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SAINT ETHELREDA SCHOOL

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POLICY BOOK

2008-2009

“Educating Tomorrow’s Leaders Today”

INFUSING KNOWLEDGE WITH RELIGION
RESPECT AND RESPONSIBILITY

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,

He learns to condemn.

If a child lives with hostility,

He learns to fight.

If a child lives with ridicule,

He learns to be shy.

If a child lives with shame,

He learns to feel guilty.

If a child lives with tolerance,

He learns to be patient.

If a child lives with encouragement,

He learns confidence.

If a child lives with praise,

He learns to appreciate.

If a child lives with fairness,

He learns justice.

If a child lives with security,

He learns to have faith.

If a child lives with approval,

He learns to like himself.

If a child lives with acceptance and friendship,

He learns to find love in the world.

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MISSION

St. Ethelreda is an African-American Catholic Christian School Community that teaches, and celebrates the gospel values that Jesus Christ proclaimed by his life, death and resurrection. Our school is open to children of all races, creeds and cultures. Our value system is based on teaching God's love for us and the love he expects us to have for each other. It is vitally important that our students understand that Jesus Christ loves them right now just the way they are. They should feel challenged by the St. Ethelreda School Family of Faculty and Staff. This School Family provides a safe environment of respect for others and ourselves. Our students should be filled with a desire to know and the ability to think independently. Our ultimate goal is that each student develops his/her full potential as a true Christian living and serving as a future Disciple of Christ in the world in which we live. We look forward to working with our parents...we cannot succeed without you.

PHILOSOPHY

The distinctive purpose of St. Ethelreda Catholic School is to create a Christian educational community where human culture and knowledge enlightened and enlivened by faith is shared among teachers and students in a spirit of freedom and love. As educators in a Christian school, we set spiritual and moral values for our children through our teaching examples of leadership in our daily lives.

We strive to make known to each student the person and message of Jesus Christ and develop an understanding of His Church.

We provide all students with opportunity to develop moral and spiritual values ethical standards of conduct and basic integrity.

We nurture and guide each student to grow into a Christian faith community in which faculty, student and parents work together, respect themselves and each other and show a genuine concern for others in a spirit of Christ's teaching.

We believe in promoting students' ability to do higher-order thinking for academic achievement in mathematics, science and reading.

We encourage each student to develop the power to think constructively, to solve problems, to reason independently and to accept responsibility for self-evaluation and continuing self-instruction.

We are educating tomorrow's leaders today.

PURPOSE

The distinctive purpose of this Catholic School is to create a Christian educational community where human culture and knowledge enlightened and enlivened by faith, is shared among teachers and students in a spirit of freedom and love.

OBJECTIVES

- A. To make known to each student the person and message of Jesus Christ and to develop an understanding of His Church.
- B. To provide all students with opportunities to develop moral and spiritual values, ethical standards of conduct, and basic integrity.
- C. To develop in all students a respect for themselves and for the rights of others.
- D. To enable students to acquire basic life skills.
- E. To help each student develop the power to think constructively, to solve problems, to reason independently, and to accept responsibility for self-evaluation and continuing self-instruction.
- F. To grow into a Christian faith community in which faculty, student, and parents work together, respect themselves and each other, and show a real concern for others in spirit of Christ's teaching.

INSTRUCTION

This policy book is for use by parents of St. Ethelreda School children. This publication will more clearly explain the expectations listed below and outline school operating procedures. Hopefully, it will be a guide toward unifying our efforts. Please read this book carefully and keep it for references during the school year.

Besides academic excellence, St. Ethelreda School tries to give your child a positive outlook, values, a set of attitudes for living a truly Christian life. Our aim is not merely to have your children learn "something", but to "become someone". In setting these goals, we do not wish to supplant the parents' academic religious and moral influence, but rather to support and strengthen it.

It is imperative, then that school and parents not only agree on values and attitudes, but share and reinforce them. To reach this agreement, it is necessary that parents become actively involved in school and church.

