparing for classes and teaching. Homeroom teachers will give the names of students on probation to the principal, and the principal will notify the parents, and the athletic director. Probation runs for one week from Friday through the following Thursday, including Thursday night. The student will be eligible on Friday unless the following report indicates that the student is ineligible. **A student placed on probation will not be allowed to participate in athletic practices or games (including attendance at games).**

A student absent during the school day is not allowed to play, attend a game or attend any other extra-curricular event that day.

Students who are ineligible for several weeks may be dropped from a sport or activity. Students may be placed on probation for other reasons, such as disciplinary issues. Parents may be required to meet with the principal before the student is reinstated. In addition, students who are ineligible for several weeks may be subject to further disciplinary action, including but not limited to detention or Saturday detention. Saturday detention is defined as mandatory attendance for designated students upon violations of the student code of conduct or the need to complete missing academic assignments when multiple missing assignments significantly impact the grade. Point deductions for late work will still apply. Saturday detentions are not a tutoring session. Saturday detention will take place from 9:00 a.m. to noon. The teacher will notify the parent/guardian of the detention date. If the student's work performance or behavior does not improve, further disciplinary action may be needed.

The following are some suggestions on ways for you to help increase your child's success while studying at home:

Plan with your child a regular place and an uninterrupted time where and when your child may do his homework daily.

Listen to your child's original writing and review completed written projects. Help review for tests.

Encourage and direct.

Never do the homework for a child.

View the teacher's web page regularly to check assignments and grade Check the Assignment Notebook regularly.

Sign all required notes and return to school as requested.

Make sure that your child eats healthy meals, receives proper rest and exercise.

Monitor content and time spent in front of a TV, computer, and other communication devices. Achievement suffers when students are distracted by social media and hand-held devices.

Model an interest in world affairs, human achievements, and concerns. Let your children see you reading for leisure and personal growth.

Library

Students of grades K – 4 are in the library as a group once a week. Books may be borrowed from the library for one week and may be renewed once.

Financial reimbursement for lost or damaged books is the responsibility of the family.

Physical Education

All students participate in physical education classes twice a week. The program is designed to teach various sports and game skills, physical and social interaction, and large motor skills, fitness, and good sportsmanship.

Promotion to the Next Grade

Promotion and the opportunity to graduate takes place when a student demonstrates satisfactory completion and mastery of the work of the previous grade level.

Students at the seventh-grade level are expected to have passed an examination on the Constitution of the United States, and eighth graders are expected to have passed a test on the Constitution of the State of Illinois.

Ordinarily, parents will be notified of the possibility of retention by midyear.

Special Services

Federal and state law regulates special services to be available to qualifying students. (<http://idea.ed.gov/>). Services for students so identified are provided through the Public School System(s).

Neither testing nor services are offered without parental consent. All services are subject to state and federal laws and regulations.

The school district will review the request, conduct an observation and consultation, determine if the assessment is necessary, and determine if the child is IDEA eligible. An Individual Education Plan (IEP) will not be developed; in its place will be a “Service Plan.” Team meetings are held, and re-evaluations take place approximately every three years. The private school determines if and how to handle the needs of the student.

The principal oversees the Saint Bede RTI program with assistance from the resource teacher. They are in dialogue with the teachers regarding progress, specific needs, and the testing of students. In addition, they are also the liaisons between St. Bede Catholic School, the school districts, and the families represented. They are also responsible for overseeing the Individual Catholic Education Plan (ICEP) for students with a specific learning disability.

Substance Abuse Prevention Program

Drug Prevention Program and AIDS Education are integrated into the Religion and Science curriculum.

TECHNOLOGY

(from the Archdiocesan Policy Handbook)

Technology - Acceptable Use Procedures

Elementary and secondary schools provide technology resources to their students and staff for educational and administrative purposes. The goal in providing these resources is to promote academic excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers and other devices provides the potential availability of material that may not be considered of educational value in the context of the school setting. As it relates to computers, appropriate behavior is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks responsibly and ethically. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

From the Archdiocese of Chicago:

Each school will develop procedures stating what the school will do regarding the use of its technology resources. The school will establish a technology protocol that will:

prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

prevent unauthorized access and other unlawful online activity;

prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the internet, internet access, fax, e-mail, stand-alone computer, and telephone;

comply with the provisions of the Children's Internet Protection Act [Pub. L. No.106-554 and 47 USC 254(h)].

Use of the technology resources that are prohibited include, but are not limited to:

violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;

attempting any unauthorized access, including hacking of any computer system;

downloading unacceptable materials;

re-posting personal communication without the author's prior consent;

violating copyright law;

using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, and political purposes;

downloading, installing, or storing software on a school computer without the approval of appropriate school personnel;

changing or attempting to alter any configuration, program, or password on any computer or system;

using a school computer without knowledge/approval of school personnel responsible for the computer;

using inappropriate language, pictures, and gestures in any form on the Internet;

using the Internet for entertainment or limited self-discovery function;

using the Internet for unauthorized purchases.

The school is primarily responsible for:

applying blocking to visual depictions of material deemed obscene or to child pornography or to any material considered harmful to minors as determined by the school administration;
teaching proper techniques and standards for Internet participation;
guiding student access to appropriate areas of the Internet;
informing students that misuse of the Internet in school could result in loss of access privileges or further disciplinary action;

monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource;

disabling, subject to administrative supervision, protection measures in bona fide adult research, or other lawful purposes.

The school is not responsible for:

unauthorized costs or charges that students incur over the Internet;
any damages the student may incur, including loss of data;
the accuracy or quality of any information obtained through any school Internet connection.

Local school policies should address student use of electronic devices during regular school hours and school-sponsored activities.

St. Bede School may request access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student has violated a school disciplinary rule or policy. (Public Act 098-0129)

Student-owned computers, when used in school, must follow the same procedures as school-owned equipment. Student-owned computers cannot be used on school premises without the expressed consent of the principal.

Parents /Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

Ownership and Access of Tools for Electronic Communication

Parish and schools use a variety of web-based tools to communicate. These tools include, but are not limited to, websites, content-sharing sites (e.g., YouTube), social networking sites (e.g., Facebook), blogs and microblogs (e.g., Twitter), and other social media sites. The parish or school must "own" the website, content-sharing site/account, blog, or other social media site/account. In the case of a website, this means that the domain name must be registered to the parish or school and not to any individual employee or volunteer. In the case of a social networking account, blog, or other social media account, this means that the account is registered

to the parish or school or a specific position within the parish or school and that login and password information is known to or accessible by the pastor or principal and two other employees. (In other words, if the account has Saint Bede School on it, it must be “owned” by Saint Bede Parish/School.)

Cell Phone/Smart Device Policy/ E-Reader Policy

Cell phone use and/or the use of any smart device is not allowed during school hours, 7:30 a.m. to 2:30 p.m.

Smart devices include, but are not limited to, devices such as cell phones and (wrist) smart devices, such as the iWatch. No personal iPad or other tablets are allowed on campus. Please note that any device which has the ability to connect to the internet or that has the ability to communicate with a cellphone is considered a smart device under this policy. For this reason, we highly recommend that students not bring any smart devices to school. However, if a parent/guardian wants their child to bring a cell phone or other smart device to school, the parent/guardian needs to give her/his permission by submitting the Cell Phone/Smart Device Policy Form. Please note: Fit bits, and other exercise tracking devices, as well as traditional digital watches, may be worn at school.

Please note:

- If a parent /guardian/ student submits the Cell Phone/Smart Device Form, the student must turn in their cell phone/smart device to their homeroom teacher upon arrival.
- The cell phone/smart device will be secured by the teacher for the day.
- The phone/smart device will be returned to the student at dismissal, and they must place the phone/smart device in their backpacks immediately.
- Students not complying with the cell phone/smart device policy will have their phone/smart device taken away, and a parent must pick up the phone/smart device from the principal’s office. A consequence will be given to a student based on the number of offenses as well as the severity of the offense.
- Students may not use their cell phone/smart device on the bus unless the bus driver gives them permission to use it.
- **Requesting to bring a cell phone/smart device to school places liability of the phone/smart device on the student and parent/guardian. St. Bede School is not responsible for any phone or other smart device that is lost or damaged while on campus**

E-Reader Policy

E-Readers may be brought on campus for use during the school day and/or for use in our aftercare program, Innovation Learning. E-readers may be brought on campus for the reading of previously downloaded books only. Students may not use any other function, such as the internet, while on campus. If a student uses the e-reader for any purpose, other than reading downloaded books, the student will no longer be able to bring their e-reader to school for the remainder of the school year. Students will be responsible for the e-reader throughout the school day and in aftercare. Homeroom teachers will not secure the device. Students will be able to have the e-reader with them for use at appropriate times during the school day, at the discretion of the teacher. If a student uses an e-reader at an inappropriate time, the teacher has the right to take the device away from the student. The device will be returned to the student at dismissal. Bringing an e-reader to school places liability of the e-reader on the student and

parents. St. Bede School is not responsible for any e-reader that is lost or damaged while on campus. E-Readers are not to be shared at any time with any other student on campus. Please Note: If a parent/guardian wants their child to bring an E-Reader to school, the parent/guardian needs to complete and submit the Cell Phone/Smart Device/E-Reader Policy Form.

Electronic Devices

Students cannot bring GameBoys, iPods/MP3 players, laser pointers, or other electronic devices to school.

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 for 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 his/her family.

Dress Code

Uniform Dress Code

At St. Bede, the uniform dress code promotes a positive atmosphere that reduces competition and directs attention to learning and growing in an environment that supports school values. The staff of St. Bede relies on parents to be the first monitors of the student dress code.

School uniforms are to be worn from the first day of school until the end of the last day of school unless otherwise directed.

Girls Kindergarten - 4th Grade:

- Uniform jumper with a red or white polo shirt
- Navy blue classic chino style dress pants with a red or white polo shirt
- Navy blue classic chino style shorts with a red or white polo shirt (April 15th through October 15th)
- They may add a red or blue crew neck sweatshirt with the school logo or a navy blue cardigan sweater over their school uniform for warmth. **No hoodies should be worn even with the school logo.**

- Girls in the fourth grade can wear either the uniform jumper OR a uniform skirt with a red or white polo shirt. This option will allow for a transition from the jumper to the skirt.

Girls 5th-8th Grade:

- Uniform skirt with a red or white polo shirt
- Navy blue classic chino style dress pants with a red polo shirt
- Navy blue classic chino style shorts with a red polo shirt (April 15th through October 15th)
- They may add a red or blue crew neck sweatshirt with the school logo or a navy blue cardigan sweater over their school uniform for warmth. No hoodies should be worn even with the school logo.

Boys Kindergarten – 8th Grade:

- Navy blue classic chino style dress pants with a red polo shirt
- Navy blue classic chino style shorts with a red polo shirt (April 15th through October 15th)
- They may add a red or blue crew neck sweatshirt with the school logo over their school uniform for warmth. **No hoodies should be worn even with the school logo.**

Shoes - Boys and Girls K-8th:

- Predominantly single-color (in black, gray, white, or navy) athletic shoes (high tops are allowed)
- Primarily single color (in brown, black, white, or navy) dress shoes
- No light-up shoes.
- Girls K-8th: No boots (fashion or winter) may be worn in class.

