St. Philomena School

*bringing **faith** to life and **life** to faith*

PARENT – STUDENT HANDBOOK

2018-2019

St. Philomena School
3216 N. Emery Avenue
Peoria, IL 61604
309-685-1208
www.stphils.com

Circumstances may arise in which St. Philomena School determines that changes are required in these guidelines and procedures. For this reason, St. Philomena School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

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Dear St. Philomena School Families,

As I begin the 2018-19 academic year, I hope that you share my excitement and joyful anticipation for a new year. I am truly blessed to serve St. Philomena Parish. My hope is that this year will be a time of spiritual and educational growth for all staff, faculty, students, and parents at St. Philomena School.

From my experience at other Catholic schools, I am able to profess the excellence that exists here at St. Philomena School. The dedication of our teachers focuses on making Jesus Christ known to the students and helping them to learn and develop tools to be successful in this world. I thank you for your trust in our educational system, as is evident by you enrolling your child. I profess to continue to support our Principal, Jodi Peine, and all the faculty and staff at St. Philomena. May God bless all your efforts to witness Jesus Christ to your children, as our Heavenly Father wills that we all grow each day in faith, hope, and love.

In Christ's Love and Peace,

Fr. David P. Richardson

Father David P. Richardson

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Dear Parents and Students:

Welcome to St. Philomena School. You are a very important member of our school community! To help you understand the established rules, regulations, and procedures that help our school community operate, we have assembled this Parent-Student Handbook. We hope this handbook addresses most situations. For those situations that are not addressed here, please know that we will handle them with common sense, always working to maintain a safe and nurturing learning environment for all.

This handbook has been updated. It is very important that you read carefully through the entire handbook. You must also sign the Signature Verification Form. When you do you are accepting and supporting our values, rules, and regulations. If you have questions after reading this, please contact the school at 685-1208 for further clarification. We appreciate your support.

We look forward to the 2018-19 school year with excitement, knowing the great promise it holds for continuing the spiritual, academic, and social growth of our students.

Yours in Christ,

Jack Dippold
Principal

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CATHOLIC SCHOOL STATEMENT OF PURPOSE

"*From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom . . .*"
The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."
Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

Right to Life Statement

St. Philomena Parish and Grade School shall uphold the teaching and disciplines of the Roman Catholic Church concerning the dignity of all human life, including the rights of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

Full Recognition Statement

St. Philomena School continues to receive accreditation from AdvancED Illinois. St. Philomena School will continue to maintain high Standards, implement an annual school improvement plan, and be evaluated by a district, external peer review team as scheduled. St. Philomena School obtained **Full Recognition by the State of Illinois** under the guidelines for Recognition of Non-Public Elementary Schools. The school has met or exceeded the standards set by the Illinois State Board of Education and fulfilled application requirements.

PARENT-STUDENT HANDBOOK

The Parent-Student Handbook reflects current school policy. The formation of local school policy is the direct responsibility of the administration and will follow policies established by the Diocese of Peoria, the Bishop of Peoria, and the Office of Catholic Schools.

The Commission on Education is an advisory committee, appointed by the pastor, which promotes the participation of St. Philomena School and Parish in the educational mission of the Church. They may make recommendations to the pastor about how to fulfill this mission.

The Principal, in consultation with the Pastor of the parish, has the right to establish or change policy as deemed necessary. The Pastor of St. Philomena Parish is the final recourse in all disciplinary situations, and after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.

Parents are required to read the *Parent-Student Handbook* each school year. This handbook is posted on the school website and on the school's data management system Skyward. A printed copy can be given to families, if requested. Parents are required to sign the designated form at the end of the handbook after reviewing these school regulations with their children. Sign-off forms will be due in the school office by September 14, 2018. Parents of students in at later times during the school year will be given ample time to read the Handbook and sign the form. *Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).* The policies and regulations presented in this Handbook have been reviewed by the Commission on Education.

Please sign and return the "*Parent Signature Card*" which verifies that you have read this handbook, that you agree to abide by all of its policies and guidelines, and that you have reviewed it with your child.

MISSION STATEMENTS

The Mission of St. Philomena Catholic Parish is to bring faith to life and life to faith through worship, education, stewardship, and community service for Christians on their spiritual journey.

The Mission of St. Philomena School is to inform, form, and transform each child through the knowledge and love of Jesus Christ. By developing within each a love of the Lord and His Church, as well as strong faith, and the knowledge and skills to successfully negotiate a complex and challenging future, we prepare our students for service in God's Kingdom.

Vision Statement:

By embracing a powerful partnership between students, faculty, staff, clergy, parents, and parishioners working together to provide the necessary spiritual, physical, financial, academic, and human resources, St. Philomena School will be continuously recognized for its excellence in preparing students who:

Model Christ by:

- exhibiting compassion, tolerance, justice, and respect.
- making good moral choices.
- serving others.
- having firm knowledge of Catholic doctrine, tradition, scripture, and liturgy.
- engaging in various forms of prayer.

Are diligent, life-long learners, who:

- possess a foundation of academic skills leading to independent thinking and learning.
- are effective communicators, collaborators, and decision makers.
- show respect for their own gifts and talents and for those of others.

Act as responsible citizens in the global community by:

- responding to the needs of society and the environment.
- appreciating and understanding the diversity of peoples.
- participating in the democratic process.
- participating in an active, faith-based community.

To achieve this requires us to continually examine both what we teach, how we teach, and how effectively we teach, constantly adjusting to the strengths and needs of the students and families we serve.

St. Philomena School - Philosophy Statement

St. Philomena School is a Catholic Faith-Educational Community which strives to develop a Christ-centered atmosphere that will permeate the life of each child and faculty member. The Catholic School shares with the family the educational mission of the church. The school is a unique Christian community organized to foster the spiritual, moral, intellectual, social, and emotional growth of its members in a spirit of dedication, freedom, and love that is based on the Gospel message.

Each person involved in St. Philomena School is working to create an atmosphere of respect, cooperation, appreciation, and support. This Christian environment will nurture the growth and maturity of the students as well as strengthen the commitment of the faculty and staff. Accordingly, the

faculty and students affirm and deepen their personal commitment through prayer, reconciliation, service, and belief in God as Creator, Redeemer, and Sanctifier.

Each child's self image is enhanced by providing opportunities for positive, successful experiences at school through differentiated teaching and learning. As an extension of the home, the school seeks the cooperation and support of the parents.

We utilize and increase our knowledge, skills, and materials to develop a creative environment and to instill in each child a desire for learning. Our educational program leads, encourages, trains, and aids each student to develop his/her intellect to its full potential.

In light of our commitment to the person of Jesus, we encourage each student to become a whole person - his/her own person - within our ever-changing society and multicultural world.

Legacy of The Sisters of St. Francis of The Immaculate Conception

Since the founding of St. Philomena School in 1941 through 2006 when a lay principal assumed the leadership role of St. Philomena School, the Sisters of St. Francis of the Immaculate Conception provided leadership and excellence in education for students and staff. This religious congregation, also known as the Heading Avenue Franciscans, has given witness to God's compassionate presence in the Diocese of Peoria for over 120 years. Founded by Mother Mary Pacifica Forrestal, this congregation strives to follow in the footprints of Jesus, "making the spirit of charity the distinctive mark of their community," living the gospel according to the Rule of St. Francis of Assisi.

ADMISSION PROCEDURES/POLICIES

Non-discrimination Policy

No student shall be refused admission to St. Philomena School on the basis of race, color, sex, or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

CDOP Policy D-111 Reviewed: 9/07

Eligibility for Admission (K-8)

The basic mission of St. Philomena School is to provide a Catholic education for the students of the parish; therefore, preference is given to Catholic students. Non-parishioners or non-Catholics may be admitted when space is available. These students must attend faith formation classes and fulfill assignments in these classes.

New students are admitted according the following PARISH CRITERIA:

1. Children of active parishioners*; this includes siblings currently enrolled, children reaching school age, and children from families moving into the parish.
2. Children of active parishioners* currently enrolled in public schools wishing to transfer.
3. Children of Catholics (non-parishioners).
4. Children of non-Catholics families desiring a Catholic Education.

** An active parishioner is defined as someone who regularly attends Mass and is able to document their financial support of the parish.*

Every Catholic is expected to join their parish community at Mass each Sunday and Holy Day to give thanks and praise to God. St. Philomena School offers a tuition discount to members of St. Philomena Catholic Church who are active participants. Because the parish makes this tuition discount available by contributing a significant sum to the operational expenses of the school, to be eligible for the discounted "parish member" rate, families must observe the following requirements:

- Be a registered parishioner at St. Philomena Catholic Church.
- Participate in the celebration of Mass each Sunday and Holy Day.
- Annually renew their sacrificial giving pledge to the parish by submitting a stewardship card.
- Maintain their sacrificial giving pledge, with a minimum of 25 Sunday envelopes placed in the collection basket at Mass throughout the year.
- Participation in at least one additional parish activity or ministry (e.g. lector, bible study, food pantry volunteer, Knights of Columbus, fish fry helper, perpetual adoration, etc.).

Parishioner status will be monitored each December and June. Families who fail to maintain active parish membership at St. Philomena Catholic Church will be charged the standard (non-parishioner) tuition rate beginning the next semester.

State of Illinois Admission Requirements

Students in Kindergarten shall be five years of age on or before September 1.
Students entering first grade shall be six years of age on or before September 1.
All students must be in compliance with state physical examinations and immunization requirements. (See specifics under student health.)

As part of the admission process, families agree to maintain a commitment to the mission, goals, and religious values of St. Philomena School through support of the policies outlined in the parent-student handbook. Students transferring to St. Philomena School from other schools will undergo a screening process to ensure that the student's previous record and reason for transfer are consistent with St. Philomena School's mission and goals. Transferring students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions of school rules). In addition, if the information gathered indicates that St. Philomena School does not have the educational program to best serve the academic, behavioral, or social/emotional needs of the student, the student will not be accepted for admission.

Required documents needed at time of application

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Previous school transcripts and copy of standardized test scores (if transferring in)
- Proof of medical exams and records of immunizations must be submitted by all new students before school begins. Additional medical/dental/vision exam requirements by grade level.

<u>Transfers to and from Other Schools</u>

Transferring to St. Philomena

Students applying for admission in Grades 1-8, if requested, must grant permission for the sending/home school to provide a copy of the current report card, standardized test results, discipline record and the opportunity to interview the sending school Principal. An interview with the parents,

new student, and Principal is part of the admission process. Any new student shall be on probationary status for one semester.

Transfer Student Probation
All transfer students entering St. Philomena School will be placed on probation for an indefinite period of time to be set at the discretion of the administration. Students and parents are responsible for the standards of the Catholic school.

Transferring Out of St. Philomena
If parents find it necessary to transfer their children to another school, they should notify the school in advance so that all records, reports, and accounts may be taken care of properly.

1. Parents must sign the necessary forms for release of records.
2. Student records will be mailed to the school to which the child is transferring upon request of that school for records.
3. Fees are non-refundable.
4. Tuition refund is prorated and will be handled through the business office of St. Philomena Church.

Special Needs Students
St. Philomena School does not have a special education program. Some services of the public school district are available to eligible students. Parents of children enrolled in St. Philomena School are required to inform the school of any health problem, disability, or special needs. The school will make every effort to provide reasonable accommodation within the confines of its limited staffing resources.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Philomena School reserves the right to terminate enrollment of the child. Additionally, if something happens to a child while enrolled in St. Philomena School, such as a serious accident and more than reasonable accommodations are necessary for the education of the child, St. Philomena reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to him/herself or to others, the school reserves the right to terminate enrollment of the child.

Parents of students wishing to be admitted to St. Philomena School from other schools who have previously received special education services or special services must sign a waiver from receiving the special education services or special services that St. Philomena cannot provide.

Parents as Partners
The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

TUITION RATES & FEES

All payments begin July 1st and end June 30th (12 monthly payments)

Tuition Rates for Practicing Catholic Parishioners Only

Pre-K Tuition is $ 2,200.00 per year

	Yearly	Monthly
One child in Grades K-8	$ 4,794.00	$ 399.50
Two children in Grades K-8	$ 7,178.00	$ 598.17
Three children in Grades K-8	$ 8,642.00	$ 720.17
Four or more children in Grades K-8	$ 9,501.00	$ 791.75

Rates for Non-Catholic, Non-Parishioners, or Non-Practicing Catholics

An additional $500 per student on the annual tuition rate (calculated appropriately for monthly and semi-annual payments) is assessed for Non-Catholics, Non-Parishioners, or Non-Practicing Catholics.