Adult Pledge of Conduct

- to teach good manners
- to assume an active and responsible role in the policy-making of our school by attending School Board and PTO Meetings.
- to contribute their own talents and time to their children's education by encouraging good study habits, checking homework, seeing that children are prompt for school.
- to participate in the School Open House and Parent-Teacher conferences when requested.
- to accompany their children to the monthly Family Mass.
- to participate in sacramental Preparation Programs and the Adult Religious instruction Program.
- to pay tuition and school fees by the due date.
- to support the school fund raising activities.
- to check to see if students' book bags contain any notices that should be brought home to parents.
- to ignore these expectations is to ignore your child's potential to reach his/her highest academic level.

POLICY OF NON -DISCRIMINATION

St. Ethelreda School, operated under the auspices of the Catholic Archdiocese of Chicago, admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

GENERAL INFORMATION

ADMISSIONS

St. Ethelreda School admits students of any race, religious affiliation, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in attendance.

It does not discriminate on the basis of race, religious affiliation, color, sex, national and ethnic origin in administration of education policies, scholarship programs, athletic and other school administered programs.

ABSENCE

It is the parents' responsibility by state law to see that students attend school regularly and are on time each day.

Vacation during school time is discouraged. The school assumes no responsibility for work missed due to a vacation.

A parent must call the school office at (773)238-1757 between 8:15a.m. and 9:00a.m. if a child will be absent. A note signed by the parent must be given to the child's teacher when he/she returns. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS A TEMPERATURE OR APPEARS ILL.** It is the responsibility of the parent/guardian to inform the office of any contagious illnesses such as strep throat, pink eye, chicken pox, etc.

Doctor and dental appointments during school hours are discouraged. However, if it is unavoidable, a written request must be presented to the teacher the day before the appointment. No student will be released unless accompanied by an adult.

AGE REQUIREMENTS

A child entering Kindergarten must be (5) years old on or before September 1st of that year. A child entering the first grade must be (6) years of age on or before September 1st of that year.

LUNCH PROGRAM

The school participates in the Archdiocesan Lunch Program. All students are eligible to obtain a free or reduced price lunch if the family falls within the guidelines set by the Federal Government. All families must complete a lunch application at the end of August. As soon as the application is returned, it will be processed and kept on file. You will then receive a status notice of qualification for free, reduce or full price. For those who pay full or reduced price, payment must be paid on the due date.

OFFICE HOURS

The school office is open from 7:30a.m. to 4:00p.m. Monday through Friday. All school business is to be transacted during this time. The office is also open on Monday - Friday, from 9:00 - 3:00 during July and August.

REGISTRATION

Pre-registration for students currently enrolled in the school and brothers and sisters of current students takes place in the spring, at which time \$150.00 is due to hold your place. This is not applicable to your first month's tuition which is due June 1st. These fees are non-refundable. If the first month's tuition is not paid by June 1st, your child's place will not be held.

New families may register after testing and the first month's tuition along with the registration fee of \$150.00 will be due at registration. After registration, payments are due in accordance with the payment schedule. Tuition is due on the 1st of the month.

SCHOOL RECORDS

Parents and legal guardians have the right to examine the school records of their child. The school requires two weeks' notice of intent to examine records. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide non-custodial parents with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SCHOOL DAY

Pre School	6:30a.m. - 6:00p.m.
Grades Kindergarten through 8	8:00a.m. - 3:00p.m.
Lunch for all students	11:45a.m. - 12:30p.m.

Students are asked not to arrive before 7:50a.m. or remain on the blacktop after being dismissed from school (unless enrolled in Before/After School care). This rule is instituted for the safety of your child.

Grades K - 3 will have outdoor recess from 11:45a.m. - 12:05p.m.

Grades 4 - 8 will have recess from 12:05p.m. - 12:25p.m.

Outdoor recess will be held (weather permitting) unless the temperature is below 20 degrees.

HOMEWORK

Homework is given to reinforce concepts presented and/or provide practice in skills learned. Parents should check homework, help when needed, consult the teacher if there are questions and sign it.

HOMEWORK POLICY

The teachers assign homework with great care. The assignments shall reinforce skills previously taught, foster habits of independent study and meet the educational needs of individual students. The work shall be of such a nature as to encourage and facilitate, but not demand parental involvement. All homework and assignment notebooks should be signed daily.

