

**St. Bede The Venerable  
Parish School Handbook**

**School Office**

4440 W. 83<sup>rd</sup> St.  
Chicago, Illinois 60652  
773-884-2020

**Rectory & Religious Education Office**

8200 S. Kostner Ave.  
Chicago, Illinois 60652

## **Mission Statement**

St. Bede the Venerable School's Mission is to be Catholic, academically excellent, and responsive to the community in which we serve.

## **St. Bede School Philosophy**

St. Bede the Venerable is a Catholic School that serves the parish community and is both an expression of and a witness to the faith of its people.

The school's main responsibility is in the area of Catholic education, preschool through eighth grade. It is the individual student who is the school's primary concern as he or she develops morally, intellectually, emotionally, socially, and physically as a unique free person.

Believing that a child's development best occurs within the framework of a positive and structured environment, St. Bede School offers innovative educational programs of high quality. The aim of these programs is to challenge each student while teaching our curriculum using a holistic, reflective, and student-centered approach. These principles are implemented within a Christian atmosphere where mutual respect, order, and values are our priority. The core of our curriculum is religious education, both content and practice. Christian attitudes and values are the foundation of this developmental process.

We believe that students must be taught how to learn with increased responsibility for learning given to each student. Our programs are flexible. Special grouping and instruction are provided to challenge exceptional students and to support students with special learning needs to the best of our ability. Extracurricular activities are provided and encouraged so students are able to discover their particular talents and enjoy their whole educational experience.

We believe that parental involvement and support is the key to a successful program. Parents are encouraged to become actively involved in a variety of ways. The administration and faculty involve and inform parents through weekly newsletters, class web pages, email communications, meetings, workshops, questionnaires, volunteer programs, and conferences.

## **SCHOOL PERSONNEL AND VOLUNTEER ORGANIZATIONS**

<b>Pastor</b>	Rev. Carlos Arancibia
<b>Principal</b>	Mrs. Sherry Stewart
<b>Preschool 3-4 yr olds</b>	Miss Amy Mrkacek
<b>Kindergarten</b>	Mrs. Cindy Butz
<b>Teacher Aides</b>	Mrs. Alyssa Matos Mrs. Cynthia Izaguirre Mrs. Patty Pendola
<b>First Grade</b>	Mrs. Bridget Peyton
<b>Second Grade</b>	Miss Jordan Pedersen
<b>Third Grade</b>	Mrs. Colleen Larson
<b>Fourth Grade</b>	Mrs. Jennifer Boyle
<b>Fifth Grade</b>	Mrs. Leanne Hodur
<b>Sixth Grade</b>	Mrs. Mary Casey
<b>Seventh Grade</b>	Mr. John Reynolds
<b>Eighth Grade</b>	Miss Rose Voldrich
<b>Computer/Library</b>	Mrs. Christine Norton
<b>Art</b>	Mrs. Katherine Warren
<b>Physical Education</b>	Mr. Sheldon Gorski
<b>Spanish</b>	Mrs. Esperanza Jacinto
<b>Title 1</b>	Mrs. Tracy Lohan

<b>School Secretary</b>	Mrs. Nancy McGinty
<b>School Counselor</b>	Miss Kristi LaMorte
<b>Tuition</b>	Mrs. Sue Saffran
<b>Athletic Director</b>	Ms. Sarai Sierra

**Statement of Non-Discrimination**

St. Bede the Venerable School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Bede the Venerable School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school.

St. Bede the Venerable School does not discriminate on the basis of sex, race, color, or national ethnic origin in the administration of educational policies, tuition-assistance, and athletic or other school-administered programs.

It is the policy of St. Bede the Venerable School to provide equal opportunity employment to all employees and all applicants for employment. No person is discriminated against by reason of such individual's race, color, sex, national origin, military discharge, marital status, or mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

### **Absences**

When a child must be absent, please:

1. Call the school by 9:00 A.M. and report the absence.  
When there is no call, and the child is absent, the school calls the family. It is a time-consuming procedure, but it ensures our knowledge of the child's safety. When families take responsibility for the procedure, it is much appreciated. The call should be made each day the child is absent. We cannot take for granted that a child's absence on any given day is related to his/her absence the day before.
2. **Send a written, dated notice explaining the absence and its duration with the child when he or she returns to school.** This note is recommended even when a parent has called the school during the absence.
3. Ensure that all schoolwork is made up within a reasonable length of time. Normally, a child is given one make-up day for each day absent. An exception to this rule would be long-range assignments that were assigned before the illness occurred. Individual teachers will make a judgment call should this occur.
4. **Extracurricular Activities** - Children not attending school during the regular day do not participate in any after school or evening school activities or sports.

A large part of instruction occurs during school hours, and students who are not present do not fulfill the required amount of instructional time required by the Archdiocese of Chicago. **An absence total above 10% of the amount of the required 180 school days may result in retention.**

### **Administration**

Although the principal delegates direction of the school, the direction of each classroom is delegated to each individual teacher. If there is a question regarding classroom procedures, etc., **first consult the teacher**. If you are still not satisfied after the consultation, an appointment should be made with the principal.

### **Admissions Policy**

All admissions are subject to St. Bede the Venerable School Board and Chicago Archdiocesan Policies. All Catholic children, whether their parents are Catholic or not, have the right to attend their parish school. Neither race, nor national origin shall prevent a child from being accepted into St. Bede the Venerable School.

#### **Age Requirements for Admission:**

Three year old program	3 years of age by Sept. 1
Four year old program	4 years of age by Sept. 1
Kindergarten	5 years of age by Sept. 1
First Grade	6 years of age by Sept. 1

The **original** birth certificate must be furnished at the time of registration, along with the required fee. If the registration for any individual grade exceeds the maximum number of students for that grade, the following is the order for acceptance:

1. Children currently enrolled in St. Bede the Venerable School.
2. Siblings of children currently enrolled in St. Bede the Venerable School.
3. Children of parishioners registered in St. Bede the Venerable Parish prior to Sept. 1 of the previous year.
4. Children of parishioners registered in St. Bede the Venerable on or after Sept. 1 of the previous year.
5. Children of non-parish families.

If within any of the above priority groups the number of students registering for any particular grade exceeds the maximum number of students for that grade, the following criteria will be used to determine which students will be accepted:

1. Children of parishioners will be accepted.
2. Children of parishioners will be accepted according to the date their parents registered in St. Bede the Venerable Parish.
3. Children of non-parishioners will be accepted according to the date they registered at St. Bede the Venerable School.

**Parishioners**, as used in this policy statement, means families or individuals who are registered in St. Bede the Venerable Parish and actively contribute to the life of the parish. All admitted students are required to participate in the religion classes and services.

### **Transfer Student Admission Agreement**

There will be a probationary period of one full year for families transferring to St. Bede the Venerable School.

### **After-School Attendance at Sports Events**

Children not in attendance during the regular school day may not attend after-school athletic events.

#### Gym Rules:

- An adult must accompany students to all athletic events.
- Adults are expected to monitor children's behavior in order to allow those attending an enjoyable experience. Children not exhibiting proper behavior will be asked to leave.
- Bicycles are not allowed in the lobby of the gym.
- All waste materials should be put in trash cans.
- During a game, there is no loitering or congregating in the gym lobby.
- Monitors are obeyed and respected at all times.

**St. Bede the Venerable students are expected to adhere to the code of expected behavior at all school functions, held at St. Bede and at all other schools.**

### **Arrival Times and Departure Times**

The school provides Extended Day Service for children who need to be at school before 7:45 or after 2:30. This is the only supervision for which the school is responsible (see Extended Day Service).