Basic Fees

PTO dues - $6 / family
Room Fee - $6 / student
Cafeteria Fee* - $50 / family

** This fee is to maintain the Cafeteria facility and is paid by every school family. There is an additional cost per student for the purchase of milk and/or hot lunch during the school year.*

Grade Specific Fees

Pre-K Fee - $60/student
2nd Grade -1st Communion & Reconciliation - $50 / student
4th Grade - Recorders - $ 9 / student
5th Grade -Bible Fee - $30 / student
8th Grade -Confirmation - $50 / student -Gown (omit if you have the proper gown) - $25 / student
Graduation Fee - $35 / student

St. Philomena Parish Scholarships – K-8

The *St. Philomena Parish Scholarships* are designed so that no active member of our parish will ever be deprived of a Catholic primary education at St. Philomena Parish School due solely to financial need. Members of the parish who have been financially blessed contribute in various ways throughout the year so that those who are experiencing financial need can still afford to provide for their children one of the greatest gifts they can give – *a Catholic education*.

For families in need of temporary assistance, we offer the *St. Philomena Parish Scholarships*. Obviously, with the significant outlay of funds for the basic subsidy, the parish must be very frugal with further subsidies. Thus, we ask those in such need to go through a process by which the amount that is really needed can be objectively determined. This is done by FACTS and the Diocesan Spalding Scholarship which Catholic schools now use.

Who May Apply for the Scholarships?

Any active parish family may apply for the parish scholarships if it meets the following criteria:

1. At least one parent is a registered member of St. Philomena Parish.
2. At least one parent and the children attending the school are ***actively practicing the Catholic faith***. This means attendance at Sunday Mass and normally at St. Philomena.

3. The family regularly contributes to the support of the parish. It is important to note that while we do not expect a set amount, we do expect everyone to contribute *something*. It shows everyone that you take parish support seriously. Those not supporting the parish are ineligible for parish scholarships.
4. The parent(s) are currently working, or willing to work, in one of our parish or school organizations. Only if everyone pulls together can we continue to offer quality Catholic education at an affordable price. *Where you help is a matter of personal preference; that you help is a real parish expectation*.

How to Apply for the Scholarships?

If you meet these four criteria, then you may apply through the following procedure:

1. FACTS and Spalding applications can be obtained from the rectory in January. (You may use the same FACTS for Peoria Notre Dame.) You must apply for both.
2. These forms along with the required remittance indicated on the FACTS form must be sent to the address on the front of the forms by March **15**. You may apply for FACTS on-line at www.factstuitionaid.com and follow their directions. Families applying after that date are not eligible.
3. FACTS will provide their evaluation and summary to the Pastor.
4. Families will be notified by the first week in June as to whether they will receive a parish scholarship and how much it will be for the coming year. They will be asked to complete a financial agreement in light of the scholarship, sign it, and send it to the rectory. They will also be required to enroll in the *Automatic Electronic Withdrawal Program* to ensure consistent payment.
5. Families must notify the rectory no later than **June 14** as to whether they wish to accept the scholarship. After this date, it is presumed that the scholarship is no longer needed. **Families will not be called if they neglect to notify the rectory of acceptance and tuition will revert to full price.**

PROGRAMS

FAITH FORMATION PROGRAM

St. Philomena School is committed to integrating the Gospel values throughout the school. This commitment flows from the integration of Catholic identity as stated in the document *TO TEACH AS JESUS DID* and the teachings of the *CATECHISM OF THE CATHOLIC CHURCH*.

Liturgy

Students in grades K through 8 participate in all-school celebrations of the Eucharistic liturgies on Fridays and Holy Days. Students plan and participate in the liturgy under the direction of the homeroom and faith formation teachers.

Sacrament of Penance

The sacrament of Penance is celebrated at least four (4) times during the year: September, Advent, Lent, and May. Students in grades 3-8 are scheduled on a six week rotation.

Rosary and Stations of the Cross
Teachers prepare students to pray the Rosary and Stations of the Cross. The Rosary is recited at least twice a year, in October and May, by the entire school and more frequently at the classroom level. Stations are prayed weekly during Lent under the direction of a priest or homeroom teacher.

Sacramental Preparation Programs
Parents are expected to participate with their children in preparing for the sacraments of Penance and Eucharist (grade 2) and the sacrament of Confirmation (grade 8). The coordinator of Parish Religious Education notifies teachers and parents in advance of the dates, times, and process of these special parent-student preparations. Students will also participate in two retreat days. The first is the First Holy Communion (Jesus Day) Retreat, for second graders in preparation for First Holy Communion. The second day is a Confirmation Retreat for eighth graders in preparation for Confirmation.

Christian Service Program
Service Philosophy
St. Philomena has a philosophy based on the Gospel message: community, service, and worship. To give form to the goal of service, all within this community are called to develop means of sharing Christ's life and spirit with others within and beyond the school community.

Service Opportunities
The St. Philomena faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects are determined according to department goals. Each grade level performs works of service within our faith community and the community at-large. Opportunities for Junior High service include working at the Sophia's Soup Kitchen in Peoria, serving at Mass, helping with Vacation Bible School, and volunteering at various places in the Peoria area. Students in grades 5-8 may also serve as Altar Servers.

Virtue Formation/Chastity Education
We believe that parents are the primary educators of their child(ren). This school collaborates and assists the parents in this process. Chastity education is not synonymous with "sex education." Chastity education is an overall education in virtuous behavior which the Catholic school has traditionally integrated into its total curriculum.

Faith Assessments
The diocesan religion assessment (ACRE) is given to students in grades 5 and 8 in January. During the school year teachers evaluate students in all grades through written and verbal assignments, reports, tests, and projects. Students are given faith formation grades on their report card.

Catholic Schools Week
The last Sunday of January begins Catholic Schools Week, which is a national celebration. Liturgy is offered and parents, grandparents, parish, and community are invited.

ACADEMIC PROGRAM

St. Philomena School Faculty follows curriculum guides with state student performance standards for each grade level. The Diocesan Office of Catholic Education, Region I Schools, and St. Philomena School Faculty have outlined content for each subject area based on national standards. St. Philomena School integrates virtues and Christian values throughout its entire curriculum.

Response to Intervention

The St. Philomena Grade School will offer a school-wide support system to try and meet all students' academic and behavioral needs through a Response to Intervention (RtI) framework. To ensure that our students succeed, high-quality, research-based curriculum and instruction will be provided through differentiated instruction that is matched to student needs. The use of research-based interventions and strategies, problem solving, ongoing progress monitoring, and evaluation of outcomes will ensure that all students will be provided the opportunity to succeed to their full potential.

Outcomes

- A common vision of teaching and learning will be evident in all classrooms.
- The curriculum will be aligned with the Common Core Standards.
- Classroom instruction will be differentiated to meet the needs of all students.
- Use of the RtI process will result in improved achievement, behavior, confidence and independence for all students.
- The RtI process will focus on prevention, early intervention, problem solving, continuous progress monitoring and data based decision making.
- Research based interventions, strategies, and assessment tools will be utilized and documented.
- The school culture will promote trust, collaboration, and a shared responsibility for student learning across all grade levels and stakeholders.
- The school staff will systematically evaluate the effectiveness of the core curriculum and make adjustments, as needed, based on an analysis of the data.

Academic Testing

The Iowa Test of Basic Skills (ITBS)

The Iowa Test of Basic Skills (ITBS) is a standardized achievement test administered to students in grades 3, 5, and 7 during the month of September as required by the Diocese of Peoria. Results of the tests are shared with parents when they are returned from ITBS..

The Measures of Academic Progress (MAP)

The Measures of Academic Progress (MAP) test is a standards-aligned computerized adaptive test that accurately reflects the instructional level of each student and measures growth over time. The MAP test is administered three times a year – at the beginning, middle, and end – to measure student growth annually in grades 1 through 8. The content areas of reading, language usage, math, and science are tested.

The cumulative results of all of these tests are studied by the Principal and faculty and used in planning curriculum and instruction.

REPORTING ACADEMIC PROGRESS

Grades and Grading

The primary purpose of grades is to communicate meaningful information to students, parents, teachers, and other institutions concerning the achievement status of students. Moving to a standards-based system, St. Philomena is expanding the focus of grading from just the results of learning to also include the process of learning. Grades are based on learning goals and standards which are criterion-based and have established performance criteria and/or targets. Homework will be an extension or integration of classroom work and will be given a score based on its purpose; reassessment is possible without penalty. Effort, participation, attitude, and other behaviors will be reported separately.

Grading Scale

A = 94-100 Excellent
B = 87-93 Very Good
C = 79-86 Satisfactory
D = 71-78 Below Avg.
F = below 70
I = Incomplete

**Indicates a modified grade*

Performance Indicators

4 = Displays strong performance (does work of high quality; has knowledge and understanding of subject)
3 = Demonstrates appropriate development (does what is required; has a developing knowledge/skill of subject)
2 = Has beginning knowledge/skill (needs support, practice and time)
1 = Does not meet grade level expectations
0 = No evidence of learning
N/A = Not Applicable at this time

Learning Skills and Behavior

S = Successful – Student displays appropriate learning skills and behavior
P = Progressing – Student is progressing; displays appropriate learning behaviors most of the time
N = Needs Improvement – Student does not display learning skills and behavior that lead to success

Student grades are posted by teachers to the Skyward Student Management system. Parents can access Skyward to monitor their child's grades and progress. For help accessing Skyward contact the school office.

Midterm Reports

Teachers report unsatisfactory work to parents at the midterm of each grading period. Parents are asked to review the form/report and sign it before returning it to the teacher. Teachers may exercise the option to report general progress of all students at this time. Midterms are mandatory for students with unsatisfactory grades.

Report Cards

Report cards are distributed every nine weeks electronically at the end of each grading period.
An "Incomplete" will be given to any pupil who has not completed the assigned work for any given quarter. When the work is completed, the parents will be notified in writing of the grade received.

A schedule of Midterms and Report distribution can be found on the school calendar.

Recognition of Achievement

Catholic Leadership Award

One boy and one girl in each homeroom are recognized at the Awards Assembly in May for Catholic leadership. This award can be received only once while in the following grade divisions: 1-3; 4-5; 6-8. Students are selected by teachers based on the following criteria: respect shown to teachers and peers, kindness to everyone, willing service shown in action, following of the school rules, and **Regular Sunday Mass Attendance.**

Religion Merit Scholarship Award

A Religion Merit Scholarship Award, with an accompanying grant of one-half tuition scholarship for one year to Peoria Notre Dame is given to one eighth grade girl and one eighth grade boy at the May Awards Assembly. The award is based on the following criteria:

- the student must be a parishioner of St. Philomena Church.
- the student will demonstrate an admirable practice of the Catholic Faith beyond what is normally expected.
- the student will maintain an academic grade average of A/B in religion in the seventh and eighth grades.
- the student will regularly participate in religion class discussion and activities.
- the student will exhibit Christian spirit and leadership noticeable in speech and actions.
- the student will perform service beyond Confirmation requirements.
- there will be a recommendation to the Pastor by the Principal and teachers as to which students should be considered for the honor.

Honor Roll

Honor Roll is published quarterly for students in grades 5-8. To be included on the quarterly Honor Roll students must meet the following criteria:

1. A GPA of 3.6 or above for the quarter in the core content areas of faith formation, math, language arts, social studies, and science
2. Receive an S or P in the all areas of Learning Skills and Behavior.

Homework

Philosophy and Purpose

Homework is a crucial aspect of the learning process for St. Philomena Parish School students, as it is an extension of daily studies.

Homework is posted on each teacher's website which can be access through Skyward. Students are permitted to enter the building at **7:40 a.m.** if they need further teacher assistance prior to the beginning of school.

Homework is given to:

- Reinforce and evaluate skills taught in class.
- Complete unfinished class assignments.
- Study for tests.
- Prepare special reports or long-range projects.
- Extend classroom studies and explorations.

Parents can support their child with their homework when they:

- Check each day to see if your child has homework and if they understand how to complete it.
- Set aside a particular time for doing homework and provide them with a quiet place to study.
- Let your child do his/her own work.
- Ask your child what they are learning about and studying.

Parents hinder their children when they:

- Do their child's homework for them.
- Leave homework for the last minute at the end of the day when children are tired and less likely to be able to focus on academics.
- Disagree with or criticize their child's teacher in front of their child.

As a basic guideline, students should allot this much time for homework each day, keeping in mind that it may take some students more or less time to complete particular assignments:

- Grades 1-3: 20-30 minutes
- Grades 4-5: 30-45 minutes
- Grades 6-8: 60-90 minutes

If a student consistently takes longer than the above noted time allotments for homework, parents need to discuss homework difficulties and strategies with the teacher. In addition, nightly reading is always encouraged at all grade levels.