Socks - Girls K-8th:

- White, navy or red socks (ankle length or longer) without logos or design
- Blue, red or white tights without logos or design.
- Blue, red or white knee socks without logos or designs.
- Official Falcon Spirit wear socks

Socks - Boys K-8th:

- White, black or red socks (ankle length or longer) without logos or design
- Navy blue dress socks without logos or designs
- Official Falcon Spirit wear socks

Undershirts:

- If students wear a t-shirt or undershirt under their uniform, it must be solid white without any imprinting or logo.

Leggings/Tights - Girls Grades K-8th:

- Fitted, solid-colored (navy blue) leggings worn together with ankle socks without logos, designs or cut-outs may be worn to school and kept under the jumper/skirt during the day.
- Tights (white, red, or navy blue) may be worn to school and kept under the jumper/skirt during the day.
- Pajama bottoms, sweatpants, and track pants are not an acceptable substitute for leggings and should not be worn to school.

Jewelry and Accessories - Boys and Girls K-8th:

- One watch or one bracelet.
- Students may wear either one necklace (religious medal or cross) or one ring.
- Girls may wear a single pair of small earrings.
- . No dangling earrings allowed!
- Boys may not wear earrings.

Makeup and Nail Polish - Girls K-8th:

- No wearing makeup.
- Light makeup may be worn on an out-of-uniform day (at the teacher's discretion).
- Clear, light pink, or white nail polish may be worn.
- No artificial nails are to be worn.

Maintenance and Fit - Boys and Girls Pre-K-8:

- Uniforms must fit properly.

- Pants must be worn at waist level.
- Jumpers and skirts should not be any higher than 2 inches above the knee and may not be rolled up at the waist.
- All shirts must remain tucked in.
- Oversized or tight-fitting clothing is not permitted.
- A brown or black belt may be worn with uniform pants.
- All clothing should be labeled with the student's name.
- Uniform clothing must be kept neat and laundered. Torn, stained, or faded uniforms must be replaced or repaired.

Grooming - Boys and Girls Pre-K-8:

- If a girl has highlights, they must be a natural color; however, St. Bede discourages any highlights in the hair.
- Hair must be kept neat, clean, and well-groomed.
- Boy's hair should be above the ear on the sides, not touching the collar in the back, and must be above and not touching the eyebrows in front.
- Fad hairstyles (i.e., no fauxhawks, etc.) or extremes in color are not allowed.
- No distracting hair accessories (i.e., oversized bows)

GYM UNIFORMS

Grades K-4th:

- Students must wear their gym uniforms to school on gym days.
- Gym uniform: Gym T-shirt, shorts, or sweatpants, purchased through Brooks Allen
- Clean, non-marking athletic shoes must be worn for gym class. They must tie (slip-on shoes are not safe for gym class) (Velcro closure sneakers are acceptable for K-2.). The shoes are to be kept at school all year to ensure that they remain clean.

Grades 5th-8th:

- Students must wear gym uniforms to class on gym days.
- Gym uniform: Gym T-shirt, shorts, or sweatpants, purchased through Brooks Allen.

- Clean, non-marking athletic shoes must be worn for gym class. They must tie (slip-on shoes are not safe for gym class). The shoes are to be kept at school all year to ensure that they remain clean.
- Gym clothes should be taken home and laundered.

The gym uniform consists of the following:

- Navy Blue gym shorts or sweatpants – **St. Bede logo**
- Gray T-shirt – St. Bede logo
- Navy or red sweatshirt with St. Bede logo
- White standard socks
- Clean gym shoes (single color), which are to be kept at school

Non-Uniform Days:

On occasion, all students or a particular grade or unit may be out of uniform. Non-uniform days are listed on the school calendar or defined in an email to the parents from a homeroom teacher or the office staff.

When not in uniform, students are still expected to dress modestly and respectfully. Casual clothes should be worn. No T-shirts or shirts with suggestive, crude, or rude statements or messages should be worn in school – or to school. No sleeveless tops allowed or shirts with areas cut out of them. Longer shirts must be worn with yoga pants. These shirts must be longer than the fingertips when the arms are fully extended downward at the sides. Shorts should not be any higher than 2 inches above the knee. Pants should not have holes or cut-out designs.

On these days, girls may wear light makeup tastefully and moderately done. Students may not wear halter, midriff, sleeveless tops, peek-a-boo tops, noticeable under or oversized clothing. For safety reasons, clogs, Crocs, open-back shoes, flip flops, or sandals without an ankle strap, fashion boots, platform shoes, heels (over 1 inch high), or “Heelies” are prohibited.

Parents are asked to assist in following these guidelines by supervising uniform and other clothing selections made by their children. Please help your child make the appropriate choices.

If a student is out of uniform according to the above-stated policies, they will receive a Uniform Notice. The appropriate form must be signed by the parent/guardian and returned to school. Direct any questions to the office, preferably before school begins in August.

Even though our policy is well defined in content, sometimes “judgment calls” must be made. If your child is not in compliance with the uniform policy, you will be notified by a uniform notice or phone call. In some situations, parents may be asked to bring the needed article of clothing to school. If there is a question, you may contact the office. Decisions or “judgment calls” rest with the administration.

Students not complying with the dress code policy will receive a Uniform Notice to be signed by the parent/guardian and returned to school.

- The first offense will result in a Uniform Notice
- The second offense will also result in a Uniform Notice
- A third offense will result in the student not being allowed to participate in the next out-of-uniform day, regardless of whether they have a birthday out-of-uniform pass.

Health Requirements

Archdiocesan Policy: ES 150.1/HS 310.1 Each school shall comply with the local and State of Illinois regulations regarding physical examinations, immunizations, and contagious diseases of students.

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook and Lake County Health Departments, and the State of Illinois.

All children in Illinois shall present proof of having had a health exam 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

Medical Examinations

All children entering preschool for the first time, Kindergarten, sixth, and ninth grade, must have a medical exam.

Dental Examinations

All children in Kindergarten, 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 Exams

A law that came into effect on January 1, 2008, requires that all children enrolling in public, private, or parochial schools for the first time or entering Kindergarten 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.

Every school shall report to the State Board of Education by June 30 (beginning 2009) the number of children who

- Have received the required eye exam
- Are exempt based on religious grounds
- Are not in compliance with the requirement

Medical Objections

The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.

Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

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.

It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.

The written objection to immunization or the vision examination must be sent to the appropriate regional director so a determination can be made as to whether the objection is valid under Illinois law.

The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made regarding the validity of the religious objection.

The parent or legal guardian must be informed by the local school authority of a measles outbreak due to the control exclusion procedure with the Health Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time such objection is presented.

Reference: State of Illinois Eye Examination, Dental Examinations, Health Examinations, and waiver forms are available on the school website (www.stbedeschool.com) or online:

State of Illinois Eye Examination Report

www.isbe.net/pdf/eye_exam_form_IOA.pdf

Eye Examination Waiver

www.isbe.net/pdf/eye_exam_waiver.pdf

Dental Examination Form

www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf

Dental Examination Waiver

www.idph.state.il.us/forms/ohpm/Dental%20Exam%20Waiver.pdf

Child Abuse

By law (P.A. 81-1077), school personnel are mandated to report reasonable suspicion that a student may be abused or neglected.

All school personnel, including administration and both certified and non-certified staff, must become Mandated Reporters. When a staff member has reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being abused – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm, they must contact the Department of Children and Family Services.

Illness/Communicable Diseases

All parents/guardians of children attending St. Bede School must report any communicable disease that their child/children might have to the school immediately. Such diseases include chickenpox, measles, mumps, herpes, impetigo, streptococcus (strep throat), pink eye, scarlet

fever, fifth disease, and head lice (Pediculosis). Parents must abide by the incubation and isolation stipulations that health providers provide. They must also notify the School Office immediately so that, as needed, other parents who have children at our school can be told.

Communicable diseases often begin with symptoms of a common cold. Any child having an elevated temperature of 99.6F will be sent home and should remain at home for a period of 24 hours AFTER the temperature has returned to normal, WITHOUT MEDICATION, BEFORE returning to school. Children diagnosed with streptococcus must be on an antibiotic for 24 hours before returning to school. This expectation is a safeguard for all children.

Students excluded from school due to a communicable disease must bring a note from a physician stating that the student is non-contagious and may return to school.

Students should also remain home if:

- The illness prevents the child from participating comfortably in program activities, i.e., gym, recess, etc.
- The child has been running a fever, has unusual lethargy, irritability, persistent crying, an earache, or difficulty breathing.
- The child has diarrhea not contained by toilet use.
- They have been vomiting two or more times during the previous 24 hours.
- The child was sent home for head lice. The child may NOT return until they are nit-free.

A student who participates in a school-sponsored athletic program and is absent during the school day due to illness cannot play or attend a game or attend any other extra-curricular event that day. This rule is a safeguard for all children concerned.

Emergency Forms

The Emergency Form must be completed annually, providing requested information to ensure the health and safety of each child. Please notify the School Office in writing if and when any information changes during the year.

In-School Illness and Accidents

During the school day, a child who becomes ill or injured is to notify the teacher or staff member in charge who will send the child to the School Office. Should it be judged necessary for the student to be taken home, the parent will be notified. If a parent cannot be reached, the designees listed on the emergency form will be contacted. Should those persons not be available and the nature of the illness or injury is considered severe or life-threatening for the child, (911) will be called to assume responsibility for the sick or injured student. Attempts will be made to contact the student's parents as soon as possible should this occur.

Medication Procedures

Medication should ordinarily be administered in the home; however, there are circumstances and specific times when medication must be administered during the school day for the student to attend school regularly.

A Medication Authorization Form, available online, must be on file before medication can be administered to a student. The parent AND physician must fill out the Medication Authorization Form. This policy applies to the administration of prescribed and non-prescription medication. The form must be renewed each year and are distributed in every registration packet for the following year. These forms must be filled out and on file containing a written order from the physician detailing medication, dosage, and time intervals for dispensation. These forms are kept on file in the School Office. Non-prescription drugs also require a written order from the physician. This documented Medical Authorization must also be on file with the school office to permit the child to receive medication during school hours.

All medications must be kept in the School Office, with the case-by-case exception of prescribed inhalers and epi-pens, which are noted by the physician on the Medication Authorization Form. Students taking medications are expected to come at the designated time or be called by the office and, in the presence of the designated staff member, take their medication as required. Again, any child having an elevated temperature of 99.6 or above will be sent home and should remain at home for 24 hours AFTER the temperature has returned to normal. This procedure is a safeguard for all children concerned.

The parent must furnish all medications in the original sealed container, properly labeled by the pharmacist or physician. Over-the-counter medication must be in the original manufacturer-labeled container.

The school retains the right to deny requests to administer medication to students, provided that such denial is indicated on the Medication Authorization Form. If the school refuses a request for medication administration, parents/guardians must make other arrangements for medication administration to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication at school.

The school does not distribute over-the-counter medication, including aspirin and cough drops. Students are allowed (IL 2001) to carry and self-administer their own asthma medication as needed. If your child has asthma or allergies that require the immediate use of medication, they shall be permitted to carry such medication and to self-administer such medication without supervision only if the following conditions are met:

The school has received a completed Medication Authorization Form.