**Parents should be concerned about leaving their children on the school premises alone or having them wait for long periods of time to be picked up after school. Children found waiting excessive periods of time will be sent to Extended Day Services, and the appropriate fees will be charged.**

#### School Hours

7:50 A.M.	Entry Bell
8:00 A.M.	Tardy Bell – Students are tardy if not in their classrooms when this bell rings. School announcements and prayers are said.
8:00 A.M.	First period begins.
11:20-11:50	Grades 1-3 Lunch Period & Recess
11:50-12:20	Grades 4-8 Lunch Period & Recess
2:30 P.M.	Dismissal Bell

### ***Tardiness***

Students in grades K-8 are tardy if they are not in their homerooms by 8:00 A.M. We define punctuality as consideration for the time of others. When students enter a room after instruction has begun, they distract their teachers and their fellow students.

### ***Pick-up Procedures***

Parents who pick up their children in cars are expected to wait in the large parking lot across from the Church. They are not to double-park or wait in the middle of the street. This practice often results in children darting out from between cars waiting at the curb.

Parents are expected to make this policy known to anyone who comes to pick up children. Full cooperation from all families is necessary and expected. If you will be late picking up children, please call the school office and make other arrangements.

### **Athletic Policy**

**Goal** - Teach students skills, both academic and athletic, necessary for a successful transition from grammar school to high school.

### ***Student Athlete Responsibilities***

Participation is a privilege and not a right. To earn that privilege, student athletes must conduct themselves, on and off the field, as positive role models who exemplify good character.

#### **St. Bede student athletes should:**

- Display high standards of social behavior in and out of school.
- Display outstanding sportsmanship and a spirit of cooperation.
- Display proper respect for those in authority (including teachers, coaches, administrators, and officials).
- Understand the importance of discipline and self-sacrifice in the development of a quality student athlete.
- Understand the importance of the word “student” in the term “student athlete.”
- Realize the participation in athletics is a privilege that carries with it responsibilities to the school, student body, fellow athletes, and the community.

#### **St. Bede parents should:**

- Be expected to support and encourage their child’s effort. Attending games and cheering the team on is a show of support, however parents are always reminded to act in a responsible manner and show Christian sportsmanship.
- Be a model for putting losses in perspective and moving on. Questioning, criticizing, or berating the coach, the referees, or any other official is inappropriate behavior.

- Make no attempt to instruct or direct the play of an athlete or of the team. Do not criticize the playing of any athlete or team.
- Communicate directly with the coach to address a concern. The concern should not be addressed before, during, or immediately after a game. If unresolved, contact the athletic director.

### ***Eligibility Policy***

All student athletes with a failing grade (F) in any class, including Conduct, will be ineligible for extracurricular activities and will be excluded for a minimum of one week (Monday morning until the following Sunday morning).

Every Friday, students and their parents/guardians will be notified of their ineligibility by both a phone call and a letter, which must be signed and returned to the main office.

<p><b>A student violating his or her ineligibility status will risk being suspended from his or her team.</b></p>
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Coordinators and coaches will be notified if a player is not eligible to play. If a coach knowingly disregards the suspension, he/she will be asked to resign. If a student is absent from school, he/she is not eligible to practice or play in a game that day.

Absence from a practice or game due to a student's participation in an outside activity is not an acceptable absence. Coaches will not give preferential treatment to club players. Absence due to club activities will result in reduced playing time.

**Participation in athletic activities is a privilege. The privilege can be revoked at the discretion of the principal.**

### ***Athletic Program Committee***

The athletic committee is composed of an athletic director and a group of school parents serving as coordinators; they coordinate the program at St. Bede the Venerable School. The committee works in coordination with the Athletic Director, who administers the program and with the approval of the Principal and committee, is responsible for the hiring and evaluation of coaches, the registration for league games, and the arrangement of practice schedules. Athletic Committee meetings are held monthly in the School. Interested persons are welcome at the meetings.

The athletic program is open to all students enrolled at St. Bede the Venerable School. Students must not have any failing grades in order to be eligible to

participate in school-sponsored athletic events. No students are allowed into the school or gym until their coaches arrive. **Athletes may not enter the building without a coach.**

Any questions regarding our Athletic Program should be addressed to the Athletic Director or committee.

### **Bicycles**

Bicycles may be brought to school provided owners obey the regulations governing this privilege. Safety is the prime concern in setting these regulations. Bicycles are “walked” to the bike racks and on all sidewalks bordering the school grounds. Bicycles are not ridden on the sidewalk, the playground, or any parish lawn.

Each student must be able to lock his or her bike on the bike rack. The school does not assume responsibility for the students’ bicycles. Rollerblades, skates, and scooters are not permitted on school property during the school day.

### **Books**

The instructional fee takes care of the use of all textbooks but NOT the abuse of them. Students are responsible for all books issued to them and must pay the full price for any book that is lost or defaced.

### **Birthday Treats**

We ask that you only send small, hand-held treats to be shared in your child’s classroom. Please do not send in extra treats or party favors, requiring distribution during class time. Thank you for your cooperation and understanding with this matter.

### **Care of Property**

All school uniforms and gym uniforms are to be clearly marked with students’ names. Students are responsible for their personal belongings.

In order to keep our books in good condition as long as they are needed, students should cover all hardcover books each year. Plain brown grocery bags can be used as book covers. Each child must have a school bag to protect books and other materials going to and from school. It is expected that each student take pride in caring for parish and school equipment, (buildings and grounds included).

### **Child Care Custody**

Because St. Bede the Venerable assumes responsibility for children in the school, it is important that we be notified of any special arrangements regarding custody of and access to children whose parents are divorced and/or separated. St. Bede the Venerable School follows the provisions of the ***Family Educational***

***Rights and Privacy Act*** and permits parents to inspect and review their child's school records. In the case of non-custodial parents, the school will provide such parents with access to the school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. Please make arrangements at the school office to bring necessary documents and give information regarding child custody.

### **Closing of School During the School Year**

Any announced closing of the Archdiocese of Chicago schools will be made over the Chicago radio stations. Listen to WGN 720 AM. Please do not call the rectory or the school regarding the closing of the school. Emails, phone calls, and/or text messages will be sent to the parents if school is closed.

### **Code of Expected Behavior**

At St. Bede the Venerable School, the students follow a code of expected behavior, which defines the character traits of respect and integrity. Each student is taught to learn and appreciate, at the level appropriate to his/her age, the values of the Code and to make the appropriate application of it to his/her behavior.

### ***Respect***

My respect of others is shown by the courteous way I speak and act and by my cooperation because courtesy and cooperation are visible signs of true respect. I respect my classmates' rights to be safe at school and free from physical violence or threats of any kind because Our Lord has said, "Blessed are the peacemakers", and we want that blessedness observed in our school.

I respect all persons in legitimate authority in my school, my parish, and my community by obeying them because they take the place of my parents while I am away from home, and I honor my parents by respecting other adults.

I respect my classmates and schoolmates because Jesus wants me to love my neighbors and treat them as I would like to be treated.

I respect the property of the school, my parish, my community and the personal property of others because I should follow the example of Jesus as he respected the possessions of others.

I respect my schoolmates' right to a quiet and purposeful atmosphere in the classroom and in the school building because I, myself, can learn more easily in that kind of atmosphere.

I respect the rules of my school about the consumption of food, beverages, candy, and gum because I know that cleanliness helps keep everyone healthy.