Field Trips

Educational Field Trips

St. Philomena permits and encourages field trips that have a stated educational objective. Proper diocesan forms completed and signed by parents must be completed for students to participate in field trips. The school follows the guidelines as set forth by the Catholic Diocese of Peoria, policy D-131. Participation in field trips is a privilege that can be denied for academic or behavioral reasons.

Eighth Grade Class Trip

There is no school-sponsored recreational eighth grade class trip. If there is a "class trip," it is completely on the initiative of parents who will assume all personal liability. No teacher or committee of St. Philomena Parish School can be connected with this type of class trip. The trip is to be taken after graduation.

STUDENT RECORDS

Examination of Student Records by Parents

A parent who requests to examine records of their child(ren) may do so by contacting the Principal. The Principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and Principal sign a form indicating that such a review has taken place. This form is then placed on file.

Transfer of Student Records

School records are transferred between schools. Elementary schools use the student transfer form when transferring student records. Parents sign a release form and records ordinarily are mailed to the new school immediately. Official records may be retained until outstanding fees have been paid to the school/church. Transfer of records cannot be completed if the previous parish/school is withholding records.

RIGHTS OF NONCUSTODIAL PARENTS

Our school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and 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 copy of the court order. A copy of the child's report card and other school-related information will be sent to the non-custodial parent only upon written request by the non-custodial parent, provided that no court order to the contrary has been issued and received by the school. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

STUDENT CLASSROOM PLACEMENT

Student placement in a homeroom class is directed and decided by the Principal in consultation with teachers. A parent may express to the Principal any concerns he or she may have about his/her child's placement for the subsequent school year by May 15. Parents may not request a particular teacher.

Promotion/Retention Policy

St. Philomena School places students in grade levels for which their level of maturity and learning skills are appropriate. Retention and promotion are recommended on an individual basis with the goal to best meet the student's needs. Retentions are made only after thoughtful consideration and possible alternatives have been explored by the teacher, parent(s), and Principal. Determination of a student being promoted or retained is a function of the teacher(s) and the Principal after consultation with the parent(s). The Principal assumes final responsibility for grade placement.

There are a variety of factors and guidelines that are considered in promotion and retention. These factors include but are not limited to: academic performance (performance data, work completed, effort and purpose), chronological age, mental age, social growth, physical development, emotional status and student attendance. Chronic student absence may be cause for retention.

It is the teacher's responsibility to keep parents informed of student progress throughout the year. The teacher will inform the Principal and parents of the possible need for retention prior to the beginning of the third quarter, providing both parents and Principal with student data indicating a need for retention. To support the struggling student, the teacher will offer a variety of remedial work including diagnostic testing. Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration, or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the Principal meets in joint conference with them. The Pastor is kept fully informed during this process. The Principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher.

Academic performance indicators guide decisions. However, because each student is looked at individually, a student could fail to meet the academic guidelines for promotion yet not be retained if the teacher(s) and Principal, after consulting with the parents, feel that retention would not be in the best interest of the student. Conversely, a student could meet the guidelines for promotion but if the teacher(s) and Principal, after consulting with the parents, feel that promotion would not be in the best interest of the student, promotion could be waived.

Academic indicators for possible retention:

Grades K-4

If a student has not been previously retained the student will be retained if the yearly average is failing in reading or math.

Grades 5-8

Students will be retained if their yearly average is failing three or more of their core subjects; faith formation, language arts, mathematics, science, and social studies.

Frequent student absence may adversely impact student academic performance and be the cause for retention. Parents will be notified by the school office of attendance concerns.

In case of a transfer student, St. Philomena School will uphold the previous school's grade placement.

CO-CURRICULAR INFORMATION

Statement of Purpose

St. Philomena School has outstanding athletic and co/extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in athletic and co/extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from athletic and co/extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

St. Philomena Parish School highly encourages co-curricular activities for enrichment and to help in the development of a well-rounded Christian individual. However, school sponsored co-curricular activities do not supersede academic progress. Our primary goals are faith formation and academic development.

Extra-curricular activities are a privilege and not a right. Therefore, students forfeit this privilege if behavior, academic standards and/or financial obligations are not met.

The conduct of players, cheerleaders, coaches, and fans should characterize the philosophy of Christian sportsmanship. It is hoped that this philosophy will extend to all students and adult fans at the games, meets, and events.

Please refer to the Illinois Elementary School Association (IESA) and Illinois High School Association (IHSA) rules and regulations, as stated on their respective websites, for further information.

Co-Curricular Opportunities

There are numerous co-curricular activities available to St. Philomena Parish School students outside the regular school day for their social and physical development and enrichment. A comprehensive list of these activities can be found on the school website www.stphils.com. All activities are governed by the rules and guidelines of the Illinois Elementary School Association (IESA) of which St. Philomena School is a member.

1. Athletics

The Athletic Program at St. Philomena is proud to operate as a "no-cut" program, meaning that all students who desire an opportunity to try different sports are given the chance to do so. Athletics offers various programs for girls and boys, including:

- Basketball – Boys and Girls, Grades 5 - 8
- Cheerleading – 8th Grade Girls only
- Wrestling- Boys only, 5-8
- Golf- Boys and Girls, Grade 6-8
- Cross country - Boys and Girls, Grades 5 - 8
- Track - Boys and Girls, Grades 5 - 8
- Soccer - Boys and Girls, Grades 1 - 8
- Volleyball – Girls only, Grades 6 - 8
- The St. Phil's Tiger Mascot – Boys or Girls, Grade 8

Athletics Parent Service Requirement

It is a requirement of the Athletic Committee that "for a student to remain in the St. Philomena Athletic Program, their parents must agree, in writing, to support the program in any of these [listed] areas." The St. Philomena School Athletic Program is entirely dependent on the active involvement of ALL parents whose children participate. The duties and responsibilities include:

- Coaching
- St. Philomena Athletic Committee membership
- Basketball and volleyball game administration
    - Concessions
    - Collection of game admission
    - Crowd control
    - Official record keeping of game
    - Management of scoreboard

For a student to remain eligible in the St. Philomena School Athletic Program, their parents must agree, in writing, to support the program in any of these areas. These requirements will be determined and accepted prior to the season:

- Each parent must volunteer and appear for a minimum of three (3) dates of games per season and work a minimum of one (1) session for that date. A session is defined as all of the girls' games scheduled for that date or all of the boys' games scheduled for that date. For example, if there are four (4) boys' games scheduled the parent who has volunteered for the boys' games on that date must work all four games. Working one game of the four (4) does not fulfill your requirements for that date.

- If you cannot serve on your date for whatever reason, you are responsible for locating your replacement.
- If a parent fails to show for a scheduled date and does not find a replacement according to the Athletic Handbook, the student will be suspended for one game.

All coaches and volunteers at athletic events must comply with diocesan requirements including: CANTS, a background check through fingerprinting, and Safe Environment training. Coaches are also required to take a coaches' class sponsored by the Illinois Elementary School Association (IESA).

2. Other Opportunities

In addition to Athletics, there are numerous other co-curricular opportunities offered to St. Philomena students. These include: Band, Choir, Drama, LEGO League, Scholastic Bowl, Scouting, Speech Team, and Student Council. Information about all of these activities is located on the St. Philomena School website under the *Student Life* tab. Eligibility requirements and behavior guidelines outlined below apply to all co-curricular activities.

Eligibility Guidelines

Students must meet the minimum age/grade requirement for the listed activity to participate.
A student may not be failing an academic area and remain eligible. The teachers of students involved in school-sponsored extracurricular activities will evaluate on a weekly basis the performance of each of student in all academic subjects within a grading quarter according to:

1. **Satisfactory academic performance** – cumulative grade averages in each subject are considered for eligibility with the average minimum of no less than D- (71%).
2. **Conduct** – this will be evaluated according to the St. Philomena Parish School Parent-Student Handbook Discipline Policy. Any student who has received a detention within a week will not be permitted to play or participate during the forthcoming week.
3. **Effort** – based on ability.

Eligibility Requirements

Requirements for meeting eligibility will include the following:

1. Students participating in IESA co/extra-curricular activities or sports must meet standards set by Illinois Elementary School Association (IESA)
2. Eligibility will be assessed weekly during the season of the sport or activity and is cumulative per grading period. Grades will be checked at the end of each week with all subjects included.
3. Students receiving detention for any reason other than being tardy for school may be ruled ineligible for participation.
4. If the student is failing any subject, he/she will be ineligible the following Monday through Saturday and must raise his/her grade to meet eligibility requirements in order to reinstated for the following week.
5. Students who do not meet eligibility requirements will not be allowed to participate in their activities, including practices, the following week.
6. Students who become ineligible three times may no longer be a part of the team or participate in the activity.
7. The student must be in attendance a half day of class the day of a game or meet in order to participate. The Principal must approve exceptions. (An example of an exception would be if a student must attend a funeral.)

8. Only the Principal, in consultation with the Pastor, can make exception to eligibility rules with the IESA regulations, as well as reinstatements.
9. A list of ineligible students for the forthcoming week is reported to the Athletic Director and activity supervisors on Friday of each week. The Athletic Director notifies the coaches.

Behavior Guidelines for School Functions

Parent assistance and supervision are needed to guarantee both student safety and better control at school functions. Children should be made aware of the following:

Safety

1. Under no circumstances should students be climbing on the roofs of the school buildings.
2. The blacktop near the gym door is not a play area while it is being used as a parking lot or for play after dark.
3. Students attending school and school-sponsored events are expected to remain in the building and not wander in and out during the time of the event.
4. Students in the fourth grade and younger must be accompanied by an adult at extracurricular activities (such as volleyball and basketball games).
5. The following areas are off limits for all students at all times and at all functions:
    - under the bleachers
    - in the kitchen
    - on the stage
    - in the delivery slide area
    - in the primary entrance way
    - on the school roof or on the gym steps
6. All students should be aware that their conduct represents St. Philomena School and that good conduct is expected and required to make any event successful.

Adult chaperones are to make every effort to enforce the above guidelines and contact parents if a student is compromising his/her safety or the safety of others.

School Dances

School dances for seventh and eighth grade students at St. Philomena Parish School are permitted as a positive social experience. They are held under the following circumstances and ground rules:

1. The Athletic Committee sponsors the dance, with a limit of two (2) dances per year.
2. Only students in 7th and 8th grades at St. Philomena Parish School are participants.
3. Dances must be well-monitored with at least eight (8) to ten (10) parent chaperones under the direction of the Athletic Committee. Failure to have volunteers will result in cancellation of the dance.
4. The following are procedural guidelines:
    (a) Announcements and permissions slips are sent home through the school office with each 7th and 8th grade student. Parents are given the opportunity to chaperone.
    (b) Permission slips are returned to the office through the homeroom teachers; a summary list of those attending is prepared in the office and sent to the Athletic Director and the dance coordinator.

(c) Entry to the dance takes place at 6:30 p.m. with the parking lot patrolled by the Athletic Committee members and parent chaperones.
(d) Any student who wishes to attend the dance, but has not turned in the permission slip by the requested date will be allowed entrance to the dance ONLY IF ACCOMPANIED BY HIS OR HER PARENT, who must register the student at the sign-in area.
(e) Students are not allowed to remain in the parking lot or school area once the dance begins.
(f) Students sign in when they enter the gym and are not allowed to exit other than to go home at 9:30 p.m.
(g) Dances end promptly at 9:30 p.m. with the parking areas patrolled until all students are gone. No student will be excused from the gym area until a parent enters the gym and signs the student(s) out for whom he or she is accepting responsibility to take home.

5. Dress for all dances should reflect modesty. Strapless dresses or dresses with spaghetti straps are prohibited.
6. In the event there is any discipline problem during the dances (including, but not limited to, disrespectful behavior, the possession and/or use of lighters, tobacco, or alcohol), the student(s) will be separated and put under adult control. Parents will be called and asked to come and take their son/daughter home. Activities of this nature will also be handled under the school's suspension policies.

Parent Organizations

Commission on Education
The Commission on Education is an advisory committee, appointed by the pastor, which promotes participation of St. Philomena School and Parish in the educational mission of the Church. The purpose is to encourage dialogue between the pastor and members of the parish and recommend to the administration educational policy for the school. Meetings are open and held on the second Thursday of the month.

Parent-Teacher Organization
The Parent Teacher Organization (PTO) provides extensive support for the school through fundraising, serving as room parents, teacher appreciation, and many other activities. Meetings are open and posted on the school calendar found the school website.

Support Staff
The school secretaries, teacher aides, classroom/tutoring/reading assistants, substitute teachers, cafeteria personnel, maintenance personnel, parish secretaries, bus drivers, playground supervisors, and school volunteers provide immeasurable services in the effective operation of the school. All support staff member who engage in activities with the students of St. Philomena School are required to comply with the philosophy and policies of St. Philomena School and with the diocesan mandates.