A completed Physician Request for Self-Administration of Medication form has been completed by the student's physician and parent and received by the school.

Prolonged Illness

An absence due to illness of five school days or more requires a doctor's written release before the child will be allowed to reenter. If the absence is due to a communicable disease, the school must be notified immediately to protect all children and adults.

Vision and Hearing Screening

Annual hearing and vision screenings are provided for all students new to the school and grades selected by the Lake County Health Department. Referrals by parents and teachers of students in grades not being screened are honored. Parents will be notified when and if it is determined that their child should be referred for further testing.

School Internal Management Procedures

Student Attendance Policy

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. All students are expected to be in their seats and ready to start the day promptly at 7:55am.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Reporting Process for Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at [847-587-5541] or email [dcaron@stbedeschool.com] within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal;

(6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused.

Students whose absences are excused will be allowed to make up missed assignments. An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action. If a student is tardy for any reason, a parent must accompany the child to the office and sign them in.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at [847-587-5541}. Students to be dismissed early from school will be picked up from the school office and signed-out.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

Alcohol at School Events

The consumption of alcoholic beverages at school, school-sponsored events, or school activities on and off-campus where and when children are present, including sporting events, practice or games, and awards banquets, is prohibited. This rule includes indoor and outdoor activities sponsored by the School Athletic Board or other school-sponsored organizations.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property. However, the principal may temporarily waive this rule in the case of an educational opportunity for students, provided that the animal is adequately housed, humanely cared for, and properly handled. Thus, students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators.

Out of respect for those students with allergies to dogs or other animals or those students who may not be comfortable around animals, students and families may not bring animals on school grounds/buildings before school, during the school day, or at dismissal.

Athletic/Extra-Curricular Probation

Students are expected to maintain a “C” average in each subject. If, however, a student has a “D” in a subject, this may be balanced by a grade of “B” or higher in a subject that meets at least the same number of days. Example: A grade of “D” in Spanish may be balanced by a grade of at least a “B” in Math, but a grade of “D” in Math cannot be offset by a grade of at least a “B” in Spanish. A student with an “F” in any subject is automatically on probation.

The report that determines probation is run on Thursday mornings. Teachers are not expected to grade papers or enter grades on Thursday morning. They are busy preparing for classes and teaching. Homeroom teachers will give the names of students on probation to the principal, and the principal will notify the parents, athletic director, and extracurricular moderators.

Probation runs for one week from Friday through the following Thursday, including Thursday night. The student will be eligible on Friday unless the next report indicates that the student is ineligible. A student placed on Athletic/Extra-Curricular probation will not be allowed to participate in athletic practices or games (including the attendance of games), rehearsals, Drama Club performances, Student Council dances, or any other after school extra-curricular activities until the student is determined to be eligible.

A student absent during the school day is not allowed to play, attend a game or attend any other extra-curricular event that day. Students who are ineligible for several weeks may be dropped from a sport or activity. Students may be placed on probation for other reasons, such as disciplinary issues. Parents may be required to meet with the principal before the student is reinstated. In addition, students who are ineligible for several weeks may be subject to further disciplinary action, including but not limited to detention or Saturday detention. Saturday detention is defined as mandatory attendance for designated students upon violations of the

student code of conduct or the need to complete missing academic assignments when multiple missing assignments significantly impact the grade. Point deductions for late work will still apply. Saturday detention is not a tutoring session. The teacher will notify the parent/guardian of the Saturday detention date. If the student's work performance or behavior does not improve, further disciplinary action may be needed.

Please Note: Parents/guardians who bring children other than players to athletic events are expected to monitor those children at all times (SBAA policy).

Arrival/Dismissal

School begins at 7:55 a.m., and the doors open for children at 7:45 a.m. Do not drop students off before 7:30 a.m. as there is no supervision at that time. According to county regulations, the school entrance is off Route 59 only, which is how cars arrive in the morning and afternoon. When in the circle, pull as far forward as possible, then let your child(ren) out. In the p.m., wait for the student to be called and then exit onto Wilson Road. **Dismissal is at 2:30 p.m.**, and your child must be picked up by 3:00 p.m. Any early drop-off children or late pick-ups will have to go to the Extended Day Program (EDP), where you will be subject to EDP fees.

Assemblies and Student Mass

Assemblies are scheduled periodically for the students. Assemblies allow children to experience public speaking, performing personally, audience participation, appreciation, and social etiquette.

Parents are invited and encouraged to attend any school assembly, function, and gathering for prayer and worship. Parents are welcome to bring friends, neighbors, relatives, and preschoolers as seen fit and appropriate.

Attendance

To receive the maximum benefit from classroom and instructional participation, it is essential that a child report to school on time and each day. Parents are urged to enforce this habit. Illness of the student, death in the family, and exceptional instances that affect the child are legitimate excuses for absence from school.

Daily attendance is expected. A student who is not in school on an attendance day and who is not attending a school-sponsored event or occasion at another location is recorded as being absent.

Students are expected to be in their homeroom by 7:55 a.m. The school is not responsible for students who arrive before the school building is open at 7:30 a.m. Students are expected to wait for the bell in an orderly and safe manner.

Responsibility is transferred back to the parent at the time of dismissal. Only those students who have permission from their parents to remain for after-school activities are allowed in the building after release. Under no circumstances will a child be allowed to go home with another student unless the teacher has received written permission from BOTH of the students' parents/guardians.

Beginning with the second week of the school year, all kindergarten children will be expected to enter the building unescorted by a parent or parent designee.

It is the parents' responsibility to get their children to school on time. Tardies are taken seriously. Please make every attempt to get your child to school on time.

Borrowing Textbooks for Home Use

Only students with an IEP or 504 plans that require it are allowed to get a second set of textbooks for home use during the school year. These are to be returned at the end of the year. If a parent/guardian wants to purchase a book, get the ISBN for the book and go to a used book website, such as www.bookfinder.com, type in the ISBN, and your choices will appear. A child who keeps forgetting to bring a book home is not a good reason for a book loan or purchase and will not help them learn responsibility.

Bulletins

Information is generally sent out from the school office to parents/guardians once a week. The school website is another avenue of information regarding the school.

Bus Service

The area public school districts no longer provide bus service to St. Bede.

Cafeteria & Recess Supervision

All students will be supervised daily in the cafeteria or during recess by classroom aides, teachers, or staff members. As much as possible, recess will be held outside, so parents should be sure children are dressed for outdoor play through the fall, winter, and spring.

Parents are not allowed in the cafeteria or on the playground areas unless they have either received prior permission from the principal or have given the principal written documentation

by the child's physician that they need to be there due to their child's medical condition. Having parents on the scene can make regular supervision of children difficult by dividing authority.

CHILD CUSTODY (Archdiocesan Policy)

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 cannot show such proof, the regional director will be contacted immediately to discuss the situation.

Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the child's legal guardian unless guardianship is legally taken away 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 may participate 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 their child, to school information about their child, or unless the parent is a registered sex offender. If the parent is a registered sex offender, they will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds is governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the regional director immediately.

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 the release of their child to the non-custodial parent, the school must contact the custodial parent. The custodial parent is to be informed immediately that the noncustodial parent is requesting the child's release.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Generally, in situations where there are concerns regarding the release of a child to a non-custodial parent, it is best to contact the regional director or the Archdiocesan Office of Legal Services.

In the absence of a court order, a school should provide the non-custodial parent the opportunity for a parent-teacher conference. The conference should be scheduled at a time other than the time of the custodial parent unless both parents do not object to the same conference. The sharing of school information with the custodial parent pertinent to the child should also be provided to the non-custodial parent in a timely fashion.

With Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment concerning the rights of non-custodial parents. Therefore, in the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official, current copy of the court order.

It is the non-custodial parent's responsibility to notify the office, in writing, at the beginning of each school term if they wish to receive a copy of the report card and be placed on the school email list.

Communications

Students may take care of emergency calls in the School Office with the knowledge and permission of school personnel. Messages can be taken, but students are not called to the telephone during the school day except in emergency cases.

For teacher email addresses, see the St. Bede School website: www.stbedeschool.com

CONCUSSION PROTOCOL

See Appendix A on page 68

Crisis Management:

1. Parent contact information must be kept up to date at all times.
2. In case of a building emergency, police and fire personnel must have complete access to the school and parking lot. If it is necessary to move the children to another location, parents will be notified by the School Messenger system.

3. The school has developed a safety and crisis management plan together with security professionals to assist the staff.

Cumulative Records

Parents have a right by state law to review the cumulative records of their child. (Family Educational Rights and Privacy Act – 1974, and Illinois School Student Records Act, 1975) Student records will be made available to parents within fifteen school days from when a written request is received. When parents inspect the documents, a qualified staff member will be present. Non-custodial parents have the same rights as custodial parents unless expressly denied by a court order. Current copies of court orders are always to be provided for this purpose.

St. Bede Catholic School will release student records to another school in which the student has enrolled or intends to enroll. An official written request must be made in writing. This form is usually provided to the parent for signature at the time of registering the student. The receiving school will send this form to Saint Bede.

Only the required minimum amount of information will be released in cases where financial obligations are not met.

Deliveries to School

Any items forgotten at home may be brought to the school office. The secretary will send a note to the child and place the item on the “I forgot table” in the school lobby. The student must check the table.

On rare occasions, forgotten lunches may be dropped off at the school Office. Fast Food lunches are discouraged.

Early Dismissal Requests

A doctor or other appointments should be scheduled outside school hours whenever possible. Written notification from the parent must be submitted to the homeroom teacher before the requested day of early dismissal, stating the reason for this request. For the child’s safety, the note should include:

Child’s name

Grade and Room

Day and Time of

Dismissal Destination

Name of the adult coming for the child

Signature of parent

Excessive early dismissals will be treated as absences and may result in the name of the student being referred to the county attendance officer.

Any early dismissal, tardy, or absence disqualifies a student as a candidate for the Perfect Attendance Award given at the end of a school term.

The parent or parent-designated-adult is to meet the child in the school office and sign the register. Students are not permitted to leave the building without fulfillment of all the above procedures.

Tuition Tax Credit

Effective January 1, 2000, an Illinois resident who is the parent or guardian of one or more qualifying students is eligible to take a tax credit on their Illinois Individual Income Tax Return for qualified education paid at an Illinois elementary or secondary school. This income tax credit is 25% of the qualified education expenses. The total credit shall not exceed \$750. In general, qualified education expenses are the amounts paid over \$250 for tuition, book fees, and lab fees at the school where the student is enrolled during the regular school year. Contact a tax professional for complete information.

Questions may also be directed to the Catholic Conference of Illinois at ciedu@compuserve.com or 217-528-9200. In addition, the Illinois Department of Revenue may be reached at 1-800-732-8866.

Electronic Devices including Cell Phones

Field Trips

Field trips enhance classroom learning and open new ideas of interest for the students. The benefits of the field trip should be clear enough to justify taking children out of the building that was designed for their safety and taking them on the public roads. The purpose and goal of the trip must correlate with the student's instructional level and the curriculum. Details concerning the field trip will be sent to parents/guardians well in advance. They will include the nature of the trip, its educational value, transportation arrangements, supervision, and the cost per student (if any). A signed parent/guardian approval slip is always required for a field trip.