I respect the regulations set by the lunch supervisors because they set the regulations out of concern for my safety and the safety of others and to ensure a pleasant lunch period for everyone.

I respect my classmates' and teachers' right to privacy by not recording anything at school without getting the prior approval of any student or teacher whose voice or words are going to be recorded because every person has the right to control the use of his/her spoken words.

I respect my schoolmates' and teachers' right to feel safe while at school, and I will not bring anything to school that can be used as weapons or may be viewed as weapons, such as toy guns or knives because I understand that everyone has the right to feel safe in his/her learning environment.

### ***Integrity***

I do what I think is right, even when my classmates choose not to do what is right because it is the mark of a Christian to stand up for what he or she believes is right.

I take credit only for the work and deeds that are mine, and I am honest about giving others credit that is theirs because God has given us all different gifts and He asks us all to use them wisely.

I speak only what I believe to be true because only the truth should be in the mind and heart of a child. I return anything I find that is not mine, and I do not take from another what is his or hers because the Lord has commanded that we do not steal.

I protect the reputation of others by speaking well of them by being silent because our good name and the good name of others are precious rights. Only our own actions should determine if we keep or lose our good name.

### **Communicable Disease**

All communicable diseases must be reported to the school office and nurse. Examples of such are include chicken pox, pink eye, and strep throat/scarlet fever. Children should remain home until they are free of acute symptoms and received appropriate treatment for 24 hours.

### **Crossing Guard Routes**

All students are expected to be respectful and courteous to the Chicago and student crossing guards. Students should be directed by parents to use the safest routes to and from school and to go home immediately after dismissal.

#### ***Students must obey the following traffic safety regulations:***

- Walk across streets only at street corners.
- Obey traffic signal lights and signs.

- Cross main streets at approved safe crossings where there are crossing guards.

### **Curriculum**

St. Bede the Venerable School's curriculum is indelibly stamped with the dedication of its excellent teachers. The curriculum is solidly built on two interlocking pillars: our Catholic faith and the disciplines of human knowledge. Its purpose is to assist our students' growth in the understanding of both our faith, through Religious Education, and the various branches of knowledge, through our Academic Programs.

#### *Religious Education*

We believe our students should experience growth in religious faith as total human beings-mentally, emotionally, and physically. Our program of Religious Education takes on varied forms of visibility:

Prayer – Our school days begin and close with prayer, both formal and spontaneous. Students learn to appreciate meditative prayer when we share the joys and sorrows of the school community.

Catechesis in the teachings of the Church – Even the youngest preschoolers learn about the central mystery of our faith: the love of the Father and the Son for one another as expressed in the Spirit. While that preschool student might learn it through the song “Jesus Loves Me,” an eighth grader is grappling with the concept of the Trinity as Church doctrine. Such instruction takes place in our daily religion classes and is supported by regular Scripture study. Informal instruction occurs throughout the day in all classes, in hallways, in the lunchroom, and on the playground-wherever we have the opportunity to remind ourselves that being Christ-like is our constant challenge and glory. During the school year, we take time to ensure that the Church's teachings on modern moral issues are presented accurately and faithfully. These units of instruction are taught within the regular religion program and appropriately sequenced in both topic and depth of analysis, according to the age levels of the children.

Visible Witness in the School Community – All the teaching that takes place during liturgies and services, or in classes, is meant to lead to one result: the daily living of the Christian life. St. Bede the Venerable School promotes and supports the development in its students of those character traits that speak most of Christ: courtesy, generosity, kindness, truth, and honesty. Our Partner Program, Student Council, and service are the most visible ways of helping students practice these traits.

St. Bede the Venerable School celebrates together at weekly Mass. In addition, we come together to celebrate various liturgical holidays. We conclude the Lenten season with a celebration of the Triduum, and our eighth graders are active participants in the Holy Triduum for Children.

### *Academic Program*

Our academic program has been designed to meet the specific needs of St. Bede the Venerable School students. It is evaluated on a regular cycle that ensures its continual efficacy.

Art - Art is incorporated into the everyday learning of the students and in scheduled art class.

Band – The band program is offered to children in fourth through eighth grades. Students are given the opportunity to learn their chosen instruments, individually as well as through participation in a larger band.

Literacy Program – Children develop four skills in the use of language: reading, writing, speaking, and listening. Reading is of such significance that it is treated as a separate subject. The other three skills are addressed in our English curriculum. Writing is given particular emphasis from the early grades on, and it is the central focus of our work with grammar and sentence structure. St. Bede children develop their listening and speaking through the numerous opportunities they have to make public presentations to their fellow classmates, their partner classes, or the entire school in assembly. Dramatic productions, often of student authorship, are frequent and welcome.

Reading – As the most basic and essential subject taught in the elementary grades, reading is given high priority at St. Bede the Venerable School. In the early grades, the reading program has strong writing, phonics, literature, and nonfiction components. In the intermediate grades, the emphasis is also on the application of comprehension to subjects other than reading itself. In grades sixth, seventh, and eighth, we move into a literary format. At all levels, we maintain a close relationship between reading and English classes so those students come to appreciate both comprehension and writing as the twin skills of language.

Mathematics – The St. Bede the Venerable School math curriculum has an emphasis on conceptual manipulative work in the lower grades and a focus on disciplined analysis and accuracy in the middle grades. We stress critical thinking skills across the grade levels so students learn to apply productively not only arithmetical skills, but also mathematical concepts. Beginning in fifth grade the students begin a progressive

course of study with the ultimate goal of algebra in eighth grade. Our eighth graders enter local math contests at the area Catholic high schools.

**Physical Education** – Each student in kindergarten through eighth grade has gym class each week. To teach children the value and beauty of the human body and its grace in health is a task worthy of careful curricular analysis. The program at St. Bede the Venerable strives to present the skill of physical coordination and healthy lifestyle goals for each individual.

**Science** – Our carefully sequenced curriculum in science provides an introduction to the fundamental concepts and processes of science. After completing the general concepts program in sixth grade, our students spend seventh grade concentrating on life science, and eighth grade on chemistry and physical science. Seventh grade students will prepare and present a Science Fair project.

**Social Studies** – The social studies program begins with the concepts of community and human relationships. These concepts are very close to our school's purpose as a faith ministry of our parish. They are taught from preschool through eighth grade within the context of our Christian responsibility and with the increasing complexity appropriate to each grade level. History, as the study of the past in order to understand the present, and geography, as the study of the relationship of the physical earth to the development of the human community, form the core of the entire program. We approach these subjects with a strong respect for factual information, without which we believe interpretation and judgment are of no value and can be harmful. At the same time, we are concerned throughout the sequence with broadening our students understanding, appreciation, and appropriate critical analysis of cultural, political, and economic diversity, which are essential characteristics of the contributing adult in our society. Third grade studies the history of Chicago and creates a Chicago project. Fourth grade students study the states and their capitals and prepare a presentation on a designated state. Seventh grade students study the state and federal constitution.

**Technology** – Computers and other technological equipment are distributed throughout the school. This technology is used by the teachers for teaching and administrative tasks and by the students for assignments and research. The Computer Lab is where the necessary skills for integrating technology into the curriculum are taught. St. Bede the Venerable has a commitment to the meaningful use of technology by students. Teachers and administrators keep abreast of new developments, which can enhance our students' education in this rapidly, growing field. Through a donation, St. Bede the Venerable School purchased one hundred iPads for students of all ages to use in their

classrooms. In addition, each classroom has an interactive whiteboard that is used to support our curriculum. Students and parents will be required to sign a statement of proper participation before being allowed to use any technology.