ATTENDANCE GUIDELINES

Arrival and Dismissal Times
Children are not to be dropped off at school before 7:40 am. Supervision before school is provided only from 7:40 – 8:00 AM in the gym/cafeteria. For K-3 arrival, all students should report to the gym. Students in grades 4-5 should gather in the cafeteria. Junior High students proceed directly to their classrooms. Students should sit by homeroom in the designated area and may talk/socialize with each

other. Active playing and running around is not permitted. **Please see below for specific arrival and dismissal procedures.**

Bell Schedule

8:00 am. **SCHOOL BEGINS AT OPENING BELL – THERE IS NO TARDY BELL**
3:00 pm. **DISMISSAL FOR ALL STUDENTS/2:55 EXPRESS PICK-UP Pre-K - 3**

Early Dismissal by Parent Request

All parental requests for an early dismissal should be in writing and must be shown to the homeroom teacher, secretary, and any other teacher involved at the time in question. Children will be released from school only upon the personal or written request of parent or guardian.

The Emery Avenue door should be used by parents if the student is tardy or has a pre-arranged early meeting with a teacher. Students also use this door when they are waiting to be picked up during school hours.

Medical Appointments

Parents are asked to schedule medical and dental appointments for non-school hours whenever possible.

Eighth Grade High School Visits

Eighth grade students wishing to make a high school visit must do so between October 1 and May1. One visit per school is allowed. Multiple visits to the same school will result in an unexcused absence A request to conduct a high school visit must be submitted at least one day in advance of the visit to the school office. All missed assignments must be made up.

Absence

Students are expected to attend school daily. If a student is absent, the parent is asked to call the school office **before 8:30 am. To report an absence or tardiness use 685-1677, ext 902, or e-mail absent@stphils.com.** Absences not reported in this manner by 8:30 am will be verified by a phone call to the home.

Any student arriving after 10:00 am or leaving after 10:00 am will be marked a half-day absent with the exception of a doctor's appointment. A student who arrives late or leaves early for a doctor's appointment will not be counted as absent or tardy as long as the student brings a doctor's note and is gone **no longer than two (2) hours**. **A written excuse by the parent is expected for each absence.** This note is presented to the homeroom teacher. Students are responsible for making up class work that has been missed. Students have one day to make up work for each day of an excused absence. Students who are absent ten (10) or more days in any grading quarter without a serious illness and a doctor's written excuse will be reported to the truancy officer at the Office of the Regional Superintendent of Schools. In addition, retention may be necessary.

Tardiness

Respect for the learning atmosphere requires that students be on time for school. The all school prayer, Pledge of Allegiance, and daily announcements begin immediately following the 8:00 am Opening Bell.

THERE IS NO TARDY BELL. Therefore, all students arriving after 8:00 am will be considered tardy and **must first report to the main office** to receive a tardy slip before going to the homeroom teacher.

A student who arrives tardy with a parent/guardian, a note or a phone call is considered as having an excused tardy. **Students are allowed two (2) excused tardy times per quarter**. Thereafter, further tardiness will result in a detention time to be served the following day. Time/date/room will be listed on the detention slip. Custodial parents will be informed of a tardy by email the day it occurs.

A student who arrives tardy without a parent/guardian, a note, doctor's note, or prior phone call from a parent is considered as having an unexcused tardy and will serve a detention the following detention day according to time/date/room listed on the detention slip.

If tardiness is frequent or habitual, the teacher will first address the issue with the parent/guardian. If the problem continues, the teacher will notify the office and an office staff member will contact the parent/guardian regarding the student's patterns.

Homework Pick-Up

You may direct the office to send homework with a sibling or neighbor when reporting a student's absence on the absentee hotline, at 685-1677, ext 902, or absent@stphils.com before 8:30 am. Teachers may also have a classroom website where students can access online study sites, textbooks and resources.

Homework is placed under the student's coat hook outside his/her homeroom after 3:00 pm. You have access to the building until 3:30 pm. Make-up work should be picked up after school is dismissed. Please do not ask teachers to gather a student's homework for pick-up during the school day.

ST. PHILOMENA MORNING DROP OFF PROCEDURES

CELL PHONE USE IN A SCHOOL ZONE IS ILLEGAL

DRIVE THROUGH DROP OFF --- BACK OF BUILDING

1. No park and walk-in from the back parking lot which is for drive through and drop off only.
2. Cars will enter from Albany Street or the last Twelve Oaks entrance past the rectory.
3. Cars will pull up all the way up to the first cones or sign and come to a stop directly behind the car in front of them.
4. **STUDENTS SHOULD UNLOAD ANYWHERE ALONG THE DROP OFF ZONE,** which is basically the entire length of primary building and walk along building to the gym doors (Approximately 10-12 cars can unload at a time.)
5. For safety reasons, students must **exit** the car from the **right side** of the car only.
6. **STUDENTS SHOULD BE READY TO UNLOAD WHEN THE CAR STOPS.** Students enter the building at the gym entrance and proceed to their appropriate class line.

7. Cars **must stay in line and not pull out** to go around. **This is for the safety of all students and traffic efficiency.**
8. Cars exit Albany or circle back to Twelve Oaks where they entered.

DRIVE THROUGH DROP OFF --- FRONT OF BUILDING

1. Cars will enter from Emery Street and turn **LEFT ONLY.**
2. The east gate connecting the front of school and the rear parking lot will be closed.
3. Cars will pull forward and to the left to the first cone.
4. **STUDENTS SHOULD UNLOAD ANYWHERE ALONG THE DROP OFF ZONE.** (Approximately 4-5 cars can unload at a time.)
5. Students must exit from the right side of the car.
6. **STUDENTS SHOULD BE READY TO UNLOAD WHEN THE CAR STOPS.**
7. Cars **must stay in line and not pull out** to go around. **This is for the safety of all students and traffic efficiency.**
8. Cars exit onto Twelve Oaks.

PARK AND WALK IN – FRONT OF BUILDING

1. The east gate connecting the front of the school and the rear parking lot will be closed.
2. For those K-8 parents who would like to enter the building, parking spaces will be available in front of the building. Traffic will enter from Emery then turn right and park in available spaces.
3. Parents parking in these spaces will walk in with their students through the front doors and down into the gym or cafeteria.
4. Park and walk-in parents will exit west, toward Twelve Oaks, by yielding and merging with the drop off traffic through the first Twelve Oaks gate.

PARK & WALK IN – PRESCHOOL ONLY

1. Park along the street on Twelve Oaks, and park in the correct direction.
2. Enter through Twelve Oaks Doors Closest to the gym and take students to Pre-K line.

WALKERS

1. Walkers may enter through the front doors or the doors on Twelve Oaks.
2. No walkers should enter through the parking lot area. Walkers coming from Albany will walk down the east side of the parking lot, past the gate to the front door and out of the flow of traffic.

BICYCLE RIDERS

Students who ride bicycles are expected to follow all bicycle rules of the road. Students must ride bikes on the right-hand side of the pavement. For safety reasons, the following guidelines are to be followed:

1. Students should **walk bicycles** on the blacktop and school grounds.
2. Bicycles are placed in the bike rack on the school grounds.
3. Bicycles are to be locked.

Departing School Grounds

All students should leave the school grounds immediately after dismissal of the school day. After 3:10 pm there is no longer any supervision by the school. ALL STUDENTS REMAINING AT 3:10 PM WILL BE SENT TO AFTERCARE AND BILLED ACCORDINGLY.

THE CARE PROGRAM

The Care program of St. Philomena Parish is available to students grades Pre-K-8 during the following session time periods:

BEFORE SCHOOL CARE	6:30 a.m. – 8:00 a.m.
AFTER SCHOOL CARE	3:00 p.m. – 5:30 p.m.

The programs operate on days when school is in session, and on a few days (determined by Care staff) when school is not in session. When half-day sessions of school are scheduled, the program operates from dismissal time until 5:30 p.m. A summer program is also available.

Pre-K Extended Care

The care program does offer to pre-kindergartners an extended care program from 11:00 am to 3:00 pm. Information can be obtained by calling the Director at 685-1677, extension 208.

COMMUNICATION

Confidentiality and Professional Conduct

All St. Philomena School faculty and staff members are expected to maintain the highest standard of professional conduct when interacting with students, parents, and colleagues. Good public relations for the school are essential and St. Philomena employees share that responsibility. All St. Philomena faculty and staff members are reminded that professional standards for confidentiality should be adhered to at all times. St. Philomena School employees or regular volunteers may learn confidential information about the school or a student. This confidential information shall not be shared with non-employees of the school and may only be shared with school employees on a need-to-know basis. Should there be a question about the confidential nature of information, please see the Principal for clarification. The administration will discuss significant violations with the faculty and/or staff member, document accordingly, and add to personnel files. Professionalism is a responsibility of all St. Philomena faculty and staff.

Methods of Communication

Phone

During the school day, dial 685-1208 to reach a school secretary.

Voice Mail

The Principal, faculty, and staff are available through the school voice mail system.
You may leave a message at any time, and your message will be addressed as soon as possible. If you would like to leave teachers or staff a voice mail, use phone number 685-1677. When the main greeting begins, press 6 to be connected to the staff directory. There you can search by name for the correct teacher/staff extension. Extension numbers are also found on the St. Philomena School website under the *About Us* tab, then select *Faculty*.

Email Contact

To contact a St. Philomena employee, simply use the first four letters of the party's first and last names (8 characters total) and add: @stphils.com. Teachers have limited access to their email while they are teaching. A response may not be immediate. Emails received outside of school hours may not be returned until the teacher has an opportunity the next day. A full staff directory of voice mail extensions and e-mail addresses can be found on the St. Philomena School website www.stphils.com.

Emergency Notification System

A voice/phone notification system, operating through our Skyward student management system, communicates important messages to families**. All parents listed in the Skyward system will receive general information calls.** The default setting for general information calls is the cell phone. To change that setting to home phone, log into Skyward/Family/Preference. **IN CASE OF AN EMERGENCY ALL NUMBERS WILL BE CALLED.** The text of all phone messages sent from the office can be read on Skyward. **It is extremely important to keep telephone numbers current in Skyward.**

Announcements to the Classrooms

PA announcements are limited to once a day – at 8:00 am. The office asks that any information regarding extracurricular activities be sent to the school office the day before the event.

School Bulletin/ Newsletter

Weekly school information and event announcements are compiled into an email **School Bulletin** and sent home every Thursday. Because some announcements are time sensitive, the school office will, on occasion, send an email home on a day other than Thursday. PTO sends home a bulletin on Tuesdays to update parents on their events and activities. All documents can be accessed on the school website.

Website Information

1) **St. Philomena School Website** – Found online at www.stphils.com/school, you can find out information about all things school-related on this one-stop information resource. This includes the Academic Calendar, School Events information, TV Commercials produced by our students and much more!

2) **Skyward -** St. Philomena's School uses a web-based school administration system called Skyward to enhance communication among teachers, parents, and students. Skyward is a fully integrated information system, and can be accessed 24/7 from work, home, school or on the road. Skyward is the **MAJOR** source for school information, and must be checked by all school families on a regular basis. Parents and students utilize a component of Skyward which is called **Skyward Family/Student Access**. The Family/Student component of Skyward provides parents and students password-secure access to St. Philomena School student information such as:
   • Attendance • Daily Grades • Progress Reports • Report Cards • Medical Info • Homework
   • Missing Assignments • Discipline • Lunch Menus and Balances • Fee Management • School Directory

   How to access Skyward

   The best way to access Skyward is through the St. Philomena School web site at www.stphils.com/school. Then click on the 'Login to Skyward' link on the home page.

3) **Faculty Websites** – Many teachers have their own websites where they post additional information about class projects, field trips, and photos. These websites can be located through the Faculty section of the St. Philomena School website.

4) **Parish Website** – Found at www.stphils.com/church, this resource contains Parish related information including the weekly bulletin, event announcements, missions and more.

School Directory

A student directory is published yearly and sent electronically to all school families and school organizations. It is also accessible at any time on Skyward. It contains the students' name, address, parents' names, email addresses and phone numbers. E-mail addresses and phone numbers may remain private at the parent's request. All requests must be submitted to the school office by September 1st. The Student Directory should be used to acquaint parents with names of their child(ren)'s classmates and parents. These directories should not be used or sold for other purposes.

Parent Conferences

Conferences may be initiated by either the parent or teacher at any time. Appointments should be scheduled for the convenience of both parties. Parents and teachers are encouraged to use this form of communication. Parents are asked to make requests for conferences by note, email, or voicemail.

One formal conference is scheduled for all students during the first quarter. Parent-Teacher conferences for K-8 will be held with students attending the conference. It is crucial that students continue to be involved in planning and assessment of their success. Students in grades 6, 7, and 8 participate in student-led conferences with parents and teachers. Since conferences are a professional event, siblings are not to be in the room during conference times.