The principal reserves the right to exclude a student from participating in a field trip. If the principal or the parent/guardian chooses not to allow the student to participate in the field trip, the principal will approve alternate plans for the day.

Forgotten Items – After School

If a student has forgotten any books or homework after school hours, some guidelines must be followed. First, students and parents MUST enter through the office. They can not just walk into the school. Second, if it is after 3:00 p.m., no one will be allowed in the classrooms. The teachers have left, and they have locked the doors. Third, if it is after 3:30 p.m., no one will be allowed into the lockers. The hallway doors will be locked at that point.

Government or School Text Books

Some hard-covered textbooks are on loan to the students either as the property of the State of Illinois or St. Bede Catholic School. The books are stamped with the required identification. School textbooks are expected to be covered and cared for by the student assigned its use for the school year. A fee will be charged for damaged or lost books. The book remains the property of the state or school.

Half Days

Incorporated into the school calendar are days, as specified by the Office of Catholic Education, during which the staff participates in professional training and instruction. Please note these days as marked on the yearly and monthly calendars and by way of other reminders. On Half-Day In-Service Days, meetings frequently begin as soon as the children are dismissed. Therefore, no one is available to supervise them. If a child is left behind and not picked up, we will place the child in the Extended Day Program, the after-school program. A fee is charged for EDP and billed to the parent account.

Invitations and Private Notices for Non-school Sponsored Functions and Occasions

The school does not distribute invitations to private parties. Please be sensitive when having your child give out invitations to classmates; all classmates (including boys and girls) must be invited, otherwise do not use the school setting to distribute the invitations. Hold parties with a selected guest list on weekends to avoid school-time conversations, which can foster division and hurt feelings.

Lunch

Lunch/recess hours are from 11:14 am to 11:37 am & 11:38 am to 12:03 pm. Students may bring a lunch from home or purchase a hot lunch through the school. The school uses the services of the Archdiocesan School Lunch Program. The meals contain one-third of the daily nutritional needs of the children. The lunches are prepackaged and delivered in refrigerated trucks daily. Milk (2% chocolate or white) is included with each meal. You may order the milk separately.

Lunches must be ordered online in advance. According to policy, refunds are not made when a child is absent.

Late orders cannot be accepted. Instead, follow the instructions on the ordering website. The amount and selection ordered are what the child receives. Extra lunches are not ordered for students who neglect to bring a lunch.

Free and reduced-price lunches are available for families who qualify. Forms are available in the School Office.

Classroom Snack Time Guidelines

Why do we have snack time?

Most children and teens need to eat every three to four hours throughout the day to fuel their growing, active bodies and to meet their MyPlate daily food plan. This translates into the following:

- Younger students need to eat three meals and at least two snacks a day (one during school hours).
- Older students need to eat three meals and at least one snack a day (they may need two snacks if they're going through a growth spurt or if they are very physically active).
- SBS Snack Guidelines:
 - A daily snack is permitted in all grades (teacher to decide what time works best with their schedule and not too close to the students' lunch period).
 - Refillable water bottles are permitted for all students. In an effort to 'go green' please do not send disposable water bottles.
 - **Only nut free snacks will be permitted due to the increase of students with food allergies (food items containing nuts are still allowed during lunch due to a designated nut free table).**
 - Proportions should be appropriate for the child's age.
 - Easy, convenient and a portable snack is suggested. Snacks will be consumed outside at times.
 - Preferably healthy (please avoid sending food with a high sugar content)
 - Homemade items are allowed (nut free) since you are packing this for your child only.
 - Does not need to be pre packaged or store bought.

Snack Ideas: PLEASE PROVIDE YOUR CHILD WITH A NUT FREE SNACK

Fresh cut fruit

A piece of fruit

Fresh cut vegetables

Whole grain bagel
Popcorn
Pretzels
Granola bars
Graham crackers
Protein bars

Fruit leather
Raisins
Applesauce pouches
Cheese and crackers
String cheese
Dried fruit

Yogurt pouches
Baked Chips
Goldfish

For more snack ideas:

[The Super Easy Healthy Snack Guide](#)

<https://snacksafely.com/safe-snack-guide>

Room Parent Classroom Party Food Guidelines

Each classroom situation is unique and there is no one policy to encompass everyone without unreal expectations. We have many food allergies throughout the school but with the majority being nuts, we will continue to have a “nut free” classroom policy. This applies for snack time, classroom party foods and teacher lessons involving food. These guidelines do not apply to events outside of school hours such as, sock hop, school dances, daddy daughter, etc. Parents are responsible for providing safe alternatives at these events.

Please keep the following guidelines in mind:

- A maximum of two food items per classroom party, not including pizza if that is being served. (Gluten Free pizza to be ordered for students with a gluten allergy or intolerance).
- All food items entering the classroom must be “Nut Free”.
- No homemade food items.
- Fresh fruit/vegetables are allowed and encouraged as well as low calorie, low sugar food items.
- All other food coming in must be:
 - Store-bought
 - Pre-packaged
 - Ingredients/nutritional label available
- Please be mindful of other food allergies besides nuts, such as dairy, gluten, soy, sesame etc. You will be notified of these allergies by the nurse within the first few weeks of school.
- The head room parent is responsible for sending an email to all class parents, letting them know of food items that will be served at the said party. This should be done at least a week before, and if a parent needs to provide an alternative snack for their child, they have time to do so. You may alternatively choose to email the homeroom teacher who then can post party details to their website.

Important Tips for Choosing “Nut Free”

Always read the food ingredient label and make sure to only buy items that are “NUT FREE” and not just “PEANUT FREE” or “TREE NUT FREE”.

Most manufacturers will clearly state if the item contains peanuts or tree nuts, but some may be almost hidden.

PLEASE READ LABELS, each time you purchase. Do not purchase items with the allergy and ingredient alert such as:

- “May contain peanut or tree nut”
- “Processed on shared equipment with peanuts or tree nuts”
- “Manufactured in a factory with peanut or tree nuts”
- “Contain peanut or tree ingredients or traces”

Safe Food Ideas:

Fresh/Dried Fruit

Fresh fruit, apples, bananas, oranges or slices, clementines

Fruit Kabobs- Strawberry, kiwi, banana, melon or any combination of fruit

Apple Slices

Clementines

Pineapple Slices

Diced fruit cup (in water, not fruit juice)

Bare Baked Crunchy Apple Chips

Bare Baked Banana Chips

Stretch Island Fruit leather

Applesauce squeeze pouches (GO GO Squeeze, Mott’s etc.)

Grain and More

Made Good Granola Bars, Minis etc.

Skinny Pop; Popcorn, Popcorn Mini Cakes, Popcorn Puffs, SkinnyPop Chips, Skinny Pop

Pepperidge Farm- Goldfish Crackers, Pretzels, etc.

Barnum’s Animal Crackers

Original Kelloggs Rice Krispie Treats

Keebler, Ritz, Late July and Trader Joe brand cheese sandwich crackers

Pirate’s Booty

Snyders’s Pretzels 100 Calorie Variety Pack

Other Pretzels (Newman’s Own, Pepperidge Farm, Herr’s, Utz, Bachman, and Rold Gold

Dairy

Stonyfield Kids Low Fat Tubes; Strawberry/mixed berry

Go Gurts/Trader Joe’s Strawberry Squishers

Cheese cubes

String cheese

Popsicles

Philly Swirl Stix

Popsicle Brand- Simply Popsicle

Minute Maid Juice Bars

Chloe’s Pops

[The Best Shelf Stable Nut Free Snacks](#)

Snacksafely.com

Lost and Found

All articles of clothing and other personal items should be marked with the child's name. Periodically, attempts are made to reunite students with things in the lost-and-found. Articles, which have no identification and are left unclaimed, are sent to charity. Lost and Found items are located in the library. Unfortunately, while the school makes efforts to return lost items, we cannot be responsible for any lost or stolen items. Check your homeowner's insurance policy for options there.

Make-Up Work

Schoolwork assignments are designed as part of the flow of instruction - the teaching and learning dynamic. Not doing work when it is assigned breaks the context of that flow of instruction. Therefore, all efforts must be made to complete work when it is given.

While families don't always have complete control of appointments or even vacations, care should be taken to minimize disruptions to the learning process. Student assignments are usually included on their class website – so it should be possible in most cases to know what needs to be done and when. Teachers are not expected to give assignments in advance of a vacation.

Missing Children Records Act and Registration Law

As a non-public school, Saint Bede School maintains copies of certified birth certificates for each student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon registering the student. In addition, copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other schools within ten days of the request.

The Illinois Missing Children Act requires schools to notify local authorities when the school doesn't receive an official copy of the birth certificate within 30 days of enrollment. At 30 days, the school must inform the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school must notify the police for a possible missing child investigation.

Office Hours

The School Office is typically open from 7:30 a.m. to 3:00 p.m. each school day. For safety reasons, students will not be allowed to re-enter the building after 3:00 p.m. *Please see Forgotten Items in this handbook for more detailed information* Summer office hours will be posted on the school website.

Parent/Guardian Conduct

As partners in their children's education, 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. If the partnership is no longer viable in the principal's opinion, 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, staff, or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Parent Grievance Procedure

St. Bede Catholic School and the parents/guardians enter upon an agreement when the parent submits an application and when the school accepts the application. Therefore, it is reasonable to expect that academic and discipline standards are compatible and that parent and school will work together to assist the student in becoming the person described in the mission and philosophy of the school.

Teachers and the principal will communicate with parents by standard means: email, phone calls, progress reports, or conferences. The school's intent and desire is to work with the parents to meet the student's needs and assist the student in becoming self-motivated and self-disciplined.

Archdiocesan Grievance Policy Chain-of-Command

If a parent/guardian has a concern, they should contact the appropriate teacher first. If the parent/guardian then feels that further action or communication is necessary, the principal should be contacted. If necessary, a meeting will be arranged with the teacher(s), principal, parent, and student. If these steps do not bring satisfaction, then a meeting with the pastor should be requested. Non-cooperation on the part of a parent could result in the application for registration or re-registration.

Parent-Teacher Conferences

Conferences provide an opportunity to discuss the needs of each individual child and the requirements of the school program. A formal teacher/parent conference is scheduled at the end of the first trimester of the school term (usually in November) and optionally after the second

trimester, as requested by the parent or the teacher. At times, the student may be required to attend with the parents.

Other conferences with a teacher may be arranged at other times by mutual agreement.

Physical Education and Recess Excuses

Excuses from gym or recess repeatedly or for a long-term illness must have a written signed statement from the child's physician.

Release of Students – Special Circumstances

Students must have prior written permission from their parent/guardian to be released with alternate arrangements for safety and legal purposes. For example, if a child is to go home with a friend, both parents must send a note to the school explaining the situation. Under no circumstances is a child allowed to ride a bus if that child does not reside in the district that bus services.

Return Check Charge

If your bank returns a check to any Saint Bede entity, you may be charged \$30 in addition to any bank charges.

School Bus Behavior

Students riding the bus while on a field trip are expected to contribute to a safe trip by staying seated, speaking in a refined manner and tone, and respecting the space and opinions of others. In addition, students are reminded to respect the driver and to follow the directions given by the driver.