### **Deliveries to the School / Messages for Students**

When families bring items to school for their children the items are delivered to the school office, not to the classrooms. Lunches should be labeled with the student's room number and name and brought to the front desk.

When families wish to leave messages for students before dismissal, they should call before 2:00 P.M. and only in emergency situations.

### **Discipline**

The essence of Christian discipline is self-discipline. The student must be free to choose one form of behavior or another and to take upon himself/herself the consequences of that chosen action. Respect, order, and self-control are an outgrowth of good teaching at home and at school. The faculty will maintain good order and discipline at all times in the classroom, on school grounds, and at all school events. Courtesy, respect, and Christian charity are the cornerstones of the St. Bede the Venerable Discipline Code. The faculty, administration, parents, and students of St. Bede have reviewed this code.

#### ***Discipline Code – Group 1***

##### ***Acts of Misconduct***

These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or throughout the school, such as the following:

1. Running and/or making excessive noise in the hall or building.
2. Leaving the classroom without permission.
3. Initiating or participating in the starting/spreading of rumors about another student through such avenues as passing notes or electronic messaging.
4. Displaying any behavior, that is disruptive to the orderly process of classroom instruction.
5. Being out of uniform.
6. Chewing gum in the classroom.

##### **Disciplinary Actions**

**First Violation:** Contract deduction

**Repeated Violation:**

Minimum: Automatic Detention

Maximum: In-school suspension after conference with the Principal.

## ***Discipline Code – Group 2***

### *Acts of Misconduct*

These acts of misconduct include those student behaviors that disrupt the orderly educational process of the school, such as the following:

1. Exhibition of any hostile actions, intimidation, or threats toward another student.
2. The uses of profane, obscene, racist, indecent, immoral, or offensive language or gestures.
3. Displaying disrespect toward any school personnel including parent volunteers.
4. Disruptive behavior during a field trip.
5. Having or bringing pornography or indecent material into the school or on the school grounds.
6. Defying the authority of school personnel.
7. Possessing matches/lighter, cigarettes, or any form of tobacco in school.
8. Spreading rumors, particularly of a sexual or malicious nature.
9. Cheating and/or copying the work of another student.
10. Initiating or participating in any unacceptable contact/touching of others and/or self.
11. Disorderly behavior in the lunchroom such as disrespect, being out of seat, throwing things, or screaming.

### Disciplinary Actions

#### First Violation:

Minimum: Contract deduction and automatic detention.

Maximum: Parent-teacher-principal conference followed by in-school suspension 1-5 days.

#### Repeated Violation:

Minimum: At home suspension, 1-5 days. Referral to counseling, and/or the police, when appropriate.

Maximum: Expulsion.

## ***Discipline Code – Group 3***

### *Acts of Misconduct*

These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process in the classroom and or the school, such as the following:

1. Smoking, defined as holding a lighted cigarette, cigar, or pipe, in or around the school property.
2. Failing to attend school or class without a valid excuse.

3. Persisting in serious acts of disobedience or disorderly behavior including bullying behaviors such as participation in malicious gossip about another person, persistent exclusion of a student, or verbally attacking a student using sexually or racially charged nicknames or comments, including via the Internet.
4. Making indecent, immoral, or obscene or offensive propositions or exhibitions.
5. Having or using fireworks in school, on school grounds, or during school sponsored activities.

#### Disciplinary Actions

##### First Violation:

Minimum: Teacher-student-parent-principal conference.

Payment for damage from vandalism. Referral to peer mediation and/or counseling when appropriate. Police may be notified.

Maximum: One to three days in school or at home suspension/after school or weekend work detail.

##### Repeated Violation:

Minimum: At home suspension, 1-5 days.

Maximum: Expulsion. Police notified.

#### ***Discipline Code – Group 4***

##### *Acts of Misconduct*

These acts of misconduct, which very seriously disrupt the orderly educational process in the classroom and/or the school. In most cases these behaviors are also illegal, such as the following:

1. False activation of a fire alarm.
2. Theft.
3. Assault/battery on any student, teacher, or school personnel.
4. Possession or use of alcohol or illegal drugs at school and any school event.
5. Use of intimidation, coercion, or force against any student or school personnel. This includes, but is not limited to, prolonged and aggravated spreading of rumors seeking to destroy a student's reputation, as well as sexual harassment that is intense and unabating after intervention.
6. Use, possession and/or concealing of a weapon at any time.

7. Any involvement with gangs, including any conduct or association to gang-related activities when in or outside of school.
8. Display of signs/symbols on paper, notebooks, textbooks, or other possessions that may be gang related.
9. Students wearing clothing/symbols/colors that may be in the manner it is displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps, and other forms of clothing.

#### Disciplinary Actions

##### First Violation:

Minimum: Teacher-student-parent-principal conference. Mandated counseling for use of drugs including alcohol, as well as bullying behavior, which must be approved by the school. Police may be notified.

Maximum: Expulsion/Police notified.

##### Repeated Violation:

Minimum: Suspension, 6-10 days, and suspension from all school events for 30 days.

Maximum: Expulsion/Police notified.

A student suspended at home will have an informal hearing with the principal. The student's offense will be explained, and the student will have an opportunity to tell his/her side of the incident. Parents will be notified. A suspended student is responsible for assignments and subject matter covered in class during enforced suspension. A conference with the parent and child may be required for re-admittance. Parents will be given written notice of an in-school suspension and the reason why this action was taken. The suspended student may not participate in any school activity, including sports, during this period.

Before expulsion takes place, a meeting will be held with the principal, student, and parents. After this meeting, the decision on expulsion will be communicated to the student and parents. School authorities are allowed to inspect and search lockers, desks, and other school property, as well as personal effects left in those areas by students, without notice to or consent of students and without search warrants.

#### **Dismissal During School Hours**

A written request from parents is recommended for a student to leave school during school hours. It is presented to the teacher and remains on file in the office. Pupils leaving school early must wait inside the office until his or her parents' arrival. Parents must come into the school and sign out the child at the main office.

### **Dismissal to Non-Parent Adults**

No student shall be dismissed to any adult other than his or her parent or guardian, unless the parent or guardian has made previous arrangements in writing.

### **Dress and Uniform Code**

Students are to strive for high standards and be neat, clean, and in compliance with dress code guidelines. Repeated violations will result in disciplinary actions.

### ***General Requirements***

1. Students may wear gym uniforms daily through Sept. 30th and from May 1st until the last day of school.
2. Dress shoes and gym shoes. All shoes that require laces must have laces and be tied. No flip-flops, sandals, or moccasins are allowed. Shoes worn with the school uniform must be solid color only - navy blue, black, brown, or dark grey. Gym shoes of any color(s) may be worn on gym days. In winter, boots must be removed in the classroom.
3. Crew socks, knee-high socks, and/or tights must be worn, solid colors only – either white, navy, or black.
4. No makeup or hair dye.
5. Haircuts: Bangs should not be longer than eyebrows. Any distracting hairstyles or trends are not acceptable (e.g. Mohawks, side shavings, etc.).
6. Navy blue sweaters/vests or the St. Bede sweatshirt or fleece may be worn with the uniform.
7. Regulation navy blue uniform shorts may only be worn from April 1 – September 30.
8. Gym uniforms may be worn from the first day of school-September 30th and again from May 1st through the last day of school.
9. Boys may not wear earrings to school. Girls may only wear small stud earrings.