Use of Student Pictures

Student pictures and student work are frequently used in school publications and on the school's website. Parents must sign a form to allow or deny permission for students' pictures or their work to appear in school publications and on the school website. Permission forms are distributed as part of the "Spring Mailing" sent to all school families. Forms are also available in the school office.

LUNCH AND RECESS

Schedule

Recess/Lunch Periods are as follows:

Grade	Recess/Lunch Period
K-1	10:50 a.m. – 11:30 a.m.
2-3	11:15 a.m. - 11:55 a.m.
6-8	11:40 a.m. – 12:20 p.m.
4-5	12:05 p.m. – 12:45 p.m.

Skyward Lunch Program

This program streamlines the administration of the Hot Lunch Program and allows for more reliable and efficient reporting to parents, state, and federal agencies.

Each family has an account in which they can deposit money. For example, if you have two children attending St. Philomena School and they wish to purchase a hot lunch, you will have a family account in which to deposit money. When your children purchase a lunch, the money will be deducted from your account. If your children take a cold lunch but purchase milk, the milk will be deducted from your account. Second helpings of the hot lunch will still be on a cash basis of 25 cents.

On a weekly basis, those accounts that are below the threshold of $10.00 will receive a notice requesting a deposit of funds into your family account. You will be notified by email or a paper copy.

Cost of Lunch

Hot lunch - $1.85 per day
Milk - $.45 per milk

Menu

The menu is published at the beginning of each month. The menu may also be accessed through Skyward.

Free/Reduced Lunches

Families whose gross income is at or below levels set by the state each year may be eligible for children to receive either free or reduced price meals. Application forms may be obtained from the Lunch Program Director or the school office at any time during the year. All information is strictly confidential.

Cold Lunch

Students with cold lunches sit with other students eating cold lunches. They may not exchange food due to health concerns. Milk is available for them for purchase. Students may not bring soda pop for lunch.

Cafeteria Procedures

Students pray the Blessing before Meals in the classrooms prior to lunch. Students on all shifts come to the cafeteria in single file. Each teacher accompanies his/her class until they are seated in their assigned area. Students who misbehave in line will be asked to go to the end of the line.
All students are expected to practice good manners and follow all cafeteria rules. Failure to do so may result in a denial of privileges, a detention, or removal from use of the lunchroom and program.

Eating Lunch Away From School
Students leaving campus for lunch need to present a note to the homeroom teacher and school office stating this on each day they leave school for lunch. Students leaving campus **MUST HAVE** parent/adult supervision. **Parents are responsible for children who leave for lunch from the time they leave school property until their return.**

Outdoor Recess - Playground Rules
Students will go outside for recess whenever possible. Students are instructed by the supervisors as to the location of their play areas. No student or group of students can play in close proximity to classrooms. Children remain in the designated play areas until the whistle blows and then quickly line up in their class lines. Students are not to bring any equipment from home. When the weather is inclement, students will be indoors.

All Students must:
- **BE RESPECTFUL** to the supervisors and follow their directions and discipline requests – knowing that he/she has the delegated authority of the Principal.
- **REPORT** to the nearest supervisor any difficulties, misbehavior, or accidents.
- **LINE UP QUICKLY AND ORDERLY** for entry into the building when the bell rings.

Students may not play on:
- the sidewalks and grass areas near the rectory and church.
- neighbors' properties.
- near bicycle racks.
- top of snow mounds or on ice patches.

Students are not permitted to:
- have food, drink, or gum on the playground.
- tackle, wrestle, fight, or use strong, aggressive actions .
- "pretend fight".
- use bad language.
- climb on the soccer goals.
- walk on the picnic tables slides, or cross beams of equipment.
- get balls or objects off of any roof.
- throw snowballs or play on patches of ice.
- play near windows or throw/kick balls toward windows.
- leave the playground without the permission.
- come back into the building during recess without permission.

In order to assure cooperation, respect, and obedience during play time (outside or inside), consequences for students who choose to violate the above guidelines will be administered in accordance with the school discipline policy.

Permission to Remain Indoors During Recess
If a parent requests that a student remain indoors during recess/noon time, a note should be sent to the homeroom teacher stating the request and the number of days it applies. All children are expected to go outside unless there is a health reason. A doctor's note may be required.

Recess Inside the Building

When supervisors monitor students in the classrooms during inclement weather, the following rules apply:

- Students remain in their homerooms until lunch.
- They are to remain seated; the supervisor may permit children to play games while seated on the floor.
- Conversations should be in moderate tones; running is not permitted in the classroom or in the hallway.
- Teacher will post "inside rules" near the classroom door so that supervisors know the expected guidelines.

Treats and Parties

Birthday treats are an option. A simple birthday treat, individually wrapped, may be given to the children in their room or homeroom at a time designated by teacher. No drinks are to be served for a birthday treat. In accordance with the school wellness policy, all treats snacks and treats are to be nutritionally healthy. **PLEASE CHECK WITH THE TEACHER FOR STUDENTS IN THE CLASS WITH FOOD ALLERGIES.** Neither soda nor gum is permitted for any occasion. A $5.00 gum fine will be assessed.

Each classroom may have a party twice a year, one each semester. Teachers are responsible for planning and may seek the assistance of Room Parents. Invitations to home parties that do not include all students in the class may not be distributed at school.

ST. PHILOMENA SCHOOL DRESS CODE

The importance of proper dress for St. Philomena students and the demonstrated commitment to it by parents and school cannot be over-emphasized. The uniforms and the traditions they convey demonstrate our commitment to quality in Catholic education. It is an expression of unity that eliminates materialistic competition and strengthens our academic focus and discipline. It assists students in feeling they belong and are accepted by others. The **code is for grades K-8**; Pre-K does not have a dress code. Students wear uniform dress from the first day of school through the last. The administration reserves the right to determine the appropriateness of attire and neatness in relationship to the dress code and its interpretation.

Students are required to bring a written excuse from a parent if an exception to this policy is absolutely necessary. This note is presented to the homeroom teacher and forwarded to the Principal for approval.

Uniform Violation Policy

1. The teacher fills out the violation form and sends it home electronically.
2. If necessary, parents will be called to come and take the student home to remedy the situation – particularly if the violation is considered grave or repetitive in nature.
3. Consequences for multiple violations will be at the discretion of the Principal and may include a detention.

General Regulations for All Students

These general regulations apply to all students. See below for additional gender-specific guidelines.

1. **Students are expected to be clean and well-groomed.**
2. **Shirts** and blouses are to be fully tucked in at all times. Shirts and blouses are to be either white or light-blue in color. Shirts may be tailored fit, knit polo shirts (with a collar) or turtleneck style. Button and snap fronts are permitted and must be worn buttoned/snapped except for the top closure. No denim, emblems or insignia are permitted on the shirts. They may be long or short sleeved. A plain white t-shirt may be worn under the shirt/blouse but may not extend below the shirt sleeves or be worn inside out. White or blue blouses are required for girls in grades 6-8. Colored undergarments should not be visible through blouses.
3. **Skirts** should touch the top of the knee.
4. **Pants** should be tailored, dark navy with a regular pant leg style. They should fit at the regular waistline and be of hem length. Pants that are not permitted include: knit or sweatpants, corduroy, jeans and denim, cargo or pants with flapped pockets, pants with elastic at the ankles, or pants with flared legs or slit bottoms. Also, pants must be plain with no studs, and no pockets or zippers on the pant legs
5. Dress uniform **shorts** may be worn throughout the year. Shorts should be dark navy blue and should reach the knee. Knit, jean, faded, cut-off or cargo shorts are not permitted. Shorts must be **knee length.**
6. **Belts** may be worn only if they are a simple black, brown or blue, and the buckle is small. The strap should be plain with no studs, cut-outs or emblems.
7. Clothing with **brand names** is not permitted. All clothing that is of a certain identifiable brand must have the visible brand tag removed.
8. **Socks** will cover the ankles without being pulled up and should be solid blue or white in color.
9. **Dress shoes** are a mandatory part of the uniform. Shoes should be either brown or black in color, be cut below the ankle, and be leather or leather-like. Heels on shoes must be low and thick **- no moccasins**. Spangles, glitter, sequins or similar decoration on shoes is not allowed. Boots are only for outside wear in snowy weather.
10. **P.E. Shoes for gym class** are permitted and include running, walking, or (court) basketball athletic shoes/sneakers with light colored soles. These shoes may be kept at school year-round. Fashion tennis shoes, skateboard tennis shoes, and Vans hiking shoes, are not permitted.
11. In colder months, **sweaters** may be worn over the uniform shirt. Sweaters should be solid navy blue or any shade of blue or white/cream. They may be a cardigan, pullover, or sweater vest (not tight or over-large) and have buttons, zippers, or snaps. Jogging style jackets/tops, sweaters with a hood, and oversized sweaters are not permitted.
12. The ONLY **sweatshirts** permitted are the St. Philomena logo navy sweatshirt which may be purchased at EmbroidMe (see below) or through SPS web page.
13. **Hair** must be neatly styled and of reasonable length without any kind of hair color or unusual haircuts or style. "Messy" styles are not acceptable.

Gender-Specific Regulations

In addition to the General Regulations above, please observe the following additional guidelines for girls and boys.

	GIRLS	BOYS
Shirts	No midriff skin is allowed to show at any time. No tight fitting or darted blouses are permitted. Grades K-5: polo shirts are permitted. Grades 6-8: no polo shirts; only white or blue blouses. No colored undergarments that show through the blouse are permitted. See number 2 above for additional regulations.	See number 2 above for regulations.
Pants	No hip hugger styles. See number 4 above for additional regulations.	See number 4 above for regulations.
Jumpers And Skirts	Jumpers may be worn in grades K-5. Skirts may be worn in grades 6-8. All jumpers and skirts should be uniform blue plaid and should touch the top of knee.	Not applicable.
Hair	Hair must be neatly styled. Hair accessories are to be simple and plain in solid colors only: blue, white, maroon, or gold. See number 13 above for additional regulations. No hair coloring/lightening.	Hair in front cannot cover the eyes. Hair in back should not extend below the collar. See number 13 above for additional regulations. No hair coloring/lightening.
Jewelry	Permitted: Small religious medals. Also, only 1 small pair of post earrings may be worn in ear lobes. Not Permitted**:** multiple earrings, hoops, finger rings, bracelets, and cartilage jewelry.	Permitted: Small religious medals. Not Permitted: Earrings or bracelets of any kind.
Make-Up	Make-Up is not permitted. This includes facial make-up, lip gloss, mascara, and fingernail polish (including clear).	Not applicable.

Exceptions to the Dress Code

1. Girl Scouts, Cub Scouts, and Boy Scouts may wear their **Scout uniforms** on meeting days.
2. Students may occasionally wear **St. Philomena shirts/colors (Maroon & Gold)** on class field trips when designated by their teacher.
3. Students may wear a "spirit" shirt over the uniform on **Pep Assembly/Spirit Days,** including:
   - T-shirt that bears the St. Philomena name or logo.
   - St. Philomena sweatshirt.
   - Plain maroon or gold sweatshirt, sweater, or t-shirt.

Recommended Purchasing Sources

Store	Address	Phone	Items Available
Lagron-Miller Company	4517 Sterling Avenue, Peoria	674-5143	Uniform plaid skirts/jumpers; and blouses, slacks, shorts, shirts, and sweaters.
Lands' End	www.landsend.com/uniforms	800-469-2222	Pants/slacks/shorts/ shirts/blouses; when ordering, you can use St. Philomena School Pref School #9000-6858-6 NO Monograms
JC Penney	Northwoods Mall or http://www.JCPenney.com	800-501-1212	
Target	Store located at Big Hollow or http://www.Target.com	691-9030	Girls' pleated pants/short (RN 13706); girls' cotton knit blouses; boys' double knee pants/shorts; boys' polo shirts
Luers Kidz Klothes	www.LuersGroup.com	1-217-528-1012	
Identity Apparel (formerly SIPCO)	4301 Prospect Road, Peoria Heights	682-5400	
EmbroidMe	Located at 7810 N University Ave and http://stphil.promoshop.com	691-5780	Embroidered sweatshirts

SAFETY AND SECURITY

St. Philomena School will promote, as reasonably possible and as regulated by state law and diocesan regulations, the safety and well being of all students and staff in the educational structure during school activities. This will include, but is not limited to:

- Maintaining an educational environment as free as possible from physical hazards to life and limb.
- Teaching an appropriate range of safety subjects within the curriculum to prepare students to live safely in an increasingly technical and dangerous environment.
- Promotion of essential safety and survival education.
- Cooperating with and coordinating all crisis safety plans and actions with other community agencies.