School Emergency Closings

When the decision has been made that the school will be closed for an emergency, usually weather-related, parents would be notified by the telephone relay facilitated by SchoolMessenger to the phone number provided to the school for that purpose. The notice will also be posted on the St. Bede homepage as soon as the decision is made (www.stbedeschool.com). Unless the above process is repeated for a second day, the school will reopen.

If a tornado warning happens while classes are in session, all children will be kept in school until the all-clear signal has been given. Parents are discouraged from making attempts to pick up their child before the all-clear signal is given. If parents do come before that signal, they must sign their child out. In addition, parents are not allowed to take any children other than their own away from the school. The purpose of this procedure is to avoid unnecessary anxiety and loss of time in the eventuality of a significant problem.

School Events and Publicity Pictures

Parents/guardians who choose not to have their child photographed during school events are asked to sign the Release and return it to the School Office. School officials will take precautions to keep children out of camera range, but the children themselves should be instructed by parents/guardians to stay clear of such photos.

School Supplies

Each student is expected to have available the school supplies listed on the supply list. Please check with your child periodically to see if a fresh supply of an item might be needed, especially those more readily used. Check the website for details on supplies.

SEARCH OF SCHOOL PROPERTY

Archdiocesan Policy: 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.

Searches of Student's Person and Personal Property

The search of a student's person or any item brought onto school property (including modes of transportation) is permissible when there is suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia, or other items prohibited by law or by school policy.

Conducting the Search:

Secure the safety of the students and staff.

If a weapon, dangerous object, explosive, or ammunition is suspected, the school should immediately contact the local police department and not attempt to disarm the individual.

If a student refuses to voluntarily empty pockets or turn over personal items, the student should be detained until the parent/guardian is contacted and present.

The parent/guardian should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.

If a weapon, illegal drug, or controlled substance is seized, the school authority will contact the local police department to report the incident and secure the contraband until the police arrive at the school. Then, the contraband will be turned over to the local police jurisdiction.

Reporting the Incident

The appropriate regional director should be contacted as soon as possible. In addition, an Incident Report should be faxed to the Office of Catholic Schools within 24 hours.

Search and Seizure

The school reserves the right to inspect all school property, including lockers, and seize items that do not belong in school or violate the provisions of this handbook.

Sexual Harassment

Archdiocesan Policy ES 263.1/HS 417.1 - Sexual harassment by one employee of another, by an employee of a student, by a student of any employee, or by one student of another is unacceptable conduct. Employees or students who engage in sexual harassment will be subject to appropriate discipline, including suspension or dismissal.

Procedures:

Any person who feels that they have been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.

The principal shall answer questions about this policy, engage in fact-finding to determine the details regarding the sexual harassment complaints, and take appropriate corrective action.

If the complainant is uncomfortable with discussing such matters with the principal, or if the complainant is not satisfied after bringing the issue to the attention of this individual, the complainant shall promptly report the concern to the pastor or the school consultant at the Office of Catholic Schools.

The school will determine the facts regarding allegations of sexual harassment promptly and confidentially and take appropriate corrective action when warranted.

Archdiocesan Policy ES 263.2/HS 417.2 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.

Procedures: Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

Archdiocesan Policy ES 263.3/HS 417.3 Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth.

Student-Teacher Relations

If teachers are to provide time and effort in guiding students' learning, students must cooperate. Acceptable conduct may vary slightly in each classroom. Adjusting to personalities, teaching and learning strategies, subject areas, routines, and teachers' standards is part of the students' learning processes. Students are to follow the directives, expectations, and deadlines set by the individual teachers. Students whose conduct is uncooperative are denying others their right to an academic atmosphere which gives students the right to learn and teachers the right to teach.

Tardiness

For the school day to begin smoothly, all children must arrive on time. Students are expected to be in their classrooms by 7:55 a.m. to be ready to participate in the daily morning prayers and morning classroom routines. If a child is tardy for any reason, the parent must accompany the child to the office and sign them in. The following procedure will be followed if a child is excessively tardy during a given trimester. If a student continues to be late, the student may be referred to the county attendance officer.

Transfer of Students

Requests for the official records of a student transferring from St. Bede will be sent to the receiving school within ten days of receipt of the request. However, if the transferring student has unpaid fees/fines and transfers to a private or public school, St. Bede will communicate the unofficial record of the student on an Unofficial Record Form. This form will convey any information relative to the grade or subjects in which the transferring student was enrolled and the record of academic grades achieved before the transfer.

If a student is transferring INTO St. Bede School, they must come into the school office and fill out a Release of Records form to be sent to the prior school. The principal must approve all transfers to St. Bede after the official record of attendance and grades has been received.

If a student is transferring OUT of St. Bede School, they must go to the new school's office, fill out a Release of Records form, and request it be sent to our office. The records will be handled from there.

Traffic Safety

Parents who drive into the parish parking lot are reminded that the safety of all of our children should be of primary concern. Please observe a 5 MPH speed limit on the grounds at all times. Enter the parish property from the Rt. 59 entrance and exit onto Wilson Avenue (this is a requirement of state and county traffic officials). Observe coned-off areas. A

Bicycles are to be walked safely across the parking lot before and after school. Follow the sidewalks to the crosswalk by the rectory garage. Bikes should be locked when they are parked at the school bike parking rail. The school is not responsible for damage or theft.

Your respect for the staff and students who assist with safety patrol is appreciated. However, we are not responsible once the students leave the school grounds or when school is over.

Tuition and Fees

St. Bede School uses FACTS Management Company to help manage tuition and other payments and incidental fees. Registration forms must be completed before homerooms are assigned. FACTS can be contacted at 1-866-441-4637 or www.factsmgt.com.

All tuition and fees must be paid for by the first Monday in May before final progress reports will be awarded or graduation-related participation, recognition, and documentation will be recorded and transferred. Trimester report cards will not be released if tuition and fee payments are not current.

All families are expected to make tuition payments to the tuition management service (currently FACTS Management) according to one of the following payment plans:

Full payment by July 1st.

Semi-Annual payments, July and January 5th or 20th.

Monthly payments – either on the 5th or 20th of the month - are made to pay all tuition and fees by May 20th of a school year.

IMPORTANT: We realize that sometimes unexpected personal/family finance situations can negatively affect cash flow. If you experience financial difficulty, please get in touch with the School Facts Manager AS SOON AS POSSIBLE to work with you. Please do not let your tuition contract responsibility lapse into a difficult-to-manage state.

Once the school year starts, if tuition payment is not received at FACTS by the due date, FACTS will send a past due bill asking for immediate payment, and a late fee will be charged.

After 30 days of tuition payment delay, a warning letter will be sent from the Saint Bede Business Office.

After 60 days, there will be a mandatory meeting between the principal of St.Bede, the Business Manager, and the affected student's parents(s). After that, late fees will continue to be added monthly.

School Interruption Days: If tuition is delinquent and a payment plan has not been accepted at this time, the student will not be permitted to return to school until all tuition and fee payments are current.

Delinquent tuition accounts at year-end will be turned over to a collection agency as of June 30.

Please visit our website (<https://www.stbedeschool.com/>) for our most current tuition rates.

Vacations

Absence due to vacation during the school term is generally a serious interruption of the student's formal educational program. It compromises the teacher's ability to fulfill their responsibility and is, therefore, strongly discouraged. Schoolwork is not required to be provided in advance of a vacation. The teacher is not responsible for providing individual instruction in anticipation of or following a vacation (except what is published on the class website).

To receive credit for written work missed during a vacation, students need to complete all assignments within the time frame stipulated by the teacher. In addition, final grades may be affected since written responses are not the only criteria used for a formative or final assessment grade.

Please notify the school in writing before a vacation. It is also helpful for the homeroom teacher to receive notice when parents are out of town, and someone else is in charge of the household.

Verification of Reason for Absence

The principal may request appropriate verification from the parent concerning absences, including written confirmation of a student's illness from a physician licensed to practice medicine in the State of Illinois in the event of frequent or extended absence attributed to personal illness.

Visitors

So that the learning process is not interrupted, school visits by anyone, if approved, will be limited. **For the safety and protection of all of the students, all visitors are required to report to the office, sign in, and wear a Visitor's Pass** before entering the main part of the building during the school days.

For safety purposes, all school doors are locked during the school day. No person without authorization is allowed to roam the school building or grounds for any reason. Security cameras

are installed throughout the school as a protective measurement. School staff members are authorized to call local authorities immediately when in doubt about the appropriateness of a visitor.

Visitors with small children in strollers should be mindful of these vehicles' safety hazards when left in the hallways and classrooms. The staff and students must have easy access to exits at all times. Preschool children, toddlers, and infants are expected to be under the direct care of parent visitors at all times.

Volunteer Hours

The Volunteer Involvement Program (VIP) allows parents/guardians to support the school through their time, treasure, and talent. Active involvement in the life of the school is expected of all parents/guardians. It contributes to the vitality of our school family and upholds the Catholic values promoted in the school curriculum. St. Bede relies heavily on the giving of time and support from our volunteers. Volunteering is a great way to meet other parents who are a part of the St. Bede family, and the students are very proud when they see their parents involved and helping the school. Volunteer hours can be earned through a variety of school activities. Some examples include room parent duties, field trip chaperone, serving on a committee, and participating in committee-assigned projects, fundraising events, or professional services (i.e., professional photography, graphic design, etc., approved by the principal).

Each family is responsible for completing twenty (20) volunteer hours from July 1st through June 30th. Families will be charged \$25 per hour (a total of \$500) with the other fees on their FACTS account. Families will be notified regarding details about the system that will be used to track service hours.

Volunteers

St. Bede School encourages parents to become actively involved in the school and welcomes volunteers. However, before a parent may volunteer, the Archdiocese of Chicago requires that all volunteers complete the following procedures:

Complete the Declarations Page for Volunteers (submit to school office) and set up a Virtus account online (contact Karen Diedrich if you have questions).

CANTS 689 form (Child Abuse and Neglect Tracking System) – submit to the School Office

– this is done every year

Code of Conduct read, signed, and dated – submit to the School Office

Virtus/Protecting God's Children and Youth Training (online sign-up for class)

No one may volunteer to work with children without a background check, CANTS, Code of Conduct, and the Virtus class. Please contact the St. Bede School Office to find out how to complete these components.

Web Site

School events information, bulletins, and messages specific to a given homeroom can be found on our Website: <https://www.stbedeschool.com/>

ARCHDIOCESAN GOALS FOR STUDENT WELLNESS

(From the Archdiocesan Handbook for School Administrators)

Wellness

St. Bede School Wellness Policy: St. Bede School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

While we respect the family's right to pack lunch and snack items of their choosing, we feel obligated to notify parents of our concerns if children consistently bring lunch or snack items that mitigate wellness interests (example: a lunch consisting solely of three candy bars or similar snacks).

Goals for Nutrition Education:

Students in preschool through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Particular emphasis should be placed on nutrition education in preschool through the primary grades, as eating habits are established at a young age.

The nutrition education program shall include enjoyable, interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other activities. Schools shall work with parents to provide a healthy diet and daily physical activity for their children, including information to help incorporate healthy eating and physical activity.

Goals for Physical Activity:

Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Particular emphasis will be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities or other limitations.

Elementary schools shall provide a daily, supervised recess period to all students.