### ***Boys 1 - 8***

1. Pants must be navy blue only; no designer labels or pockets on the legs. Uniform corduroy or dress pants only.
2. Light blue short or long sleeve knit shirts are to be worn tucked into the uniform pants.
3. Hair length should not be longer than the nape of the neck, may not come over the ears, and should not cover the eyes.
4. Boys must wear their pants at waist level with a belt.

### ***Girls 1 - 3***

1. St. Bede jumper no shorter than an inch above the knee.
2. Light blue short or long sleeve blouse or knit shirt.

3. Navy blue slacks may be worn. Uniform corduroy or dress pants only - jeans are not part of the school uniform.
4. Socks and tights must be white, navy, or black.
5. No leggings or footless tights are to be worn under skirts during school.

#### ***Girls 4 – 8***

1. St. Bede skirt or skort at a length not shorter than an inch above the knee.
2. Light blue short or long sleeve knit shirt, tucked in or banded at the bottom.
3. Navy blue slacks may be worn. Uniform corduroy or dress pants only - jeans are not part of the school uniform.
4. Socks and tights must be white, navy, or black.
5. No leggings or footless tights are to be worn under skirts during school.

#### ***Gym Uniforms***

Between October 1st and April 30th, students should wear St. Bede gym shirts, sweatpants/shorts, and gym shoes on gym days only. Solid navy shorts/sweatpants are acceptable. Athletic uniforms may not be worn in gym.

#### ***Out of Uniform Days***

Occasionally, special out-of-uniform days will be allowed. Children are given instructions as to what clothing is permissible. Students dressing inappropriately will be referred to the administration. Parents will be called to bring proper attire, and students may forfeit the next out-of-uniform privilege. Attire must be appropriate. T-shirts must be appropriate in length and neckline. Tank tops may not be worn alone. No inappropriate writing or sayings should be on t-shirts.

**All Students** are expected to arrive at and leave from school in the complete uniform while they are on school property.

In addition:

- Clothes must be clean and pressed.
- Hair must be clean and combed.
- Students are not to dye or highlight hair.
- Hair should be sensibly cut, with no shaved designs, Mohawks, tails, etc. and bangs must be kept trimmed.
- Students do not wear makeup.
- Boys' hair should not touch the collar.
- No scarves, or headbands designed to look like scarves, are to be worn around the neck or on the head.
- In general, jewelry should not be worn to school.
- Watch alarms or chimes should be turned off.

- Girls may wear shorts under their skirts; shorts must be shorter than the skirt.
- Wear appropriate cold weather outerwear. Students enjoy outdoor recess if the “feels like” temperature is above 20 degrees.
- Cell phones must be turned off and will be collected at the beginning of the day. They will be returned to the student at 2:30 or before they are dismissed from Extended Care.

### **Electronic Devices**

The office telephone is for school business only. In the event of an emergency, as determined by the school, the school will make a call for the student.

***Students may not use the phone to ask parents to bring forgotten items to school. A violation of this policy will result in disciplinary action.***

It is the policy of St. Bede the Venerable School to maintain the best possible learning environment, for all students, which is free from preventable external distractions and disruptions including any and all distractions and/or disruptions from electronic devices.

1. Students may not use their personal electronic devices at any time during school hours. Students will not be permitted to use their electronic devices during passing time between classes, at lunchtime, or during any other time while out of their classroom.
2. iPods, iPads, or any hand-held devices may not be brought to school. All cell phones are to be turned off and given to the teacher.
3. All electronic devices including, but not limited to, cell phones and smart watches, will be collected by the homeroom teacher at the beginning of the day and returned at the end of the day.
4. Any electronic device carried by a student that creates a distraction or disturbance at any time during school hours will be immediately confiscated and returned only to a parent or guardian. Repeated offenses will result in further disciplinary measures.
5. Students are prohibited from bringing laser pointers on any school property or off site school activity.
6. St. Bede the Venerable will not be responsible for theft, loss, or damage to any electronic devices carried onto any school property.

Emergency information needs to go through the school office. **Cell phones may not be used during school hours. Violations of rules will lead to disciplinary action.**

### **Emergency Cards**

A family emergency card is very important to the welfare of your child. The card must be filled out at the start of the school each year. Should the information change during the year, the school must be notified immediately so we always have access to persons approved by the parents or guardians.

Parents/Guardians are contacted when a child becomes ill or has an accident in school. The telephone numbers on the emergency card are used to locate the parent or guardian in time of need. The card also lists the names of relatives or neighbors who can take the place of parents/guardians if a student needs to leave school. It also includes authorization and acknowledgement of the school policies as contained in this handbook.

### **Emergency Evacuation Plan**

In case of the need of an emergency evacuation of the building, the children will be guided to the Church basement. If the Church basement is not feasible, the second meeting spot is Scottsdale Park.

### **Extended Day Service**

This program is an additional school service for working parents that provides professional care, supervision, recreation, and enrichment activities for children enrolled in St. Bede the Venerable School full day Preschool through 8<sup>th</sup> grade.

This service provides before and after school care to children enrolled in St. Bede the Venerable School. The hours are 6:30-7:45 A.M. and 2:30 – 6:00 P.M. For more information, please request an Extended Day Service booklet from the school office.

Early Care - 6:30 to 7:50 A.M.

There is a \$2.00 a day charge per family.

Extended Day Care - 2:30 to 6:00 P.M.

There is a registration fee of \$40 per child or \$60 per family to participate in this program, plus an hourly rate of \$5.00 per hour for one child, \$6.50 per hour for two children, and \$7.50 per hour for three or more children. Children will be dismissed from their classrooms to attend the after-school care program. There will be childcare on early and regular dismissal days. The fee for late pick-ups is \$1.00 per minute from 6:00 PM to 6:15 PM and \$5.00 per minute after 6:15 PM.

*Exceptions:* There will be no childcare the day before Christmas, and Easter Break. There will also be no childcare on the last two days of school.

### **Extracurricular Activities**

St. Bede the Venerable School sponsors many extracurricular activities for the enjoyment of the students and the development of abilities not covered in the formal classroom setting. Participation in extracurricular activities is a privilege.

Arts: Band, a talent show, art class, may be offered during the school year.

Service: Student Council, NJHS, Safety Patrol, altar servers, peer leaders, tutors, yearbook staff.

Sports: Basketball, volleyball, cheerleading, and soccer.

The St. Bede Athletic program provides a competitive sports program as one extension of the academic program. Participants will learn the fundamentals of each sport and be given the opportunity to develop strong healthy disciplined minds and bodies.

### **Family-School Association**

The Family-School Association is a parent organization that coordinates the volunteer program, sponsors educational and recreational events for parents and students, and supports school programs. Its meetings are held monthly. All parents may participate in the F.S.A. and are encouraged to attend the meetings.

### **Family Vacations During the School Year**

Time and continuity in the development of skills are vital factors in children's education. If it is necessary to take a child out of school, it is the family's responsibility to have the child make up the work that was missed during the absence. ***Teachers are not responsible for providing advance lessons, additional work, make-up tests (including standardized tests) or tutoring under these circumstances.*** Work will be provided to the student upon his or her return to school.

### **Fees**

- Registration
- Non-refundable Instructional Fee (per child)
- Graduation (8<sup>th</sup> grade)
- Sacramental preparation program (grades 2 and 8) paid to the Religious Education Dept.
- Yearbook (optional)
- Spirit wear clothes (optional)

Should a bank return a payment check unpaid, a \$30.00 fee is charged. Should this occur a second time, the family must make all future fee payments by cashier's check, money order, or cash.