Building Security and Visitor Access

Parents and visitors are always welcome at St. Philomena Parish School. For the safety of our community, all exterior doors of St. Philomena School are locked during regular school hours. Visitors enter the school through the Emery Avenue doors (the far right door). To enter the building, press the buzzer on the wall to the right and await a response. Office staff will electronically unlock the door. Proceed to the main office (up the stairs and to the right), where visitors sign in and obtain a visitor tag to wear while in the building. At the end of the visit, visitors must return to the office and sign out. Visitors are asked not to let anyone into the building through a side door or the main entrance. Students have also been instructed not to open the doors for anyone waiting outside.
Policy Revised: 3/21/05

Faculty/Staff/Volunteers/Parents/Visitors

St. Philomena Parish School community recognizes the value of volunteers in the overall function of the school and encourages their involvement. Annually, parents and parishioners may volunteer their services by completing the ***Stewardship Form*** which accompanies registration materials. The results of this survey form are shared with the leaders of school organizations and events.

All volunteers who engage in activities with St. Philomena Parish students are required to comply with the philosophy and policies of St. Philomena Parish School as well as Diocesan requirements. These include CANTS, background checks through fingerprinting and attendance at Safe Environment training session. Information regarding this process and forms for same may be obtained from the school office.

Background Checks – Diocesan Policy

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer working in the school. This background check must be completed for all personnel working in the schools and is a condition for employment.

Background Checks – Administrative Regulation

The background check consists of two separate procedures which includes a Conviction Information Request completed through the Illinois State Police Bureau of Identification, as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS). If, at the time of hiring, an individual is coming from another state, the school is responsible for a similar background check from that state, if such is available.

The following adults need to complete fingerprinting, CANTS, and the Safe Environment training session in order to work with children:

- All faculty and staff (full- and part-time).
- Substitute teachers.
- All coaches (head coach and assistants).
- All volunteers, even those who come to school for a one-time event.
- All vendors who work consistently inside the school and/or for an extended period must have background checks (Policy C-403). Vendors who just deliver milk, food, mail, etc., do not have to go through a background check. If in doubt, call the Legal Department at the Catholic Diocese of Peoria.

As long as the criminal background check through the Illinois State Police and CANTS check through DCFS are in process, an adult can begin working/volunteering in the school.

Special guest speakers are not required to have background checks. They should never be left alone with children. Classroom teachers should be with their class at all times.

Use of School and Parish Facilities

Individuals or groups who wish to use any part of the school or parish facilities, including cafeteria and gymnasium, must have obtained approval for this usage with the school and parish. The Catholic Diocese of Peoria, Catholic Mutual, will be contacted for insurance, as needed.

EMERGENCY INFORMATION

Emergency Preparedness Plan

St. Philomena School complies with the emergency crisis management plan of the Catholic Diocese of Peoria, policy D-143, and the State of Illinois required health and safety drills.

The school has developed and maintains an Emergency Preparedness and Crisis Management Plan. All St. Philomena faculty members have been oriented to the proper responses in the case of an actual emergency. This plan is available for parent review in the school office. Fire, tornado, earthquake, and intruder drills are conducted periodically. Students are instructed in proper procedures based on local, federal, and state guidelines.

In the event an actual tornado emergency occurs at or near the end of the school day, students will not be dismissed until an all clear is sounded. Parents arriving to pick up students will be invited to safe areas in the building. However, should parents wish to have his/her child(ren) released during the emergency, the parent will be allowed to removed his/her child(ren) from the school so long as removal does not, in the opinion of the Principal, create a hazardous situation for other children or staff. Parents who have his/her child(ren) released to him/her will also need to sign his/her child(ren) out so that an accurate headcount of remaining children and personnel can be kept. During the emergency, do not call the school as it is essential that telephone lines remain open. Similarly, do not rush to school to pick up your child during an emergency as traffic can block any needed emergency vehicles, and parent presence in the school building during an evacuation may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount and we will reunite student and parents as soon as possible.

Emergency Dismissals

In case of emergency dismissal, children must have an alternate place to go should a parent not be at home. Parents are asked to discuss with their child(ren) an alternative plan and make appropriate arrangements for use of the plan.

Weather Dismissals

In the event that school cannot be held due to snow, ice, extreme cold or heat, announcements will be given through Skyward voice/phone notification system and over local radio and TV stations. Ordinarily, St. Philomena Parish School follows the Peoria Notre Dame announcements.

Diagrams of Procedures
Diagrams of procedures for fire and tornado are posted in each room. These reminders are appropriate for all who may be located in the school should an event occur.

PARENT COOPERATION POLICY

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, this parent-teacher/staff partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Process
When any situation between a parent/guardian and teacher/school staff member begins to escalate, the principal will consult with the school pastor. If the pastor agrees that action needs to be taken, the principal will request a meeting with the parent and share the concerns regarding the parent's unacceptable behavior and the consequences if it continues.
If the parent continues the unacceptable behavior, then a written notice will be sent to the family. A third occurrence can result in the student's withdrawal, notice of which will be sent by certified mail, return receipt requested as well as a copy by regular mail.
Any tuition paid for the current academic year will be refunded to the family on a prorated basis.

ANTI -BULLYING POLICY

St. Philomena Parish School does not tolerate bullying in any form. All school community members are committed to ensuring a safe and caring environment which promotes personal growth and positive self esteem for all. As a school community, we will not allow cases of bullying or teasing to go unreported to the parents of the aggressive child. **Bullying is an act of aggression causing embarrassment, pain, or discomfort to another. Any student who engages in bullying inside or outside of school may be subject to disciplinary action including suspension or expulsion.**

St. Philomena Catholic School will address the following forms of bullying:

A. **Physical** – causing or threatening deliberate physical harm to an individual or property of an individual.

B. **Verbal** – referring to another individual or the characteristics of an individual in a way that is demeaning, embarrassing, hurtful, or harmful to another person's feelings, character, or reputation. Such comments may include, but are not limited to, reference to a person's physical appearance, abilities, disabilities, medical conditions, characteristics of other family members, taste in clothing or music, likes or dislikes, sexual orientation, etc. This also includes unwelcome joking or teasing that is directed toward another individual or group.

   The following words and phrases, while not automatically a form of bullying (depending on the context of usage), will nonetheless be expressly prohibited and considered cause for action by the school because of their explicit or implicit meanings and connotations:
   1. Blasphemy: use of the Lord's name (or other morally loaded words) in a derogatory or angry context (*e.g.*, "damn," "hell," etc.)
   2. Obscenity: traditionally acknowledged "four-letter" obscenities

3. Sexual or crude: *e.g.*, "gay," "fag," "ass," "homo," etc.
4. Intelligence/ability: *e.g.*, "stupid," "idiot," "moron," "retard," "sucks," etc.
5. Appearance: weight-related terms (*e.g.*, "fat," "porky," etc.)
6. Other: any words or phrases that the administration or staff determines carries too many negative meanings, connotations, or implications, such as drug or racial remarks

C. Relational/Emotional – the deliberate or casual manipulation of relationships or "friendships" in a way that causes emotional and psychological stress. For example, this can occur when a student claims to be a friend in one moment, and then conditionally withdraws that friendship unless certain actions are taken by the excluded individual. It also includes situations in which students participate in an activity, belong on certain teams, or are allowed to sit in certain positions when a choice of seating is offered. This can also include malicious gossip (speaking poorly about another person or person's reputation, especially in an individual's absence), note passing in class, harassment, or unsanctioned groups of students that take on a real or imagined aura of exclusivity during school hours or on school grounds.

The faculty and administration distinguish the preceding types of deliberate or self-interested social manipulation from normal conflicts, negotiation, and growing pains that will arise in the course of friendships, competitive events, and other social situations. Open and nonthreatening forms of conflict and discussion shall be permitted as a part of healthy moral and social development, but carefully monitored by teachers and staff for signs of hostility. The difference is fairly clear between students who are willing to work out differences and those who are acting manipulatively. What will cause greater concern are situations where particular students attempt to use a strong social position to intentionally (or by deliberately ignoring others) allow students to feel less at ease or outright excluded from a sense of welcome participation or autonomous decision-making in their choice of participation in an activity. Concerns about an individual's actions will carry more weight as independent sources report similar patterns of behavior or such allegations accumulate independently over time.

D. Sexual – any conversation about sexual topics (in a non-curricular context) as well as direct reference to the physical characteristics, developmental stage, or activities/orientation of another individual, whether actual or alleged. This will include a general prohibition on physical actions or gestures that convey sexual tones and even actions that may appear innocent but carry the potential for misinterpretation. Students are strongly discouraged from physical displays of affection such as hugging or holding hands, especially with members of the opposite sex. Students older than primary grades will be subjected to greater scrutiny in their physical interactions. Generally speaking, the older the student, the more deference to personal boundaries he or she is expected to display. In addition to these considerations, students will be accountable to any policies concerning the use of technology and any form of sexually themed data or media.

E. Cyberbullying – the use of technology in any means or medium to perpetuate the harm or harassment of other students or staff members. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students, and/or stakeholders. In addition,

individuals who misuse technology may become subject to legal action under civil or criminal statute.

The school does not actively monitor students' internet activities (through various web-portals such as MySpace or YouTube) on a regular basis, but it will respond to physical evidence (such as screenshots or printed copies of email correspondence) that some form of cyber bullying or inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such evidence, including a verifiable reference to the source of the information (web access, type of electronic device, etc.) and the suspected identity of its sender. The recipient of such attacks may be asked to complete a written harassment report in conjunction with any actions taken by the school.

This requires **STAFF** to:

- Be role models in word and action at all times.
- Be observant of signs of distress or suspected incidents of bullying.
- Make efforts to remove occasions for bullying by actively patrolling during supervision duty.
- Arrive at class on time and move promptly between lessons.
- Take steps to help victims and remove sources of distress without placing the victim at further risk.
- Report suspected incidents to the appropriate administrative staff.
- Keep a written record (who, what, when, where, why, and how).

This requires **STUDENTS** to:

- Refuse to be involved in any bullying situation.
- Take some form of preventive action.
- Report the incident or suspected incident and help break down the code of secrecy.

The school recommends that **PARENTS**:

- Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing school items, damaged clothing, or bruising)
- Take an active interest in your children's social life and acquaintances
- Advise your child to tell a staff member about the incident; if possible, allow him/her to report and deal with the problem himself/herself – "empower your child"
- Inform the school if bullying is suspected
- Do not encourage your child to retaliate
- Be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected

<u>Process for Dealing with Bullying and Teasing</u>

The administration, teachers, and staff will communicate freely with students who have been reported as having been involved in teasing and bullying. The **ADMINISTRATION** will employ the following process:

- An individual meeting with the victim
- An individual meeting with the bully(ies)
- A call to the parents of both the victim and the bully(ies)
- Assignment of a one-hour school detention.
- Possible joint meeting with the victim and the bully(ies).

This school-wide discipline policy upholds and promotes the school's values in all school activities which include:

- Rules which are fairly enforced.
- Requiring students to take responsibility for improving their behavior.
- No tolerance for bullying.
- Encouraging students to participate in problem solving in conflict resolutions.
- Using school assemblies to foster school unity and community building.

STUDENT HEALTH

Emergency Medical Information

Parents are asked to update new emergency information on Skyward throughout the year.

Faculty/Staff Training

All employees of St. Philomena Parish School have been trained according to OSHA Bloodborne Pathogen Standards. Besides being in compliance with the Exposure Control Plan, the administration provides in-service education. The school encourages and provides CPR training for teachers and staff members annually.

Special Medical Needs

If a child has a special medical need, please inform the homeroom teacher and school office immediately. Parents and a doctor must authorize self-administration of asthma medication.

Physical and Dental Examinations

St. Philomena is under the direction of the Catholic Diocese of Peoria Policy, P-CDOP, D-152 "Health Examinations and Immunizations. The complete policy is located on the diocesan website (www.cdop.org) and includes information about noncompliance with the policy and objections to examinations and/or immunizations. The State of Illinois requires all Pre-K, kindergarten, sixth grade, and all new students (coming from out of state) to have a physical exam. Students entering K, 2, and 6 must have dental exams before entering these grades. Students entering preschool and kindergarten must have the results of a lead and diabetes screening recorded on the student's physical.

Hearing and Vision Testing

Per the requirements of the Illinois Child Vision and Hearing Test Act and the Illinois School Code, screening by Illinois Department of Public Health certified screeners is mandated at specific age and grade levels. The State of Illinois requires all kindergarten and all new students to have an eye exam from a qualified eye doctor, such as an optometrist or an ophthalmologist, before entering school. Kindergartners are exempt from this screening if the school has on record an eye examination from a qualified eye doctor and it is properly dated to reflect the current school year time frame. Testing occurs per the following schedule:

Vision screening – Pre-K, 2, 8
Hearing screening – Pre-K, K, 1, 2, 3

Vision and hearing screening mandates also apply to all teacher referrals and children new to the school.