Students shall be provided opportunities for physical activities through various school programs such as intramurals, interscholastic athletics, physical activity clubs, or other activities.

Consistent School Activities and Environment – Healthy Eating:

It is recommended that food providers share information about the nutritional content of school meals or individually sold foods with students, families, and school staff.

School meals shall be served in clean, safe, and pleasant settings, with adequate time for students to eat.

All food service personnel shall have adequate pre-service training.

Students, parents, school staff, and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options.

Schools shall promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid), such as fruits, vegetables, low-fat dairy foods, and whole-grain products.

All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.

Access to any area involved in storage, preparation, or food service on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity:

Schools are encouraged to limit extended periods of inactivity. However, when activities such as mandatory testing make it necessary for students to be inactive for long periods, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical activity facilities and equipment on school grounds shall be safe.

Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Food or Physical Activity as a Reward or Punishment:

School personnel shall not withhold food or beverages from students as punishment.

School personnel shall not withhold participation in recess or physical education class as punishment.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses during the School Day:

Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing, and meal planning practices consistent with current Dietary Guidelines for Americans (e.g., provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).

All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals. This includes items such as:

- o a la carte offerings in the food service program;
- o food and beverage choices in vending machines, snack bars, school stores;
- o food and beverages sold as part of school-sponsored fundraising activities.

Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods, and whole-grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals:

School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program or School Breakfast Program
Measuring Implementation & Community Involvement

The Archdiocesan Superintendent of Schools or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.

The principal of each campus shall be responsible for the implementation of the wellness policy.

Individual schools shall involve parents, students, representatives of the school food service program, the school board/advisory committee, school administrators, and the public to develop the wellness policy. This will be demonstrated through their involvement in reviewing and being listed on the individual school wellness checklist.

The Archdiocese of Chicago Superintendent of Schools or designee, based upon feedback from individual schools, may revise the wellness policy as appropriate.

Healthful Food and Beverage Options for School Functions: * (Suggestions)

At any school function (parties, celebrations, meetings, etc.), healthy food options should be made available to promote student, staff, and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

Raw vegetable sticks/slices with low-fat dressing or yogurt dip
Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.

Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
Fruit salad
Cereal and low-fat milk

100% fruit or vegetable juice

Frozen fruit pops with fruit juice or fruit as the first ingredient

Dried fruits – raisins, cranberries, apples, apricots

Single serving applesauce or canned fruit in juice

Peanut butter with apple wedges or celery sticks

Fruit smoothies made with fat-free or low-fat milk

Trail mix (dried fruits and nuts – not peanuts)

Lean meats and reduced-fat cheese sandwiches

(use light or reduced-fat mayonnaise in
chicken/tuna salads)

Party mix (variety of cereals, pretzels, etc.)

Pretzels or reduced-fat crackers

Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)

Low-fat muffins (small or mini), granola bars, and cookies (graham crackers, fig bars)
Mini bagels with whipped light or fat-free cream cheese

Pasta salad

Breadsticks with marinara

Fat-free or low-fat flavored yogurt & fruit

parfaits Fat-free or low-fat pudding cups

Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)

Flavored soy milk fortified with
calcium Pure ice-cold water

This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

STUDENT CODE OF CONDUCT FOR GRADES PK-8TH

(Also including, but is not limited to, bullying, gangs, harassment, etc.)

Student conduct and school discipline at St. Bede are rooted in Gospel values: Love God, Love Neighbor, and to that, we add Love Knowledge. The hallmark of behavior in school should always be respected. Students respect teachers and other students and treat others as they would be treated.

Archdiocesan Policy ES 158.1/HS 308.1 The school shall establish and promulgate a discipline code.

Disciplinary Procedures

1. Disciplinary measures are progressive and foster student personal growth.
2. The code includes procedures for conferences and written documentation of decisions and recommendations.
3. The principal may impose other disciplinary measures, such as suspension, probation, and expulsion. These corrective measures may be imposed, separately or progressively, as the situation warrants, following the written discipline procedures.
4. Probation allows the student to continue education in the school setting contingent on cooperation and acceptable behavior.
5. Suspension is the isolation of the student from some or all school activities.
6. Expulsion is the termination of the student's privilege to attend the school.

A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school

DISCIPLINE

Philosophy of discipline

School behavior guidelines are established to create an atmosphere of mutual respect that fosters Christian charity, self-discipline, and personal integrity. The expectations for adherence to these guidelines are clearly stated in the St. Bede School Discipline code.

A positive, respectful approach to discipline is the Hallmark of a Catholic School. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of St. Bede School. Some characteristics of positive discipline include:

- students learning decision-making skills related to their behavior and choices;
- discipline techniques which are based on teaching appropriate behavior and practical consequences;
- students sharing in classroom responsibilities;
- a school environment that encourages self discipline and self-control;
- open and interacting with all adults in a courteous respectful and appropriate manner;
- treating all students with respect;
- treating school property and the property of others with respect;
- Taking turns, cooperating, being kind to and including others.

Honesty

Truthful representation is essential to creating integrity and a positive School Community. To that end, complete honesty is expected at all times. Honesty includes, but is not limited to:

- Telling the whole truth without omissions and allowing others to tell the truth;
- taking ownership of one's words and actions;
- submitting one's work at all times and refraining from cheating.

Cheating includes but is not limited to:

- sharing test or quiz information;
- referring to any sources or outside materials not explicitly allowed by the teacher during a test quiz or other assessment;
- making work available for someone else to copy;
- copying another student's answers on an assignment or an assessment.
- Plagiarism is defined as:
 - Presenting other's work as your own;
 - Using published work bearing copyrights without crediting the author or publisher.

Responsibility

Understanding clear expectations, accepting the consequences of one's actions, and making appropriate choices are crucial to developing self-discipline. Responsibility includes, but is not limited to:

- being on time for school and classes;
- being prepared for class by having homework completed on time and all necessary materials for instruction;
- following school rules and respecting Authority;

- maintaining assignment notebook;
- participating fully and completely in the academic and liturgical experiences;
- accepting the consequences of choices and behavior;
- taking responsibility for 1 safety and the safety of others;
- being willing to share concerns regarding Safety and Security with a teacher or staff member.

Student Discipline Guidelines

All standards for conduct will apply to all students during school hours, at any school sponsored event, and in the wider community, regardless of circumstances or location. Any behavior or influence that is detrimental to our school community or the school's reputation will result in disciplinary action.

Discipline is intended to protect all persons' rights, safety, and privileges in all matters relating to the conduct of all individuals in the school. Administrators, teachers, substitute teachers, and staff stand in loco parentis, that is, in the supervision of the students in the absence of parents/guardians.

The teaching of self-discipline is a goal at St. Bede School. To ensure that students exhibit appropriate behavior and performance, it is the school's responsibility to administer just and constructive corrective measures. Should disciplinary actions be necessary, the following will be taken into consideration:

- Students aged;
- Ability-functioning level;
- The seriousness of the offense;
- Frequency of the appropriate behavior;
- Circumstances and intent;
- The potential effect of misconduct on the school's environment.

LEVELS OF STUDENT OFFENSES AND CONSEQUENCES

Disruptive behavior (Level1) (Applies to K-8)

Disruptive behavior will be handled by the St. Bede School faculty or staff member or referred to the Principal when these offenses occur in the common areas of the school or school grounds.

The classroom teacher in charge will generally handle disruptive behavior in the classroom.

Although disruptive behavior comprises the lowest level, they require prompt intervention.

Depending upon the severity of the offense, some disruptive behavior offenses may be classified and treated as serious offenses.

Disruptive behavior offenses include, but are not limited to, the following types of behavior (which are listed alphabetically, not in order of seriousness):

- Being present in unauthorized areas of the building or school grounds
- Being consistently unprepared for class
- Bringing unauthorized items to school
- Chewing gum/candy/food outside of cafeteria area

- Chronic late/missing assignments
- Cutting or pushing line
- Disrupting the learning environment
- Dress code violations
- Failure to act responsibly
- Failure to follow directions
- Library fines not being paid on time
- Littering
- Making vulgar or inappropriate noises
- Rough play (physical contact without intent to harm)
- Running or excessive loudness in the building
- Teasing or taunting
- Throwing objects
- Unexcused tardies

The following types of consequences are suggested for disruptive behavior offenses. Please note that these consequences are listed alphabetically and are not in order of suggested use. The consequences for Disruptive Behavior must fit the offense.

- Change of seating location
- Conference with parent(s) and or Guardian(s)
- Conference with the student(s)
- Development and adherence to an individualized behavioral plan
- Loss of privileges
- Opportunity to correct actions
- Possible detention:
 - after school
 - lunch
 - recess
- Probation
- Sent to the office with a disciplinary referral and work there for the remainder of the day
- Telephone call to parent(s) and Guardian(s)
- Verbal or written apology for misbehavior
- Warning or directive

Three disruptive behavior offenses in one academic semester will result in progression to a Serious Behavior offense for all further offenses for that academic semester.

After-school detentions will be one hour long. The principal or Pastor are the only persons that can make exceptions to the policy. All detentions will be served from 2:30 p.m. to 3:30 p.m. It will be the parent's responsibility to provide transportation for the child from school to home when the detention is served. Students not bringing back the signed detention slip the following day will receive an additional detention.

Serious Behavior (level II) (applies to 4th - 8th)

The classroom teacher in charge or the principal will handle serious behavior offenses (level II) that occur in the classroom or common areas of the school or school grounds. Serious behavior offenses are considered to be more severe than disruptive behavior offenses depending upon the

severity of the offense. Some serious behavior offenses may be classified and treated as severe behavior offenses.

Serious Behavior offenses include, but are not limited to, the following types of behavior:

- Behavior unbecoming a student at St. Bede School as determined by the St. Bede School principal
- Cell phone policy violation
- Cheating
- Damaging or defacing school property
- Defiance or disrespect to any St Bede School Adult (faculty, staff, parent volunteers, substitute teachers, visitors, etc.)
- Failure to abide by corrective measures given for disruptive behavior offenses
- Forgery
- Leaving school grounds without permission
- Physical contact with the intent to provoke or harm
- Plagiarism
- Possession or use of tobacco, tobacco products, or tobacco-related products like e-cigarettes or vaping
- Profane or inappropriate language
- Repeated disruptive behavior offenses
- Truant from class
- Violation of computer internet agreement

Serious misbehavior offenses may result in the sequence of consequences listed below. The principal or Pastor has the authority to respond and any step in the series based on the circumstances and the student sections. In some cases, additional consequences may be imposed:

- Removal from class
- Parents or Guardians notified of the consequence of their child's offense
- The local authorities will be notified
- Possibility consequences:
 - 1 hour after-school detention
 - Probation
 - An in-school suspension (1 to 5 days)
 - An out-of-school suspension (1 - 3 days)
 - Possible parent conference at school or development of an individualized behavioral plan
- Possible removal from field trip privileges or social event privileges
- Possible revocation to participate in any or all extracurricular activities

In extreme cases of inappropriate behavior, the child's parents will be called and informed that the child will be detained in the school office that day. The parents are responsible for picking the child up if a detention is issued.

A conference with the parents will be set up. If a child receives three behavioral detentions during one academic trimester, the student will be put on probation. Probation means that the student will not participate in extracurricular activities/field trips/assemblies, etc., until the trimester ends.