### **Field Trips**

Educational trips are encouraged at each grade level. If a charge is made for the trip, it is to cover transportation and any entry fee. Refunds cannot be given for transportation fees or for entrance fees if a minimum number was required. Notices are sent home informing parents of the trip and requesting parents' signatures. A student who has not returned a written permission slip does not participate in the activity. If a parent/guardian chooses for his or her child **not** to attend a field trip, the parent/guardian assumes responsibility for the child the day of the field trip.

Parents are often asked to act as chaperones on field trips. In order to ensure supervision of the students, it is necessary that parent-chaperones:

1. Make arrangements for their other children so they can give full attention to supervising the students assigned to them.
2. Return students to school directly with no stopping on the way for treats, etc.

The Principal always reserves the right to exclude a student from participation in a field trip because of unacceptable behavior patterns. The teacher will notify the parent/guardian of this possibility and will confirm attendance or no-attendance prior to the scheduled trip.

### **Fire Drills / Lock-Down Drills**

Fire drills and lock-down drills are held regularly so the children are aware of the procedure to follow. A bell will be rung to signal the beginning of the drill. The state and village fire departments make periodic inspections.

### **Funerals During School Hours**

When families wish students to attend a funeral held at St. Bede the Venerable Church during school hours, the family sends a note to the school, comes to pick up the student(s) at school, and takes them to the Mass where they are responsible for the students until they return to school. Families may request, in writing, that their child attend with another adult.

### **Grading Scale**

The following grading scale is used to calculate grades:

A	100 - 93
B	92 - 85
C	84 - 77
D	76-70
F	69 and below

### **Graduation Policy**

Students must complete all required courses to graduate. There are no social promotions. If a student receives 2 F's in a subject during the year, this course MUST be made up. If a student receives a F or "incomplete" in any of the six major subjects at the last marking period, this grade must be made up before a diploma will be given. The local high school receives a notice describing the deficiency. The high school is later notified when the requirements for graduation are fulfilled and the student receives his or her diploma, and then the student may be accepted into the high school of his or her choice.

### **Homework**

Teachers assign homework with care and with the purpose of fostering habits of independent study. Often the assignments are given to reinforce what has been presented during the school day. These assignments, in addition to written work, may include studying to prepare for class discussion or for a test. Parents can be of great help to their children by stressing the importance of study that does not have a written component. During the first week of the school year, a homework policy statement is sent home by the teacher(s) of each student.

Average time range for homework is:

Grade 1	10 -15 minutes
Grade 2	15 - 20 minutes
Grade 3	30 - 45 minutes
Grade 4 - 5	45 - 60 minutes
Grades 6 - 8	75 - 100 minutes

These are averages. In addition to the above times, teachers require each student to do daily reading. If students complete homework in much more or much less time, parents are encouraged to speak with the appropriate teacher. Homework gives parents a unique opportunity to follow their child's progress in school. A study environment should be provided where the child is free from distractions while doing homework. Parents can help their children realize that homework is the children's responsibility and must be done consistently. We place emphasis on completeness, accuracy, and neatness.

#### ***Homework Policy for Grades 5-8:***

- It is expected that all homework be turned in on time.
- If a student has mistakenly left his or her homework behind, it is expected that the homework be turned in by 2:30 P.M. on the same day it is due. The penalty for turning the assignment in late (by 2:30 P.M.) is a reduction of ten percentage points earned on that assignment. They will also receive a mark on their contracts.

- If the homework assignment is turned in on the following day, the penalty for turning in the assignment one day late is a reduction of twenty percentage points.
- It is expected that the student turn in the assignment on the day following the original due date. The penalty for not turning in the assignment on the day following the original due date is much more severe. Until it is turned in, the assignment will be recorded as a zero. Upon turning the assignment in, an average will be taken with the grade earned and a zero.

### **Honor Roll**

The primary obligation of St. Bede the Venerable School is the total education of its students. As a Catholic community it is important to recognize students who broaden and enrich the academic community. Students are personally responsible for their academic work. Placing their names on the honor roll rewards their efforts. Therefore, the honor roll exists to recognize those students who are highly motivated, thereby achieving academic excellence. Students in grades 4 through 8 are eligible. The core subjects that are taught every day: religion, math, science, reading, English, and social studies. These six are the major subjects that carry full weight. Grades for art, gym, library, and computers would have a lower weight.

### **Lost and Found**

Please label uniforms, sweaters, sweatshirts, lunch containers, and school supplies. Please note that the school is not responsible for items that are not properly labeled. All items found are taken to the attendance office.

### **Lunch Period Behavior**

Behavior during the lunch period includes courteous table manners and respect for legitimate requests for good order in the lunchroom and in the gym.

The following regulations apply during the lunch period:

- Students enter lunchroom quietly and find a seat.
- Students speak in moderate tones and are expected to be polite and respectful to each other and all adults.
- Students are required to keep their area clean. All trash must be walked to garbage cans. Use the restroom before going outside.
- Line-up immediately when the whistle is blown.
- Walk in an orderly fashion.

### **Medical Records / Contagious Diseases**

We believe that one of the requirements for positioning students for optimal learning is have each student achieve the highest level of wellness possible. We

also desire our school to be a healthy environment in which to study. Therefore, St. Bede the Venerable School complies with health policies of the Illinois Department of Public Health and the Archdiocese of Chicago. The following is a list of policies:

1. Students entering preschool, kindergarten, and sixth grade must present a new physical examination form filled out by parents and physicians. Transfer students must either present a new physical form or the most current one from schools within the state of Illinois. Lead screening is required one time prior to entering kindergarten. 6th graders need proof of one dose of Tdap vaccine and one dose of MCV4 vaccine. These forms are due by October 1st of the current school year.
2. Students entering kindergarten need an examination by an optometrist or an ophthalmologist with forms filled out by parents and physicians. Students in preschool, 2nd, and 8th grades need an annual vision screening.
3. Students in preschool, kindergarten, 1st, 2nd, and 3rd need an annual hearing screening.
4. Students entering kindergarten, second, and sixth grades must present dental examination forms filled out by parents and dentists by May 15th of the school year.
5. Administration of medication will be discouraged during school hours. However, if it is necessary, appropriate documentation consists of a form completed by the student's physician and parents. These forms are available in the school office.
6. All medications given in school, whether over-the-counter or prescription, must be sent in original boxes or pharmacy containers. Parents should also provide **written permission to dispense over the counter medications** noting the dosage and including the appropriate measuring spoons or medication cups for dosing.
7. No student will be allowed to carry medication on his person with the exception of asthma inhalers or EpiPens. There is special documentation for these exceptions.
8. The school does not keep any Tylenol or Advil for distribution.
9. Students may need to be sent home from school for the following reasons: temperature of 100 degrees or higher, rashes of undetermined origin, severe and untreated cough, copious amounts of mucus drainage in very young children, and children appearing too sick to participate in class activities.
10. Students who are ill will only be sent home in the company of a parent or an approved adult.
11. St. Bede the Venerable has a "no nit" policy in regards to head lice.
12. **Please call the school office early in the day of your child's illness to report absence.** Also, the school would appreciate knowing if the illness is particularly contagious. Every effort is made to protect confidentiality.

13. A student should be kept home until he or she is fever free for 24 hours. In the case of strep throat, the student should have been on medication for 24 hours before he or she is allowed to return to school.

Contagious diseases must be reported to the office. Please send a note or call the office to alert the staff if there is a change in your child's health. A child who has a sore throat, earache, discharge from the nose, a skin rash, eye infection, or elevated temperature of 100 degrees F should be kept home.