THE FOLLOWING HOMEWORK TIMETABLE IS IMPLEMENTED AT ST. ETHELREDA SCHOOL

Kindergarten.....	30 minutes each night
Grades 1, 2, and 3.....	one hour each night
Grades 4 and 5.....	one and a half hour each night
Grades 6, 7, and 8.....	two hours each night

The homework assignment may include a reading assignment as well as written work. Parents must arrange a time and place for studying so that no child will be up after 9:30 doing homework.

Late work will not be accepted (student absenteeism is the only exception). All assignments missed during the period of absence must be turned in exactly one week after the student returns to school.

UNIFORMS

Girls' uniform grades K-5: Blue plaid jumpers, yellow long or short sleeve (round collar) blouses, navy blue cardigan (button down) sweater, dark colored school shoes.

Girls' grades 6-8: Blue plaid skirts, plaid tie, yellow long or short sleeve pointed collar blouse, navy blue knee socks, navy blue vest, navy blue cardigan sweater, dark colored school shoes.

Boys' uniform grades K-8: light blue short or long sleeve dress shirt, navy blue school trousers (NO JEANS, or CARGO PANTS), navy blue stripe tie, navy blue plain sleeveless sweater vest, dark colored school shoes. A plain navy blue cardigan button down sweater may also be worn with the school uniform on cool days.

All children should wear regular school shoes to school. If shoe boots are worn to school during the winter months, regular shoes must be brought and worn during school hours.

St. Ethelreda gym tee shirts and gym shorts are worn under the school uniform from August - October and April through June.

Beginning November 1st through March 30th, students will wear the St. Ethelreda sweat suit to school on Tuesday and Thursday for gym class.

UNIFORM STORE

The school uniforms may be purchased from Martinellis located at 3517 W. 95th Street, Evergreen Park, Illinois and Schoolbelles located at 7763 S. Harlem Avenue, Bridgeview, Illinois. Order booklets are in the school office.

DRESS CODE

Girls' hair ornaments must be complimentary to the school uniform. The suggested colors are yellow, blue, red, gold or white. Girls' hair, including extensions, must be their natural hair color. Girls' may wear one pair of moderate size earrings.

False nails of any kind and nail polish of any color cannot be worn to school. This includes nail tips and French/American manicures.

Boys': Designer/House cuts are not allowed (this includes geometric parts, designs, letters, tails, braids, dreadlock and high top fades). Boys may not wear earrings to school. Tattoos, permanent or temporary, are not allowed. The dress code applies to all students from preschool through grade 8.

SCHOOL SUPPLIES

Basic school supplies are sold for the convenience of students and parents in the school. All supplies must be purchased between 8:00 and 8:30.

TARDINESS

When a child is tardy more than three times, a \$5.00 fine will be charged for each succeeding tardy that month. The total fine must be paid by the end of the month. Otherwise, the child will not be admitted to class until this matter is resolved.

TELEPHONE CALLS

NEITHER STUDENT NOR TEACHERS CAN BE CALLED TO THE TELEPHONE DURING SCHOOL HOURS. ONLY EMERGENCY MESSAGES CAN BE RELAYED TO STUDENTS /TEACHERS. Cell phones are not permitted. If found, it will be taken and a \$20.00 fine must be paid by the parent before it is returned.

CONFLICT MANAGEMENT

Conflicts are unavoidable, however might does not make right. Conflicts between children will be resolved as fairly as possible trying to preserve the rights of all. The ultimate arbitrator would be the principal. Repeat offenders will be suspended. Expulsion will follow in extreme cases. Parents will be held responsible for any damages. If a problem should arise, please consult the teacher first. If the problem still needs to be resolved, a meeting with the child, parent, teacher and principal will be scheduled.

TRANSFERS

The student cannot be accepted from another school without a proper transfer or other proper notification from the sending school. The school office should be notified three days in advance when a transfer is desired. The new school's name must be given before a transfer slip can be completed. Transfers will not be released until all financial obligations have been met. Personal checks will not be accepted at this time; payments must be in cash, money order or cashier's check.

TRANSPORTATION

It is the parents' responsibility to pick up their child on time. St. Ethelreda School does not have its own school bus service. Parents are recommended to check out bus companies on their own. Parents must notify the school office of bus selection and/or any change in service.

VISITORS' PASS

All visitors to the school must secure a pass from the school office to visit a classroom. This prevents unnecessary interruption to teachers' schedules and assures supervision of children at all times. Appointments must be made to speak with a teacher before or after school. A visitor's pass must still be secured from the office prior to conferring with the teacher.