Immunization

A complete immunization record must be on file for each student in the school. Students entering school must have proof of immunization by the entrance date or the student will be excluded from school until the requirement is met. Students enrolling after the beginning date must present the immunization record and their latest health examination. If for medical reasons, one or more required immunizations must be given after the beginning day of school, and the student shall then present a schedule to the administration of the immunization and a statement of the medical reason for the delay on the beginning day.

These are the **minimum requirements** to be in compliance with the rules for school entry. The Department of Public Health and your doctor may recommend additional immunizations and exams for your child.

Pre-K

- Physical exam
- Diphtheria/pertussis/tetanus (complete)
- Polio vaccine (complete)
- Measles/mumps/rubella (approved schedule)
- Lead poisoning screening assessment
- Hepatitis B (series of 3)
- Varicella immunizations or date of the chickenpox disease

Kindergarten

- Physical, eye, and dental examination
- Diphtheria/pertussis/tetanus (complete)
- Polio vaccine (complete)
- Measles/mumps/rubella (approved schedule)
- Lead poisoning screening assessment
- Hepatitis B (series of 3)
- Varicella immunizations or date of the chickenpox disease

2nd Grade

- Dental exam

6th Grade

- Physical and Dental examination
- Measles/mumps/rubella (complete)
- Hepatitis B (complete)
- Measles/mumps/rubella (complete)
- Diphtheria/pertussis/tetanus (complete)
- Meningococcal Meningitis Booster

Speech Evaluation

Speech evaluation and therapy may be provided at Thomas Jefferson School through District #150.

Illness, Accidents, or Disease Exposure

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency form will be contacted. This process is channeled through the office. Parents are also notified by note if a child has been exposed to lice or other contagious contact.

Management of Medication in School

No over-the-counter medications will be administered, unless parents have secured a written notice by their physician stating that their student(s) may receive the listed over the-counter medication(s). If it is determined that the student should receive prescribed or over-the-counter medication(s) at the school, the procedures are as follows:

1. All medications must be provided by the parents in their original container and labeled specifically for the child intended.
2. For prescription medication, written orders are to be provided to the school from the physician detailing:
    a. Name of the student.
    b. Type of disorder.
    c. Name of the drug.
    d. Dosage amount.
    e. Time interval in which the medication is to be taken.
    f. An emergency number where the physician can be reached.
3. All medication are brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office personnel will make arrangements.
4. Medication may not be kept in book bags, lunch boxes, or classrooms. Asthma inhalers or epipens are the exception.

St. Philomena School retains the discretion to reject requests for administration of medicine.
A basic record of any drug administration will be kept and filed in the office.

Self-Administered Asthma Medication

Under the Illinois School Code, Section 22-30, students with asthma are allowed to keep their inhalers with them. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization:

1. A written authorization from the parents of the student.
2. A date parent signature agreeing to the statement, contained in St. Philomena School authorization form.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information:
    a. The name of the student/patient.
    b. The name and purpose of the medication.
    c. The prescribed dosage.
    d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of

other students as a result of possessing this medicine may result in disciplinary action by St. Philomena School.

Counseling

St. Philomena School has a trained full-time counselor on staff. Referrals may be made to the counselor by the student, teacher, parents, or school administration. The counselor may see a student for up to three (3) times without parental notification or consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

SCHOOL PROPERTY

Care of Books

All hardbound and some soft bound textbooks are on a loan basis. At the beginning of each year, the student is expected to have his/her loaned books covered in a manner that fully protects the book but does not cause damage to it. Teachers may examine textbooks at any time and charge a fine if the book is damaged. If a student marks, bends pages or cover, or damages the book in any other way, he/she will be asked to purchase a replacement text.

Care of Student Technology/Desks/Chairs/Property

As with all school property, students are responsible for good care of their technology, desks and chairs. If these are scratched, marred, or broken by the student, a fine will be set according to the cost of the item. Students are fined for property damage of any kind

Library – Book Check-Out and Fines

Pre-K students may check out one library book for a one-week period. Kindergarten students may check out three library books. 1st-3rd grade students may check out three library books and 4th-8th grade students may check out four library books for a two-week period. Books may be renewed once for an additional two-week period. A fine of $.05 per day is charged for overdue books. If books are overdue or there are outstanding fines, no new books may be checked out or renewed. A replacement fee will be charged for lost books. Reports cards may be withheld until all books are returned and fines paid.

DISCIPLINE POLICY

The St. Philomena School Discipline Policy is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property. Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

The parent is expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. It should also be understood that since we view the education of a student as a partnership between the school and the parents, the school has the right just as the parents have the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Violation of school regulations are divided into three categories:

1. **Classroom Violations** (including playground, cafeteria, and hallways)

Classroom violations are less serious infractions that will be handled by faculty or staff as the incident(s) occurs. The teacher will correct the situation, which may require a punitive action. The teacher/supervisor will furnish rules and consequences at the beginning of the school year. Examples of classroom violations include, but are not limited to: annoying others, disrespect, failure to follow classroom, cafeteria, and playground rules, misconduct in halls, cheating, lying, chewing gum, missing assignments, and dress code violations. Consequences for Classroom Violations could be but are not limited to: "time out" in the classroom, denial of privileges, after school detention, (see Detention), conference with parents, and referral to the Principal for disciplinary action. Recurring infractions of any type may result in referral to the Principal for disciplinary action.

2. School Violations

School violations are serious rule violations or serious patterns of behavior that must be corrected for the benefit of the student and the benefit of St. Philomena School. Such offenses may occur in the school building, or on school or parish property. Parents will be responsible for paying any repair or replacement of school property made necessary due to the actions of their children. These rules will be handled by the Principal's Office where a disciplinary file will be kept. School violations include, but are not limited to: damaging school property, fighting, insubordination and gross misconduct, offensive language, stealing, subversions, and truancy. Any illegal activity or illegal substance abuse (including drugs, look-alike drugs, alcohol and tobacco), weapons, toy weapons and any gang-related dress, behavior or activity will be considered a major offense.

Any student found in violation may be suspended or expelled in accordance with the schools **In-School Suspension or Expulsion Policies** (see below)**.**

3. Out-of-School Violations

Students will be accountable for their action both on and off school property. For any public act or police involvement that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion. This will include degrading remarks about St. Philomena students or staff on internet pages, blogs or other websites.

Discipline Procedure

The usual discipline procedure for In-School and Out-of-School violations is:

A. First Offense

1. Phone call to parents from Principal
2. Optional conference including Principal, parents, students and teacher(s)
3. Suspension from all extracurricular activities, as warranted.

B. Second Offense

1. Phone call to parents from Principal for conference
2. Suspension from all extracurricular activities, as warranted.
3. Establish a Behavior Modification Contract

C. Third Offense

1. Phone call to parents for conference with Principal.
2. Suspension from all extracurricular activities as warranted.
3. In-school suspension (see In-School Suspension)

D. Fourth Offense

1. Phone call to parents from Principal for conference to discuss the future of the student at St. Philomena.
2. Follow Policy D-114 (see Expulsion)

Note: The administration reserves the right to abridge or bypass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student's attitude and conduct cannot reconcile with St. Philomena philosophy, the administrator reserves the right to remove the student from St. Philomena School.

Corporal Punishment

Corporal punishment shall not be permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment shall include but it is not limited to slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm. St. Philomena School complies with diocesan policy and forbids the use of corporal punishment. Faculty and staff may use reasonable force, as needed, to prevent injury to a student, another staff member, or oneself.

Detention

Is a form of discipline that is a consequence of unusual, repeated, excessive or extreme misbehavior. The student issued a detention will be given a form that must be filled out by the end of the school day. The student will fully identify his/her misbehavior and have the form signed by the teacher giving the detention. The form will also be sent home electronically to parents by the teacher. The student's parents will sign the form and return it the next day. This signature affirms that the parents are aware that their child will be detained on the next detention day. Detentions will be served Monday thru Thursday with parents having a 24 hour notice to arrange for transportation. Grades K-2 will serve a 20 minute detention; grades 3 – 8 will serve 45 minutes.

In-School Suspension

After the third school violation, or at the discretion of the school administrator, a student may be placed on In-School Suspension. The parents or guardian will be notified. In-School suspension will be spent in isolation from peers under the supervision of an adult. While in In-School suspension the student will work on their classroom work and receive full credit for work completed. Since In-School Suspension requires constant supervision the parent(s) of the student(s) involved will be expected to pay the $75 salary fee of the supervisor or the parent may choose to supervise the In-School Suspension him/herself.

Suspension/Expulsion

Conduct by a student that consistently disrupts the learning of others, involves constant belligerence to a teacher, impairs the safety of others, or recognition that the school's program is not suitable for a student, may result in permanent dismissal.

Procedures are as follows:

1. Other means should first be used to correct the situation, including a parent-teacher conference, at which the Principal will preside. (Professional assistance and support may be retained for this meeting.)
2. A record should be kept of a child's behavior showing at least some instances when problems developed.
3. A probationary period may be awarded to allow for improvement.
4. The Principal has the final decision.

Students who are suspended out of school will receive zeros in all subjects during their suspension. In all cases, the Pastor of St. Philomena Parish has the power to take immediate action to expel the student.

Pastor's Jurisdiction

The pastor is the final recourse in all disciplinary situations, and may waive any disciplinary rule or step for just cause at his discretion.

The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations of the parish.
- Following a determination by the principal that a student's education needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

Substance Abuse

The consumption of alcoholic beverages and/or non-medical use of drugs are illegal and hazardous to the health of students. Student consumption, possession, or distribution of alcoholic beverages, illicit drugs, and/or look-alikes, is not tolerated. Any student found in violation may be suspended or expelled, according to the school's discipline policy.

Right to Recourse

The individual desiring an appeal or review must make that request known to the Pastor following the APPEAL AND REVIEW POLICY OF THE DIOCESE OF PEORIA.

USE OF TECHNOLOGY

St. Philomena Catholic School is committed to combining technology with a restructured learning environment. This commitment includes proper use of technological tools and skills in an active and enriching classroom and lab experience for each student – one that enhances learning, instruction, and management. Computers are integrated into the curriculum to teach/reinforce skills and concepts. Students have networked access to the internet as directed by the teacher and individually as authorized by the parents in accordance with the Acceptable Use Policy. All persons using the St. Philomena computer system are required to read the policy annually. Signatures required at the end of this Handbook also apply to adherence to the Acceptable Use Policy and Diocesan Policy C-404.

Computer Software Use and the Federal Copyright Law

The diocese recognizes that software written for all computers is intellectual property and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property. Therefore, the diocese has established the following guidelines for the moral, ethical, and legal protection of employees and their software property.

1. All software not written by the diocese but purchased from outside companies is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.
2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understands that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the express written permission from the software company. Any copies made without the express permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the express permission of the proper diocesan authority.
6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed must be removed from the computer.
7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution, or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.
8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manager, or immediate supervisor.

St. Philomena School Technology Acceptable Use Policy

St. Philomena School (hereafter referred to as SPS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff and students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. SPS computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of SPS. SPS has the duty to investigate any suspected violations of this policy.

- Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research, and be consistent with the educational objectives of Diocese of Peoria and school.
- The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal, and his/her decision is final. If a user encounters questionable content, he/she should immediately report it a teacher/Principal/System Administrator in order to protect them against a claim of international violation.
- If a parent feels there are other areas that are inappropriate for their child(ren), the parents are expected to communicate that information to their students. The school expects the students to respect those instructions.
- Some examples of unacceptable use include but are not limited to:
    - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
    - Unauthorized downloading of software, regardless of whether it is copyrighted;
    - Invading the privacy of individuals;
    - Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
    - Using pseudonyms or anonymous sign-ons;
    - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Diocese of Peoria and/or school;
    - Using inappropriate language;
    - Use of any proxy sites to access sites that are restricted by the normal course of the network; SPS will lock down the network using filters and/or additional software to keep some/most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites.

    - Damaging computers, computer systems, files, programs, or networks;
    - Vandalizing or damaging the property of another individual, including data files;
    - Employing the network for commercial purposes (i.e. to buy or sell items).
    - Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)
- Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal.
- Using school equipment to create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.
- Students may not permit or encourage any other individual or entity from creating a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) for the school, Diocese of Peoria, or from photographing, videographing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the principal.
- Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.
- The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

LIMITATION OF LIABILITY - The Diocese of Peoria, St. Philomena Parish, St. Philomena School, and the employees of each will not be responsible for any damage that a user may suffer, including but not limited to, access to inappropriate areas, loss of data or interruption of service. The above will not be held liable for any financial obligation arising from unauthorized use of the system. This responsibility resides with the parents/staff member/volunteer.