### **Medication**

Archdiocesan Policy forbids school personnel to administer any type of medication to students. Students are not allowed to bring medication of any type to school or carry it with them except for inhalers for asthma and an EpiPen for life threatening allergic response. If medication is required during the school day, it must be sent in the original or duplicate pharmacy container to ensure that the correct medication is taken at the correct time and under adult supervision. All families are required to complete the Archdiocesan Health Policy Forms annually.

### **Messenger Child**

Unless parents inform the school otherwise, the youngest child in each family is given all written communication from the school to our families.

### **Open House**

Two regularly scheduled Open Houses are held at St. Bede the Venerable School. The first takes place in September. Parents will have the opportunity to meet the teachers and learn about the curriculum of each grade level. The second Open House is held on the Sunday that begins Catholic School Week.

### **Parent Communication with Teachers**

If at any time during the school year, parents wish to meet with the teachers, they contact the teacher directly by calling the school during school hours and requesting that the teacher return the call to arrange the conference. You may also contact the teacher through his or her email address. You may access email addresses through the school website.

Because of teaching and special duty requirements, teachers are not available for impromptu conferences. Please call ahead to schedule a planned meeting time, thus allowing the teacher the ability to give the parent and child undivided attention. Teachers' addresses and phone numbers are not given out through the school.

When parents have a concern about their child, they are expected to confer directly with the appropriate teacher. Should the concern persist after this communication, the persons involved arrange to speak with the Principal for assistance in arriving at a resolution. Questions requiring immediate responses should be called in or sent to the school office. A message will be placed in the teacher's mailbox. The majority of hours during a school day is spent in direct contact with the students, so email and fax messages are not always checked in an immediate manner. Parents/guardians should ask their child's teacher about this method of communication.

### ***Non-Custodial Parent Communication***

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

### **Parent / Teacher Conferences**

Scheduled conferences with parents of students in grades preschool through eighth grade are held during the first and second trimesters. The purpose of these conferences is to ensure communication between parents and teachers and to support their cooperative efforts regarding the progress of the students. In grades first through eighth, it is recommended that students attend conferences with their parents.

### **Parish Bulletin**

St. Bede the Venerable School is an integral part of St. Bede the Venerable Parish. Special events of the school are published in the church bulletin.

### **Philosophy of Character Formation**

St. Bede the Venerable students learn to make visible their fledging faith through contact with their family, school, parish, and neighborhood communities. We see the growing presence of Christ in our youth as we observe them move from the necessarily egotistical stage of infancy to the generous and the considerate flowering of the mature Christian. We support this growth by sharing with our young people the basic message of Christ: to love one another as ourselves for the sake of His love, and to show others that respect we want them to show us. We see character as the inner strength of an individual that expresses itself in appropriate visible behavior. It is the sum of the attitudes and actions of a person that have become so ingrained through habit that they form a part of his/her whole personality.

### **Progress Reports**

Progress reports are sent home with all students in the middle of each trimester to keep parents and students informed of their progress and effort. These are to be signed and returned. Parents are encouraged to check PowerSchool weekly for updates to their children's progress. PowerSchool is an online grading system, which can be accessed through the parent portal on the school webpage. This keeps parents informed of their children's progress and makes sure that there are no surprises on the report card.

### **Promotion Policy – Kindergarten to Grade 8**

This policy will be adapted to different grades. The overall philosophy is the same.

#### ***Policy***

Students must complete all required courses to be promoted to the next grade. There are not special promotions. If a student receives two F's in a subject during the year, this course must be made up. **If a student receives a F or "Incomplete" in any of the six major subjects at the last marking period, this grade must be made up before promotion to the next grade will be given.** A grade of Incomplete, from any trimester, must be made up. It is the student's and the parents' responsibility to meet with the Principal to set up a program to meet promotion requirements. A student with poor, but passing, grades may be conditionally promoted. The student would be reevaluated after four weeks in the next grade.

### **Rainbows All God's Children**

Rainbows is a special caring program for students who have suffered a loss of a parent through divorce, separation, death, or alcoholism. Meetings are in small groups with other children and a caring, trained adult. These wonderful programs help children to deal with their feelings and shows them that they are not alone in their situation.

### **Report Cards**

- Report cards indicating students' progress are sent home on a trimester basis. Grades are given to the parents at the fall and winter trimester and are distributed to the students for the third trimester. On rare occasions, a student may receive an incomplete on a report card. Arrangements should be made with the individual teacher to complete work in the specified time frame. *In the case of any outstanding fees, including after care or tuition, the report card will be held in the office until said fees are reconciled.*
- Parents of students in 4-8 may access their child's grades at any time through our online reporting.

- Mid-trimester, students in grades 1-8 will receive a progress report.

### **Reporting Child Abuse**

The state of Illinois, by law, requires school personnel to inform the Department of Children and Family Services of any hearsay, allegation, or suspicion of child abuse or neglect.

### **Sacramental Preparation Meetings**

Parent meetings to help prepare for the sacraments of First Reconciliation and Holy Eucharist (second grade), and Confirmation (eighth grade) are held during the year. Parents are expected to attend these meetings.

### **School Board**

St. Bede the Venerable School is a member of the school system of the Archdiocese of Chicago and operates in accordance with the Archdiocesan policies governing its elementary schools. St. Bede the Venerable School Board is composed of the Pastor, the Principal, and six parishioners/parents.

#### ***Archdiocesan School Board Responsibilities***

- Financial security of the school
- Recruitment
- Public relations
- Policy decisions to reach long-range goals

#### ***Archdiocesan School Board Duties***

- Models faith community in a spirit of cooperation and interdependence.
- Develop policies that will enable a school to reach its goals.
- Reviews and advises on the annual school budget and determines sources of funding sets, rates of tuition, and requests for parish subsidies/grants, when available.

Recommendations are made to the pastor regarding the hiring of the principal. It acts as the public relations arm of the school. The Board represents its constituency.

An Archdiocesan School Board does not act as a grievance committee or conciliators. The Board does not hire, evaluate, or terminate faculty and staff. The Board does not administer the school. The Board does not tell the principal how to administer the school or the curriculum (Taken from documents prepared by the Office of Catholic Education, Archdiocese of Chicago).

All St. Bede the Venerable School policies are in accordance with those established by the Archdiocesan School Office. The policy book of the St. Bede the Venerable School Board is available for perusal in the school office. Board meetings are held quarterly, and dates can be located on the school calendar. Parents are welcome and encouraged to attend these meetings.

### **Search and Seizure Statement**

St. Bede the Venerable School reserves the right to inspect all school property at any time for a justifiable cause.

### **Sexual Harassment Policy**

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

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

Procedure:

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

### **Snow Regulations**

The students have the responsibility to respect other peoples' homes and property. No snow is thrown at people, houses, or cars, either on the school grounds or on the way to and from school. The school notifies parents if students disregard the safety of others by violating the regulation regarding snow throwing on the way to or from school.

### **Special Services**

#### ***School Counselor***

St. Bede the Venerable School has a full-time school counselor, who works with students in need, coordinates our Peer Leader program and is present to support students and staff.

### ***Title 1***

St. Bede the Venerable School has one full-time Title teacher who helps ensure that all students are successful. She works with small groups of students who may need extra support.

### **Student Council**

The purpose of Student Council is to offer the students of St. Bede the Venerable the opportunity to participate in the democratic process and to encourage the growth of leadership skills.