FIELD TRIP

Parent chaperones are necessary to make any trip possible. Chaperones must accompany students to and from the destination. A signed parental permission slip is mandatory for participation, non-participating students must stay home. When the class goes on a trip, the teacher accompanies them. Thus, the teacher is unavailable to be with your child. The regular school uniform is worn on field trips unless different attire is specifically requested by the teacher. Parents (chaperones) must return all students to school so that all children may be promptly dismissed after attendance is taken. All parent chaperones are required to ride the school bus with the class.

EMERGENCY INFORMATION

It is absolutely essential that the school be able to reach someone in case of necessity. Please report changes of address, phone numbers or guardianship to the school office immediately.

INDIVIDUAL PARENT-TEACHER CONFERENCES

All parents are scheduled for a conference at the end of the first and third quarters. Additional conferences may be scheduled as needed by parent or teacher. Teachers are available for conferences one half hour before and after school.

RELIGIOUS INSTRUCTION

All parents of children entering the school for the first time are expected to attend a series of classes for the benefit of the child and yourself in Catholic Faith. There is no obligation to join the Catholic Church. These classes should be completed the first year the child is enrolled. Anyone else who is interested is invited to attend.

HEALTH AND SAFETY

AIDS POLICY

The problem of AIDS challenges us to exercise our inalienable human duty to treat all persons with dignity.

As Christians, we have a moral responsibility to respond in a compassionate manner to those with AIDS and to educate others so that AIDS will be prevented.

INSURANCE

Students participating in any sports related activity (flag football, basketball, track, cheerleading, pom-pom, other organized sports), must have special coverage in order to participate in these organized sports activities.

DRUG POLICY

Students who sell/distribute or in any way serve as the source of alcohol or any illegal drugs to others on school property or at school sponsored events are automatically expelled.

Any student who is found on school property or at a school sponsored function with alcohol or any illegal drugs or drug paraphernalia in his/her possession or property is subject to the following:

- a) Immediate suspension followed by an investigation
- b) Conference with principal, parent/guardian, child, pastor, counselor or other appropriate persons as determined by the Principal. Appropriate confidentiality shall be maintained.
- c) If the violation is founded, professional evaluation and if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose continued suspension and/or expulsion. In extreme or special cases expulsion may be considered at an earlier time in the process.
- d) Police notification shall be made at the appropriate time, as directed by law.
- e) Mitigating circumstances warrant differences in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures.
- f) St. Ethelreda School reserves the right to request school-approved testing of illegal substances, with or without cause.

GANG ACTIVITY

Gang-related activities have no place in the Catholic School which is fostering a gospel-based spirit. The following activities/behaviors shall constitute violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang related.
- Any conduct that may be gang-related during school sponsored events or activities.
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.

- The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang-related.
- The use, possession, and/or concealing of a weapon.
- The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

WEAPONS

School authorities are allowed to inspect and search places such as desks, parking lots and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. School authorities will request the assistance of law enforcement in conducting the searches.

The definition of weapons for which students can be expelled includes knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) If used to cause bodily harm.

Students shall not carry, possess, or use weapons in school or on school premises nor shall the discussion of the use of weapons be allowed.

School officials shall report weapon violations to the local police.

Depending on violation circumstances, students should be counseled, suspended, or expelled.

SEARCH AND SEIZURE

School Personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and the need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

While desks and other storage areas are provided to students by the school, the school retains control and access to all desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility to maintain proper safety, control and management of the school.

Searches of School Property

All property of the school, including students' desk, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, bookbags, purses or articles of clothing that are left unattended on school property.

Searches of Student's Person and Person Property

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

SEXUAL HARASSMENT

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

REPORTING CHILD ABUSE

The "Illinois Child Abuse and Neglect Reporting Act" mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.

Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching) or psychological abuse (such as name calling or intimidation) or other emotions inappropriateness.

School personnel shall follow Archdiocesan procedures, which have been developed in accord with Illinois law. The school administrator shall maintain confidentiality for the benefit of all those involved.