After a student has earned three behavioral detentions during one academic trimester, any further disciplinary actions will result in an in-school suspension for one day following a conference

with the parents. And in-school suspension means that the student will sit in the school office the entire day without contact with other students. All work, bathroom use, lunch, and recesses will be restricted. Supervision will be administered by the principal or designee from the school office. Students that have earned an in-school suspension are still on probation for the remainder of the semester.

Severe Behavior (Level III) (Applies to 4th - 8th)

Severe behavior offenses (level III) that occur in the classroom or common areas of the school or school grounds will be referred to the principal and other authorities when necessary. Severe behavior offenses include any behavior that violates federal, state, or local law, compromises student safety, or displays gross misconduct by a student.

Suspension and expulsion procedures will be exercised when a student's conduct endangers others' property, health, for safety or is disruptive to the learning environment at St. Bede School.

Severe behavior offenses include, but are not limited to, the following types of behavior:

- Any severe or inappropriate conduct on school premises or at school-related activities that endangers the life or safety of another
- Assault (verbal or written threat) which implies physical or mental harm, or battery (physical attack)
- Bullying, cyberbullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidating messages
- Destruction of school property / vandalism
- Failure to abide by corrective measures given for Disruptive or Serious Behavior offenses
- Fighting
- Gross Disobedience or misconduct as determined by the Principal or local authorities
- Harassment
- Hazing or hazing-type initiations
- Possession or use of illegal drugs or alcohol
- Possession or use of weapons, "look-alike" weapons, or any object deemed potentially harmful to others
- Repeated disruptive behavior or serious behavior offenses
- Theft
- Threats, physical, verbal, or written, intended to cause physical or mental harm or fear
- Verbal abuse

Severe behavior offenses may result in the following sequence of consequences. The Principal has the authority to use their discretion in assigning appropriate consequences, responding at any step in the Serious Behavior offenses sequence based on the circumstances and the actions of the student(s) involved. In some cases additional consequences may be assigned.

- One to 10 day out-of-school suspension and recommendation for expulsion.

In out-of-school suspension or expulsion, the procedural guidelines established by the Archdiocese of Chicago will be followed.

Detention Policy

3 written warning discipline notices for academic difficulties or behavioral misconduct will result in a detention. Teachers or staff may determine that any offense may result in immediate detention without issuing a written warning.

Detentions are served after school from the end of the school day until 3:30 pm. Students are expected to stay at school from the end of the school day until 3:30 p.m. Detentions must be served on the day assigned. Detentions are not transferable to another day. A second attention will be at it if a student does not serve their assigned attention. When serving attention, students are to follow the supervisor's instructions. Students must be dismissed from detention directly to a parent or guardian.

Suspension, Probation, and Expulsion

Serious or severe behavior or a pattern of behavior resulting from Level 2 or 3 behavior infractions may result in an in-school suspension, out-of-school suspension, probation, or expulsion. During any suspension, a student is automatically ineligible to participate in any school-sponsored extracurricular activities for a period as designated by the Pastor or Principal.

- **In school suspension**
 - The student is removed from class and must complete all assignments for the day or days of suspension while working independently in the school office. Any missed or makeup work is the responsibility of the student.
- **Out-of-school suspension**
 - Students will be asked to remain away from the school property during an out-of-school suspension. Students must complete all assignments for the day or days of suspension during that time. Any missed or makeup work is the responsibility of the student.
- **Probation**
 - Students who have engaged in severe misconduct (or incurred suspension) are ordinarily considered on probation for enrollment. For a student on probation, other inappropriate behavior will automatically be considered serious and will incur additional consequences of a serious nature and may result in expulsion or exclusion from further enrollment at St. Bede School. No tuition refunds will be provided to families if students have been expelled or excluded from enrollment.
- **Expulsion**
 - Based upon the intent or serious nature of any level 3 behavior in fraction, a student may be immediately expelled from St. Bede School. A student may be expelled from school if the Principal does not believe further efforts in the school would be productive.

Disciplinary measures are applied on a case-by-case basis as determined by the school administration. Disciplinary actions may be imposed progressively or separately, as the situation warrants, and as determined by the school administration.

Based on circumstances and the severity of the matter, the police will be notified as directed by law. (Public Act 89-371, DMC 15-54, 15-56, ILCS 5/24-3.1, ILCS 5/24-1.)

SCHOOL ORGANIZATIONS

Athletic Association

The St. Bede Catholic Athletic Association consists of boys and girls basketball and volleyball. All teams participate in established leagues or conferences in the Northeast Illinois Catholic Conference. Representing our school in athletics is a responsibility as well as a privilege. Therefore, students are expected to follow the Code of Discipline or Code of Conduct for the school and the association in order to participate. More information concerning the athletics program is available in the school office or the Saint Bede Athletic Association (see the website).

School Advisory Board

This board is advisory. It is accountable to the pastor and the principal in its operation and serves as advisors. It agrees to follow the policies and administrative procedures of the Archdiocese of Chicago and the Office of Catholic Schools. Members use their talents, gifts, and insights for the community's common good and promote the mission and goals of Catholic education. In addition, the board has committees for institutional advancement and marketing.

Extended Day Program (EDP)

St. Bede Catholic School offers extended care before and after school hours. We also provide this service on early dismissal days. The program gives parents who require supervision for their children during the program's hours. EDP involves the children in creative and social activities in the context of a safe, secure environment. More information, handbooks, and registration forms are available in the School Office or the EDP director. Only those students enrolled in the school are eligible to participate in this program.

Only those families who pre-register for services on half days will be honored. The safety of the children and the availability of a sufficient number of teachers and staff prohibit the spontaneous acceptance of children for the Extended Day Program.

Parent Association

This volunteer organization assists the school in meeting its educational, financial, social/community, and spiritual needs by fostering a spirit of goodwill between parents, students, staff, and parish. It promotes excellent communication and understanding between families and school; provides a positive nurturing environment of mutual respect, enrichment programs, and support to the school through active parent participation. Multiple volunteer opportunities are available for parents to be active members of the Parents' Association. A visible and robust

characteristic of the school is the presence of its parents in different volunteer responses throughout the day and beyond. All families are encouraged to be active members.

Student Council

To teach leadership skills, social responsibility and to encourage pride in their school, students participate in school government through the Student Council. Students in grades 5 – 8 elect the officers of the Student Council according to the guidelines and procedures of the organization. The principal and council moderator(s) approve all candidates and officers.

Fundraising

Fundraising is used in the school to raise funds for a variety of needs - assisting with the cost of field trips, school dances, class parties and so on. These fundraisers are usually run by the Parent's Association or Student Council. Any other group doing fundraising must have the school's approval.

Students are not allowed to do fundraising on their own for any outside organization or for their own benefit. Students involved in this kind of "fundraising" will be subject to disciplinary action.

MENTAL HEALTH PROTOCOLS

St. Bede School takes all indications of self harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor; licensed clinical social worker, psychologist or licensed psychiatrist) prior to the continuation of academics and co-curricular activities at St. Bede School.

Below are the steps parents/guardians follow when a student is displaying a threat of harm to themselves or others:

- Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
- Parents/guardians are expected to follow the recommendations provided by the clinician which may include outpatient therapy, partial or inpatient hospitalization and or medication management.
- Parents/guardians are expected to sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to determine the student's re-entry.
 - Treat information received from a student/family/treating medical provider confidentially.
 - All documentation should be faxed or emailed to the attention of the principal or school designee.

Post Assessment Follow Up

Reentry back to St. Bede's academics and co curricular activities requires the following written statements from the evaluating clinician, which can be shared via email to the principal or designee.

- Evaluation date and crisis mental health assessment results
- Safety statement: the student is not at risk for self harm or of harming others, and it is appropriate for the student to return to St. Bede School.

If the school determines it has sufficient resources to support student, a meeting will be scheduled to do the following:

- Discuss the student's potential return.
- Review the recommendations and inform the family whether it has the resources
- Draft student safety plan to be shared with family. Plan will include a plan to make up any missing homework, tests and other academic supports.
- Parents indicate approval by signing the agreement and committing to implementation of the plan. Set a date for the child's return.

Mental Health External Resources

SUICIDE

988 Suicide and Crisis Lifeline/National Suicide Prevention Lifeline

- 988 or 800-273-8255 (Available 24/7)
- 988lifeline.org

SEXUAL ASSAULT

Illinois Coalition Against Sexual Assault

- 217-753-4117
- www.icasa.org

National Sexual Assault Hotline

- 800-656-4673 (Available 24/7)
- Live Chat available
- Rainn.org

DOMESTIC VIOLENCE

Illinois Coalition Against Domestic Violence

- 877-863-6338 (Available 24/7)

National Domestic Violence Hotline

- 800-799-7233 (Available 24/7)
- <https://www.thehotline.org/>

CHILD ABUSE

Illinois Child Abuse Hotline

- 800-252-2873 (Available 24/7)

SUBSTANCE ABUSE

Substance Abuse and Mental Health Services Administration

- 800-662-4357 (Available 24/7)
- www.samhsa.gov

Illinois Helpline for Opioids and Other Substance Abuse

- 833-2FINDHELP (Available 24/7)
- Text "HELP" to 833234
- <https://helplineil.org/app/home>

MENTAL HEALTH

Crisis and Referral Entry Services (CARES)

- 800-345-9049 (Available 24/7)
- Mental health crisis calls for Illinois children and youth

Illinois Call4Calm Text Line

- Text TALK to 552020 for English or HABLAR for Spanish (Available 24/7)
- Stress-related to COVID-19 pandemic and need emotional support
- Anonymous

Crisis Text Line

- Text HOME to 741741 to connect with a Crisis Counselor
- 24/7 support to anyone in any type of crisis
- <https://www.crisistextline.org>

Disaster Distress Helpline

- 800-985-5990 (Available 24/7)
- Text: TalkWithUs to 66746
- Support for emotional distress related to natural or human-caused disasters
- Disaster Distress Helpline

OTHER SERVICES

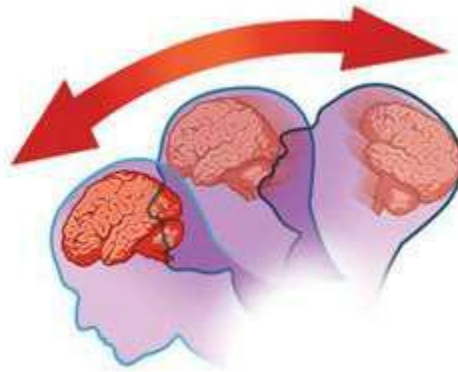
National Runaway Safeline

- 800-786-2929 or TEXT 66008 (Available 24/7)

Youthline (Teen crisis hotline with teen to teen support

- 877-968.8491 or text “teen2teen” to 839863

Appendix A - St. Bede Concussion Protocol



A concussion is a type of brain injury resulting from a bump, blow or jolt to the head that causes the head and brain to move rapidly back and forth. A direct blow to the head is not required to cause a concussion; this type of injury can result from a hit to the body that transmits force to the head. The sudden, forceful movement can cause the brain to bounce around or twist in the skull, stretching or damaging the brain cells and causing chemical changes in the brain. Concussions affect people differently. Most students experience symptoms lasting for a few days or weeks. With a more serious concussion, symptoms may last months or even longer. Additionally, research has suggested age plays a role in recovery. Younger students tend to experience more prolonged symptoms than older students.