- Officers in grades 7 and 8 who are elected by the student body must maintain their G.P.A.
- Representatives from the classrooms in grades 4 to 8, are elected by their classmates.
- Faculty members serve as moderators of the council meetings.

Activities sponsored by the Student Council include service projects that involve community awareness and our Christian responsibility to others, “fun” events that promote school spirit, and mini fundraisers that support a chosen mission project.

### **Student Records**

St. Bede the Venerable School follows the policies and guidelines of the Archdiocesan Office of Catholic Education regarding the issues of care, privacy, and transfer of student records.

Parents may review their children’s records by giving St. Bede the Venerable School office twenty-four hours notice. Such reviews are done in the school office. Record materials may be copied, but the originals must remain in the school.

### **Substance Abuse Policy**

***Selling / Distribution*** (a student is caught selling drugs at school)

Guiding Principle: Zero Tolerance

Responses:

1. Immediate Dismissal
2. Call Police and file a report

Rationale: Selling drugs to another crosses the moral boundary of hurting another and cannot be tolerated or justified. Legally, the selling or distribution of drugs is classified as a more serious crime.

Note: The sad fact is many young people who use drugs do get involved in selling at some point to procure their own supply. The Zero Tolerance approach taken by a school may teach and prevent a young person that this is a moral boundary that is being crossed.

***Possession***: (a student is caught with drugs and/or alcohol at school)

Guiding Principle: Problem Solving and Rehabilitation

Responses:

1. File a Police Report
2. Call in family. Consider student's history.
3. Demand a professional assessment consisting of behavioral/social/psychological analysis. Student should pay for this. This is part of the consequences.
4. Demand a drug test. Student should pay for this. This is part of the consequences.
5. Suspend student until assessment is complete.
6. Place student on disciplinary probation for the remainder of the year. Disciplinary probation may include the following disciplinary actions: no sports, no extracurriculars, no school activities, no dances, and no graduation ceremony.
7. Obtain assessment results and recommendations. Student must follow recommendations, including further treatment and/or therapy in an outpatient or inpatient program.

**Suspicion:** (a student smells of drugs and/or alcohol acts influenced.)

Guiding Principle: Problem Solving and Rehabilitation

Responses:

1. Call in family.
2. Consider student history.
3. Demand a professional assessment. Student should pay for this.
4. Suspend student until assessment appointment is made or based on student's history, suspend until assessment is complete.
5. Obtain assessment results and recommendations.
6. Recommendations should direct whether student is on probation for remainder of the year.

**Technology Use Outside of School**

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

- The amended Juvenile Court Act prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

- The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.
- Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.
- Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

### **Testing**

To ensure assessment and the evaluation of curriculum and student needs, St. Bede School administers the Aspire Tests in grades 3, 4, 5, 6, 7 and 8.

### **Tornado Warning/Watch**

If a tornado warning is in effect in our locality, the students are taken to a designated area in the school. If a tornado warning is in effect at dismissal time, students are kept in school until it is safe to leave, unless a parent comes to the office and picks up the student. If a tornado watch is in effect at dismissal time, children are dismissed at the regular time.

### **Tuition and Fee Policy**

The operation of St. Bede the Venerable School is primarily tuition driven; therefore, parental commitments to their tuition and fee obligations are crucial to the school's continued operation and vitality. The tuition and fees for St. Bede School are examined and determined annually by the school administration and the Office of Catholic Schools. As it is the responsibility of the Principal to ensure that adequate financial resources are available for the school, tuition is determined each year based upon the funding needed to operate the school. Affordability for families is also a significant consideration.

Registration on FACTS is mandatory. Timely fee and tuition payments are required to ensure classroom placement.

The following policies are in effect for tuition and fees:

### **Fee Payments (Registration and Instructional)**

Registration fees are due by January 16(non-refundable).

Instructional fees are due by May 1 (refundable through June 30).

### **Tuition Payments**

St. Bede School utilizes an eleven-month payment plan (June through April). Families registering for school after the month of June will have their payments divided into the remaining months through April.

There is a 2.5% discount if one year's full tuition is collected by July 1.

### **Late Payments**

All families are responsible for satisfying their tuition obligation to St. Bede School on a timely basis. If payments are not received on time, a \$25.00 late fee will be assessed.

It is the family's responsibility to notify the school if special circumstances arise, thus making it difficult to meet tuition and fee obligations.

Adjustments to the family's original payment agreement may be required. Alternative arrangements must be confirmed by email or in writing and agreed to by the tuition and/or business manager.

### **Tuition Delinquency**

If accounts are thirty days or greater in arrears, the following actions will be taken:

- Student will be removed or restricted from all extracurricular activities such as class trips, sports, or club activities
- School attendance will be interrupted whereby parents/guardians will be required to keep their child(ren) at home until all financial obligations are satisfied.

Should a family wish to transfer a child, no school records will be released until all financial obligations have been satisfied.

### **Late Registration**

Families registering through August 31st are responsible for the full year's tuition rate. Families registering as of September 1st will have a prorated tuition rate, as determined by the school administration.

### **Referrals**

In order to receive a tuition credit, referred students must be enrolled at St. Bede School for ten months. Tuition credits are applied to April tuition

payments. Referrals accepted after September 1st will be credited the following school year.

### **Refund Policy**

Refunds will be issued by the parish business office on a monthly basis. Tuition is required for the full month in which a student is in attendance, regardless of the number of days. Tuition will be calculated through the end of the month of last month attended. Refunds will be processed based upon request accompanying request for transfer or withdrawal.

### **Tuition Assistance**

St. Bede School provides scholarship assistance to families who are first-time students at Catholic schools. This scholarship is available to students enrolling at St. Bede School in kindergarten through eighth grade, and eligibility is determined by a student's school records and transcripts. This scholarship provides for a 40% tuition deduction for the current year, and a 20% tuition deduction is available for the next school year.

A Big Shoulders Fund (BSF) Common Application Form may be completed (prior to October 1st), should BSF monies become available. If a family is to receive financial assistance, they will be notified by the school as to the terms. Note that students/families with past due accounts will not be considered for financial aid, should any funds exist, until their account is made current. In addition, if a financial assistance award has been granted to a family, that award may be revoked or will otherwise not be awarded should any tuition and/or fees become past due.

*At times, financial aid is awarded to families based upon need and available funds. If at any time, it is determined that a family openly discusses with and divulges their financial aid arrangement with any other family, said family will have their financial aid completely revoked, thus making them liable for full tuition and fees for the school year.*

### **Outstanding Balances**

If there is an outstanding balance from the previous school year, the balance must be paid in full in order for the student to participate in the upcoming school year.

### **Volunteer Program**

Volunteers offer a gift of time, energy, and talent to the school. All volunteers are approved in terms of compliance by Mrs. Hodur and a vital part of our

educational process. Information about the program and sign-up sheets are available throughout the school year.

Parents who volunteer do not bring other children with them, so they can focus all their attention on the students. All volunteers are asked to fill out a volunteer form, complete a criminal background check, register on eApps, and attend a Virtus training session. All completed files will be kept on file in the school office. All volunteers must sign in at the office and wear a visitor's nametag.

### **Weapons and Firearms**

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

- Students shall not carry, possess, or use weapons or firearms in school, or on school premises.
- Weapons include, but are not limited to the following: knives, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension.

### **Updates to School Handbook**

All school families sign a form indicating their pledge to support the policies contained in the handbook. Statements in this handbook are subject to amendment, with or without notice. The school keeps parents informed of any changes as soon as is practical. Some changes may be made immediately, due to unforeseen circumstances.