UNSUPERVISED STUDENTS

It is important to us that children are under adult supervision at all times. Because there is no one to care for students after 3:15, **any child not picked up by this time will be sent to our Extended Day Program.** These students will be billed the Extended Day rate. The third time children are sent to Extended Day, the registration fee and form must be completed and children will be enrolled in the Extended Day Program which will assure that these children are always under adult care.

As with all other fees, report cards will be held if these Extended Day Fees are not paid.

ILLNESS AT SCHOOL

If the child becomes ill in school, a parent, or person authorized by the parent, will be notified. The family emergency form is kept on file in the office listing names of persons to be contacted in the event that parents are not available. Parent or authorized person must pick student up in the school office and sign for the child's release.

DISPENSING MEDICATIONS

It is the policy of the State of Illinois, School District 299, and St. Ethelreda School, that medication not be administered at school except in cases where not administering medication would necessitate the child staying at home.

Medication, whether prescription or non-prescription, shall be administered to students in this school by the School Nurse, or by building Administrators and/or building secretaries, under the supervision of the school nurse when such medication is required during school hours. If it is determined that the student shall receive medication at school, the procedure set forth below shall be followed.

1. The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the medication, dosage, time interval in which the medication is to be taken, the necessity for the medication during the day, the desired benefits of the medication, the side effects, and emergency number where the physician can be reached. The order shall be renewed periodically and should state whether the medication may be safely administered by the school personnel other than a school nurse.
2. The student's parent or guardian shall provide to the school nurse, a written authorization and request for the administration of prescription or non-prescription medication at school. The request shall include the parent's or guardian's name and phone number in case of an emergency.
3. The written order of the physician shall be placed in the student's health file. Changes in medication shall be made only upon the written order of a physician.
4. Medication must be brought to the school in closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container. **No student may carry any medication.***(Authorized asthma inhalers are the only exception, see next page). Medications must be taken to the school office/nurses' office.
5. The school shall provide a locked space for safe storage of the medication which is accessible to authorized personnel only.
6. The school nurse shall keep a written record of all administration of medication. This record shall include the following information: what medication was given, to whom it was given (date and time), the dose given, who administered the medication, the date of initiation of drug therapy in school, any absenteeism, if and when a medication was not administered or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's order and parental request for administration of medication.

No medication will be given by school personnel unless these guidelines are followed. The school retains discretion to reject requests for administration of medication subject to the requirement of the Individuals with Disabilities Education Act.

ASTHMA INHALER

Under a new Illinois law, students are allowed to keep asthma inhalers with them during the course of the school day. The new law applies to asthma inhalers only, not other medication. In order to grant authorization for a student to self-medicate asthma inhalers, the school, in accordance with the State statute requires:

- A written authorization from a parent/guardian and
- A written authorization from the physician containing the following information
 - 1) The name of the student
 - 2) The name and purpose of the medication
 - 3) The prescribed dosage
 - 4) The time or times at which (or the special circumstance under which) the medication is to be self-administered

The necessary forms are available in the school's office. The information and written authorization will be kept in the student's file.

Parent(s)/Guardian(s) must understand that any abuse of this statutory right by a student and/or any endangerment of another student(s) as result of a student possessing this medication will result appropriate disciplinary action by the school.

TEMPORARY PHYSICAL INJURIES

If your child has sprained, broken bones or is on crutches we need a release from the Doctor that they are able to return to school and what, if any activities are limited such as gym, outdoor recess, etc. If your child should be limited with gym or outdoor recess when they are again able to do these activities another release is needed from the Doctor.

Legal Reference: IL Rev. Stat., Ch. 122, par. 10-20. 14b

STUDENT PHYSICAL EXAMINATIONS AND IMMUNIZATION REQUIREMENTS

State law requires a health examination performed by a licensed physician upon entering Pre-School, kindergarten and fifth grade. Below is a list of immunizations required for preschool, kindergarten and fifth grade before entering school in August and no later than October 1.