The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property of the school/Diocese of Peoria and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Use of the school's computer system is a privilege, not a right. Inappropriate use of SPS computers may result in a loss of access to use them as well as other disciplinary and/or legal actions.

Student Code of Ethics with Web 2.0 Products

- Students accessing or using Web 2.0 products including, but not limited to blogs, wikis, podcasts, Google Apps for Education etc., for student assignments are required to keep personal information out of their public postings. Students will not post publicly or give out photographs of themselves or others, their family name, password, user name, email address, home address, phone number, school name, city, country or other information that could help someone locate or contact them in person.
- Students will not log in to the network as another classmate.
- Students using Web 2.0 tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Students are expected to treat others and their ideas on line with respect.
- Assignments on Web 2.0 tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the Student Handbook, including those policies regarding plagiarism and acceptable use of technology.
- Students shall not use the Internet in connection with the teacher assignment to harass, discriminate or threaten the safety of others. If students receive a comment on any Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher and must not respond to the comment.
- Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Students should also identify sources and test the accuracy of information from all sources.
- Students will treat information, sources, subjects, colleagues and information consumers as human beings deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Students are accountable to their readers, listeners, viewers and to each other. Students are expected to admit mistakes and correct them promptly, as well as expose unethical information and practices of others.

PLEASE NOTE - Failure to follow this Code of Ethics will result in academic sanctions and/or disciplinary action.

Google Apps for Education

Apps for Education includes web based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for St. Philomena students and teachers. Apps for Education is intended for educational use only. This permission form describes the responsibilities of the school, students and parents in using Apps for Education on the school domain.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - http://fcc.gov/cgb/consumerfacts/cipa.html

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - http://www.ftc.gov/privacy/coppafaqs.shtm

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information.

St. Philomena School will only publish directory information via Skyward, our school management system. This is an internal parent portal that is password protected.

- The School will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The School may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their student's email account and Apps for Education files.

-- FERPA - http://www2.ed.gov/policy/gen/guid/fpco/ferpa

Apps for Education is available at school and at home via the web. Students have a restricted email access which means that they may only send/receive email from other St. Philomena students and staff. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student Acknowledgement of Technology Acceptable Use Policy

The Technology Acceptable Use Policy as well as the following statement must be read and explained in appropriate terms to a student if he or she is too young and/or unable to read and understand it:

I have received training on appropriate use of technology and the Internet, and I have received, understand, and will abide by the Technology Acceptable Use Policy and I agree to abide by rules as noted above in the Student Code of Ethics with Web 2.0 Products.

Student 1 Signature _____ Date: _____

Student 2 Signature _____ Date: _____

Student 3 Signature _____ Date: _____

Student 4 Signature _____ Date: _____

Parent/Guardian Acknowledgement of Technology Acceptable Use Policy

The following is required of all parent(s)/guardian(s) who wish to allow technology, Internet access and Google Apps for Education for their child(ren):

I have read the Technology Acceptable Use Policy and this Authorization for Technology and Internet Access and understand and agree to the terms of this Policy and Authorization. I understand that Internet access is intended for educational purposes and that the Diocese of Peoria and school prohibit the access of inappropriate materials and have filters and/or other software in place to keep some/most inappropriate material away from users, but that it is impossible for the Diocese of Peoria and school to restrict access to all controversial and inappropriate materials. I will hold harmless the Diocese of Peoria, school, their employees and/or agents from any harm caused by materials or software obtained or observed by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Acceptable Use Policy. I hereby affirm my child's obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with this Policy and/or use of the Internet. I have discussed the terms of this Policy and Authorization with my child, and I hereby request that my child be allowed access to technology and the Internet in school. I give permission for my child to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off school property.

_____ _____

Parent/Guardian Signature #1 Date

_____ _____

Parent/Guardian Signature #2 Date

_____

Family Name (Please Print)

Cell Phones
Students are not authorized to display cell phones during the school day. Cell phones must be turned off during the school day and collected at the beginning of each day by the classroom teacher. A student who displays a cell phone during the school day will be required to turn in the cell phone to the office.

ADDITIONAL POLICIES

Inspection Policy
Individuals entering upon the premises of the school – whether students, employees, or guests – are expected to conduct themselves in keeping with the established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors on the school's premises.

Included with this policy is the right to inspect the following:

- desks
- bookbags, knapsacks, briefcases, athletic bags, or similar carriers brought onto or existing on the school premises
- vehicles on school premises
- clothing (with appropriate safeguards for the individual's personal privacy)
- other property (whether school, student, visitor) existing on school premises

Drug and Alcohol Prevention
St. Philomena Parish School supports the diocesan policy on substance abuse and recognizes the importance of prevention programs. We recognize that the use of drugs for nonmedical purposes is detrimental to the physical health, psychological development, and educational progress of students. St. Philomena Parish School incorporates within the curriculum programs guidelines and experiences which promote the social and emotional growth of children, disseminate information, and encourage positive self-esteem. The faculty strives to achieve the following goals at all grade levels:

1. Enhance students' self-awareness and self-esteem.
2. Develop competencies for coping with personal and social pressures.
3. Develop decision-making and problem-solving skills.
4. Expand ability to express one's own point of view and accept another's.
5. Develop ability to "just say no."
6. Develop ability to create alternatives to conflict resolution situations.
7. Develop ability to deal with anger constructively.
8. Increase students' knowledge of contents of drugs and the legal, physical, and psychological ramifications of usage at age appropriate levels.
9. Provide assistance and support to students who may be on drugs
10. Continue to provide programs that include:
    - speakers/activities on appropriate prevention topics
    - timelines and structures for K-8 presentations
    - administration/teacher/staff leadership in easing teasing and bullying
    - consultation with the counselor
    - classroom sessions on anger management
    - use of "success" cards and rewards certificates
    - constant use of positive reinforcement

Drugs and Alcohol Policy

Students are prohibited from possessing, using, or being under the influence of alcohol or drugs while at school or at any school-related function. Included with the prohibition are the following:

1. Purchase, use, possession, manufacture, distribution, dispensation, or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.
2. Storing in a book bag, desk, clothing, or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia, or alcohol.
3. Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The administration reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use, or other information giving rise to suspicion of violation of this policy. A student's failure to cooperate in testing required by this policy may result in disciplinary action up to and including expulsion from the school.

Violation of Drugs and Alcohol Policy may result in any of the following:

1. Required participation (at the expense of the family) in drug/alcohol assessment by certified drug/alcohol professional or by a drug/alcohol treatment facility and requirement to follow the recommendations which result there from.
2. Student may be suspended at home from school for a week.
3. Student may be required to participate in counseling as recommended.
4. Student may be expelled.

Families are required to provide documented results of 1 and 3 above.

Tobacco Prohibition

St. Philomena Education Commission prohibits the use of tobacco on the entire parish/school grounds, including the school, gymnasium, cafeteria, and all outdoor areas (parking lots, playground, etc.) when such property is being used for any school purpose.

Possession or Use of Weapons or Look-Alike Weapons in School

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade, or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including, but not limited to, to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading, or selling (or seeking the sale or trade of) a

weapon at school or any school-related function shall, at the discretion of the Pastor and Principal, be subject to immediate expulsion.

"Weapons" is defined as any object, device, or instrument that has been designed, created, adapted, or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including, but not limited to, anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Airguns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy gun, or other toy weapons and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club-like object, including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices, including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles, including shurikens and similar pointed starlike objects, arrow, darts, etc.
- Mace, tear gas, pepper spray, or other propellants
- Explosive devices, including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc., that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimate, threaten, and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the Pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the Principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whosoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

Weapons Procedure

In the event a student is in possession of and/or uses a weapon or look-alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger

posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 9-1-1 and wait for a law enforcement officer to disarm the student.

2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their students from the building.
5. The police will be contacted and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The Principal will contact a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing
7. A meeting will be held with the Principal, Pastor, student, and parents. If the Principal's investigation verifies that the student possessed and/or used a weapon or look-alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the Pastor may elect a disciplinary action other than an expulsion, especially for students in grades K-3. The Pastor may consider circumstances such as:
    - Is the violation merely technical in nature (*e.g.*, squirt guns)?
    - Was the weapon displayed or used in a threatening manner?
    - Has the weapon caused any harm, injury, destruction, or damage?
    - Is the weapon commonly used by people for purposes other than use as a weapon (*e.g.*, table knife)?
    - Did verbal threats precede the possession of the weapon?
    - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the canonical Pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the Principal, a student or school visitor may possess a weapon and/or look-alike for the following reasons:
    - Possession and/or use is required as part of an authorized class or course.
    - Possession is part of an authorized school and/or class display or presentation.
    - Possession and/or use is part of an official ceremony (*e.g.*, honor guards, Knights of Columbus, etc.).
    - Possession is authorized as a stage prop.
    - Possession and/or use is part of an authorized interscholastic sports activity.

Prior to granting such approval, the Principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Prohibiting Gangs and Gang Activities

St. Philomena School Education Commission believes that the presence of gangs and gang activities can cause a substantial disruption of moral, physical, and material standards in the life of a student. Any person or group of two (2) or more persons whose purposes include the commission of illegal acts may not be part of the St. Philomena Parish School enrollment. By this policy, the Commission prohibits existence of gangs and gang activities as follows:

No student shall:

1. Wear, possess, use, distribute, draw, display, or sell clothing, jewelry, emblems, badges, symbols, signs, or other things which are evidence of membership in or affiliation with any gang.
2. Commit any act or omission or use any speech, either verbal or nonverbal (notes, drawings, gestures, handshakes, and body markings) showing interest in membership in or affiliation with a gang.
3. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
    - soliciting others for membership in any gang.
    - requesting any person to pay protection or otherwise intimidating or threatening any person.
    - committing any other illegal at or other violation of St. Philomena Parish School policies.
    - inciting other students to act with physical violence upon any other person.

Violation of this policy shall be deemed gross disobedience or misconduct for disciplinary purposes.

Employment of Faculty and Staff

Background Checks

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer working in the school. This background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. (C-400, P-CDOP, rev.: 9/07).

Catholic Diocese of Peoria Harassment Policy – C-401, P-CDOP

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

Definition

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
(3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or
(4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy. (Catholic Diocese of Peoria Policy, Adopted: 3/08)

Policy Note: Procedural guidelines for this policy may be found on the Catholic Diocese of Peoria website.

Hiring of Teachers (C-111, P-CDOP)

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, sex, or physical handicap in hiring of teachers. (rev: 9/07)

St. Philomena School is in compliance with all federal and state nondiscrimination and equal opportunity laws regarding admissions and employment stated in the policies of the Catholic Diocese of Peoria.

Non-Discrimination in Employment (A-105, P-CDOP)

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria will:

1. Recruit, hire, train, and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

2. Insure that all personnel actions such as compensation, benefits, transfer, layoffs, return from layoff, sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies. (reviewed: 9/07)

St. Philomena School is in compliance with Diocesan policies relating to nondiscrimination in employment.

Diocese of Peoria Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or By Lay Employees or Volunteers (C-402, P-CDOP)

Preamble:

In accord with the "Charter for the Protection of Children and Young People", the United States Conference of Catholic Bishops promulgated "Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons" as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers).

The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago.
They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.

In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.

The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals. (Catholic Diocese of Peoria, issued: 3/08)

Complete diocesan policy may be found on the Catholic Diocese of Peoria website.

Safe Environment Program

St. Philomena School incorporates the principles of the diocesan Safe Environment Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Parents have an opportunity to ask questions about the program at the annual orientation meeting or at any time during the school year.

Asbestos Statement

This notice is for your information on AHERA Asbestos Inspections. St. Philomena School has complied with all LEA rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for your inspection. The plans are located in the school and parish office and can be viewed by appointment only. For an appointment, please contact the pastor or principal.

Wellness Policy
St. Philomena School follows diocesan policy D-151, P-CDOP (reviewed: 9/07) and implements a local student wellness plan.

Appeal and Review
G-111, P-CDOP

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

1) The decision violates or is in conflict with the teachings of the Roman Catholic Church; or
2) The decision violates or is in conflict with an applicable diocesan policy;
3) The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or,
4) The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.
(G-111, P-CDOP, reviewed: 9/07)

Appeal and Review
G-111, AR-CDOP

The individual or group desiring the appeal or the review must make that known to the governing pastor or pastors' board responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it;
2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above, and,
3. The proposed resolution.

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools. (AR-CDOP, rev.: 9/07)

Right to Amend

The administration of St. Philomena School reserves the right to amend this *Handbook*. Parents and students will be notified of any amendments.