Concussion Symptoms			
Physical	Cognitive	Emotional	Sleep
Headache	Feeling mentally foggy	Irritability	Trouble falling asleep
Dizziness	Feeling slowed down	Sadness	Sleeping more than usual
Balance difficulties	Difficulty concentrating	Nervousness	Sleeping less than usual
Nausea/vomiting	Difficulty remembering	More emotional than usual	Drowsy
Fatigue	Difficulty focusing		Altered sleep schedule

Sensitivity to light			
Sensitivity to noise Visual changes			

A healthcare professional must evaluate a student who exhibits concussion symptoms before returning to school or athletics. The student may be released to a parent/guardian to be taken for medical attention. However, if the student exhibits severe symptoms, bleeding, or loss of consciousness, 911 should be called immediately.

A student’s best chance for a full recovery from a concussion depends on the timely implementation of two critical components: cognitive rest and physical rest. There is increasing evidence that using a concussed brain to learn may worsen concussion symptoms and prolong recovery. Determining the appropriate balance between the amount of cognitive exertion and rest is the hallmark of the management plan and is crucial for facilitating recovery. The balance is different for each concussion. Therefore, an individualized plan for accommodations is required and should be frequently monitored and updated to allow for the student to progress academically as concussion symptoms improve.

How can a concussion affect school performance?

Slower processing speed

Lapses in short term memory

Reduced/impaired concentration

Slower to learn new concepts

Shorter attention span

More difficulty planning, organizing, and completing assignments
Slower reading

Difficulty with reading comprehension

Compared to older students, elementary students are more likely to complain of physical problems or misbehave in response to cognitive overload, fatigue, and other concussion symptoms. Middle school students may try to minimize symptoms so as not to stand out.

Saint Bede Concussion Team

Family Team

Medical Team

Parents/Guardians

Emergency Department, primary care provider (or concussion specialist, neuropsychologist, etc.)

Case Manager	Principal or Designee
School Academic Team	Principal, Teachers
School Physical Activity Team	Physical Education Teacher, Athletic Director, Coaches

Return-to-Learn Protocol

To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional, and documentation must be provided to the school.

The student should report to the case manager daily to monitor symptoms and assess how the student is tolerating the accommodations and assess how the staff members are implementing the modified learning plan.

Phase 1: No School/Complete Cognitive Rest

Symptom Severity: In this phase, the student may experience high levels of symptoms that at best prohibit the student’s benefit from school attendance and may cause symptoms to interfere with even basic tasks. Many students cannot tolerate being in the school environment due to severe headaches, dizziness, or sensitivity to light or noise.

Treatment: Emphasis on cognitive and physical rest allows the brain and body to rest as much as possible.

Intervention Examples:

- ____ No School
- ____ Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, or loud music.
- ____ Other “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing
- ____ No tests, quizzes, or homework
- ____ Provide students with copies of class notes (teacher or student-generated)

Phase 2: Part-Time School Attendance with Accommodations:

Symptom Severity: In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain mental activities that are complex or of

long duration. Often students can do cognitive activities but only for brief periods (5-15 minutes), so they need frequent breaks to rest and “recharge their batteries.”

Treatment: Re-introduction to school. Avoid settings and tasks that trigger or worsen symptoms. In the first few days of returning to school, the goal is not to immediately start catching up on the missed work or learn new material. Instead, the initial goal is to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days of a student’s return often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, s/he can try short intervals (5-15 minutes) of cognitive work per class.

Intervention Examples:

- _____ Part-time school attendance, focusing on the core/essential subjects or those that do not trigger symptoms; prioritize what classes should be attended and how often.
- _____ Eliminate busy work or non-essential assignments or classes
- _____ Limit or eliminate screen time (computers, phones, tablets, smartboards), reading and other visual stimuli, based on the student’s symptoms
- _____ Provide students with copies of class notes
- _____ No tests or quizzes
- _____ Homework load based on symptoms. There should be no due dates on homework assignments at this time. This homework policy allows students to work at a pace that does not exacerbate symptoms and reduces their anxiety about completing the assignments.
- _____ Allow students to leave class 5 minutes early to avoid noisy, crowded hallways between class
- _____ No physical activity including gym/recess or participation in athletics
- _____ If this phase becomes prolonged or the student is unable to tolerate the school environment or do any work for even short periods, the parents may find that a tutor can be helpful to implement oral learning at a pace that does not worsen symptoms. A tutor can also help students organize their work and plan how they will spend their limited time studying. Many students cannot do this basic executive function task during concussion recovery.

Phase 3: Full Day Attendance with Accommodations:

Symptom Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. However, specific activities may still exacerbate symptoms.

Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.

Intervention Examples:

- _____ Continue to prioritize assignments, tests, and projects; limit students to one test per day with extra time to complete tests to allow for breaks as needed based on symptom severity
- _____ Continue to prioritize in-class learning; minimize overall workload
- _____ Gradually increase the amount of homework
- _____ Reported symptoms should be addressed by specific accommodations. Accommodations are reduced or eliminated as symptoms resolve.
- _____ No physical activity
- _____ Light aerobic activity
- _____ No contact sports

Phase 4: Full Day Attendance without Accommodations

Symptom Severity: In this phase, the student may report no symptoms or experience mild, intermittent symptoms.

Treatment: Accommodations are removed when the student can participate fully in academic work at school and home without triggering symptoms.

Intervention Examples:

- _____ Construct a reasonable step-wise plan to complete missed academic work. An extended period of time is recommended to minimize stress.
- _____ Physical activities as specified by student's physician

Phase 5: Full School and Extracurricular Involvement:

Symptom Severity: No symptoms are present. The student is consistently tolerating full school days and a typical academic load without triggering any symptoms.

Treatment: No accommodations are needed

Interventions:

- _____ None
- _____ Before returning to physical education or sports, the student should receive clearance and complete a stepwise return-to-play progression as indicated by the licensed healthcare professional.

St. Bede School - Post-Concussion Consent Form (RTP/RTL)

Date: _____

Student's Name: _____ Grade: _____

By signing below, I acknowledge the following:

1. I have been informed concerning and have given consent to my student participating in returning to play in accordance with the return-to-play and return-to-learn protocols established by Illinois State law;
2. I understand the risks associated with my student returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols established by Illinois State law;
3. I consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191), of the treating physician's or athletic trainer's written statement, and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the athletic trainer, as the case may be.

Student's Signature: _____

Parent/Guardian's Name: _____

Parent/Guardian/s Signature:

A written statement is included with this consent from the treating physician or athletic trainer working under the supervision of a physician that indicates, in the individual's professional judgment, it is safe for the student to return to play and return to learn.

_____ Cleared for RTL

_____ Cleared for RTP

Date: _____

Date: _____

St. Bede School - Return to Play/Learn Plan

Student: _____ Date: _____

Physician's Name: _____

Physician's Signature: _____

Physician's Address: _____

Physician's Phone: _____

Phase 1: No School/Complete Cognitive Rest Date: _____

Symptom Severity: In this phase, the student may experience high levels of symptoms that at best prohibit the student from benefiting from school attendance and may cause symptoms that may interfere with even basic tasks. Many students cannot tolerate being in the school environment due to severe headaches, dizziness, or sensitivity to light or noise.

Treatment: Emphasis on cognitive and physical rest allows the brain and body to rest as much as possible.

Intervention Examples (check all that apply):

_____ No School

_____ Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, or loud music.

_____ Other “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing

_____ No tests, quizzes, or homework

_____ Provide students with copies of class notes (teacher or student-generated)

_____ Other – Explain:

Phase 2: ~~Part-Time School Attendance with Accommodations~~ Date: _____

Symptom Severity: In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain mental activities that are complex or of long duration. Often students can do cognitive activities but only for brief periods (5-15 minutes), so they need frequent breaks to rest and “recharge their batteries.”

Treatment: Re-introduction to school. Avoid settings and tasks that trigger or worsen symptoms. In the first few days of returning to school, the goal is not to immediately start catching up on the missed work or learn new material. Instead, the initial goal is to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, s/he can try short intervals (5-15 minutes) of cognitive work per class.

Intervention Examples (check all that apply):

_____ Part-time school attendance, focusing on the core/essential subjects or those that do not trigger symptoms; prioritize what classes should be attended and how often.

_____ Eliminate busy work or non-essential assignments or classes

Limit or eliminate screen time (computers, phones, tablets, smartboards), reading, and other visual stimuli, based on the student’s symptoms

_____ Provide students with copies of class notes

_____ No tests or quizzes

_____ Homework load based on symptoms. There should be no due dates on homework assignments at this time. This homework modification allows students to work at

a pace that does not exacerbate symptoms and reduces their anxiety about completing the assignments.

_____ Allow students to leave class 5 minutes early to avoid noisy, crowded hallways between class changes

_____ No physical activity including gym/recess or participation in athletics

_____ If this phase becomes prolonged or the student is unable to tolerate the school environment or do any work for even short periods, the parents may find that a tutor can be helpful to implement oral learning at a pace that does not worsen symptoms. A tutor can also help students organize their work and plan how they will spend their limited time studying. Many students cannot do this basic executive function task during concussion recovery.

_____ Other – Explain:

Phase 3: Full Day Attendance with Accommodations Date: _____

Symptom Severity: In this phase, the student’s symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. However, certain activities may still exacerbate symptoms.

Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.

Intervention Examples (check all that apply):

_____ Continue to prioritize assignments, tests, and projects; limit students to one test per day with extra time to complete tests to allow for breaks as needed based on symptom severity

_____ Continue to prioritize in-class learning; minimize overall workload

_____ Gradually increase the amount of homework

Specific accommodations should address reported symptoms. These accommodations are reduced or eliminated as symptoms resolve.

No physical activity

Light aerobic activity

No contact sports

Other – Explain:

Phase 4: Full Day Attendance without Accommodations Date: _____

Symptom Severity: In this phase, the student may report no symptoms or experience mild, intermittent symptoms.

Treatment: Accommodations are removed when the student can participate fully in academic work at school and home without triggering symptoms.

Intervention Examples (check all that apply):

Construct a reasonable step-wise plan to complete missed academic work. An extended period of time is recommended to minimize stress.

Physical activities as specified by student's physician

Phase 5: Full School and Extracurricular Involvement Date: _____

Symptom Severity: No symptoms are present. The student is consistently tolerating full school days and a typical academic load without triggering any symptoms.

Treatment: No accommodations are needed

Interventions (check all that apply):

None

Before returning to physical education or sports, the student should receive clearance and complete a stepwise return-to-play progression as indicated by the licensed healthcare professional.

Other – Explain:

Disclaimers

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the school families informed of all changes as soon as is practical. Some changes might have to be made immediately due to unforeseen circumstances.

This handbook is not intended to include all possible circumstances or contain all possible standard practices.

Pronouns used about persons throughout this handbook are intended as generic terms.

The word PARENT(S) is used to identify that person or persons who, by virtue of blood or law, hold primary responsibility for the child's wellbeing (Read: Parents or Guardians).