Preschool: A physical with the following immunizations:

- 1) Diphtheria, Pertussis, Tetanus - 4 or more doses
- 2) Polio - 3 or more doses
- 3) Measles - on or after 1st birthday
- 4) Rubella - on or after 1st birthday
- 5) Mumps - on or after 1st birthday
- 6) Haemophilus Influenzae type b (HiB)
- 7) Hepatitis B - a series of three shots. The first two doses no less than 28 days apart. The interval between second and third dose must be at least 2 months and the interval between first and third dose must be at least 4 months.
- 8) Chicken Pox vaccine - on or after 1st birthday or confirmation from physician of prior disease history.
- 9) Lead Screen Blood Test/Questionnaire - needed one time before on or after 4th birthday.
- 10) Dental Exam

Kindergarten: A physical with the following immunizations:

- 1) Diphtheria, Pertussis, Tetanus - 4 or more doses (last dose on or after 4th birthday)
- 2) Polio - 3 or more doses - (last dose on or after 4th birthday.
- 3) Measles - 2 or more doses - 1st dose on or after 1st birthday.
- 4) Rubella - on or after 1st birthday
- 5) Mumps - on or after 1st birthday
- 6) Chicken pox vaccine on or after 1st birthday or confirmation from physician or prior disease history.
- 7) Lead Screening Blood Test/Questionnaire- needed one time before age 6.
- 8) Dental Exam

Fifth Grade: A physical with the following immunizations:

- 1) Diphtheria, Pertusis, Tetanus - 4 or more doses (Last dose on or after 4th birthday)
- 2) Polio - 3 or more doses (Last dose on or after 4th birthday)
- 3) Measles - 2 doses - 1st due on or after 1st birthday
- 4) Rubella - on or after 1st birthday
- 5) Mumps - on or after 1st birthday
- 6) Hepatitis B - a series of three shots. The first doses no less than 28 days apart. The interval between second and third dose must be at least 2 months, and the interval between first and third dose must be at least 4 months.
- 7) **Second and Sixth Grade Dental Exam required**

Students who have not completed the Hepatitis B series before school starts will need to get a schedule of when the remaining shots are to be given from the doctor's office and return the schedule to the school office.

The above physicals, immunizations and dental exams are required before entering school in August of 2008.

STUDENTS WILL NOT BE ALLOWED TO ENTER SCHOOL UNTIL ALL IMMUNIZATIONS ARE UP TO DATE.

EMERGENCY CLOSING

On rainy or cold weather days, students are admitted into the building before 8:00a.m. In case of extreme weather conditions, St. Ethelreda School will follow whatever decision is made for all Catholic Schools in the Archdiocese of Chicago and Public Schools in Chicago. For information concerning cancellation of classes consult radio stations WMAQ 67, WGN720am, WLS 890am, WBBM 78, WLS 94.7fm, B96fm and US99fm and television station WGN (channel 9), ABC (7), CLTV (10), FOX (12), NBC (5) and CBS(2).

This information will be posted on the website and on the answering machine as soon as a decision is made.

STUDENT SAFETY

Parents are urged to encourage their children to abide by basic safety rules. Children should come to school by the safest routes, crossing at the crosswalks and cooperate with the school's Safety Patrol. The school is not legally responsible for children before 7:45a.m.; therefore students should not arrive at school in the morning before 7:45a.m. School is dismissed at 3:00 and students should not remain on the school grounds or blacktop after 3:15p.m. Crossing guards remain on their corner until 3:15p.m. Any child who is still waiting for a ride at 3:15 will be sent to after school care. A fee will be charged for this service.

STUDENT PROTECTION

Parents are asked to caution their children not to accept gifts, food or rides from strangers.

Parents are also asked to not allow their children to visit stores immediately before or after school. Marshfield Park is OFF limits before 8:00a.m. and after 3:00p.m. for basketball or any other type of play.

TRAFFIC SAFETY

Before and after school Paulina Street is blocked off for the safety of the children. Please enter the parking lot off Paulina by way of the alley near the park, drive to the back (east end) of our parking lot and exit the parking lot by way of the alley on the east end of the lot to 88th Street. At no time are cars allowed on the front (west) half of the parking lot. This area is reserved for the children. Please do not park/drive across the yellow line.

WINTER BREAK

The students of St. Ethelreda School will have a winter break of two weeks during the Christmas and New Year's holidays.

WINTER REMINDERS

On all days when snow is on the ground, students are required to wear boots that can be removed when they enter the building. During school time they are to wear school shoes. If they do not have boots they should bring an extra pair of school shoes so that they are not sitting all day in wet shoes. Gym shoes should not be worn to school as boots.

Throwing **SNOWBALLS** is not permitted any place on the school grounds or blacktop because of the danger to pedestrians, motorists, and especially small children. Violation of this rule may result in suspension. Full cooperation of all parents and students regarding boots and snowballs will insure the health and safety of all concerned.

EXTENDED DAY PROGRAM

Morning service is available from 6:30a.m. to 8:00a.m. for \$15.00 per week.

An after school service will be available Monday through Friday from 3:00p.m. to 6:00 p.m.

The application forms can be acquired from the school office. This service starts the first day of school. Students' behavior must be appropriate to continue use of this service. Parents must inform the school prior to dismissal if your child will not be attending or if someone other than the designated parent will be picking the child up from after school service for that day.

Children whose bills are more than two weeks delinquent cannot report to before/after school care until the bill is paid in full. After school care is \$40.00 per week. If both before and after school is needed, the fee is \$50.00 per week. Child Care Assistance is accepted for the Extended Day Program.

EXTRACURRICULAR

Mastery of academics allows the opportunity of participation in extracurricular activities and athletics. Extracurricular athletics participation is a privilege not a right. As stated above, it will be treated as such.

GOSPEL CHOIR

All students in grades 4 - 8 are invited to join the Gospel Choir. These students sing at Liturgical Celebrations, Christmas Programs and for students at other schools. Students practice on Wednesday after school from 3:15 to 4:30.

A junior gospel choir for students in kindergarten through 3rd grade also sings at Family Mass and assemblies. Rehearsal is from 1:30 - 2:30 on Tuesday.

There is a fee for materials, transportation and stole/robes.

SAFETY PATROL

Students in grades 5, 6, 7 and 8 may sign up for safety patrol. Each student will have a specific week assigned during which he/she must fulfill the given a patrol duties. It is the students' responsibility to be at the assigned post on time with the patrol belt visible.

STUDENT COUNCIL

Students in the school have representation through the elected Student Council officers. All students are invited to attend the bi-weekly council meetings. Students in grades 3 through eighth are invited to attend the bi-weekly council meetings. Students in grades 3 through eighth are invited to join the Student Council.

BAND/SPANISH

Band/Spanish lessons are offered to students in fourth through eighth grade. Parents will be given this information as it becomes available. There are separate fees for these activities.

ALTAR SERVERS

Any student, Catholic or non-Catholic male/female in grades 4-8 may sign up to become an altar server. Altar servers assist the priest at Mass. Students will be trained during regular school hours.

LEADERSHIP CLASS

This club is made up of students who strive to put God first in their daily lives. They are also leaders among their peers. Boys and girls in grades 3-8 are eligible for participation.

ATHELETICS

STUDENTS MUST HAVE A POSITIVE ATTITUDE AND PASSING GRADES IN ORDER TO PARTICIPATE IN ANY OF THE SPORTS TEAM.

FOOTBALL

The boys in grades 5-8 may sign up for Flag Football. The season runs from August through October. Practice is on Tuesday and Thursday. Most games are played on Saturday.

BASKETBALL

There are five basketball teams:

Grades K-2nd

Grades 5th and 6th

Grades 3rd and 4th

Grades 7th and 8th

Grades 5th - 8th (GIRLS)

Practice is every Tuesday and Thursday after school and on Saturday's at Ada Park. The season runs from November through March.

VOLLEYBALL

This is for girls in grades 5th - 8th

Practice is every Tuesday and Thursday and the games are played on Saturday's. The season begins in October and ends in November.

TRACK

Students in grades 3rd - 8th may sign up for track.

Track practice begins in February, but the meets are in April and May. Practice will be on Tuesday and Thursday after school.

POM-POM SQUAD

This group is made up of girls in Kindergarten - 3rd grade. They cheer at football and basketball games. Practice is every other Thursday beginning in November.

CHEERLEADING

Girls in grades 3rd - 8th join the cheerleader team. They cheer at football and basketball games. Practice is on Monday, Wednesday and Friday.

MARTIAL ARTS

The Warrior Institute of Martial Arts conducts an after school program every Monday after school and at their dojo on 88th Ashland on Thursday after school. Applications are available in the office. This activity is available for students ages 3 - 13. The students also participate in Martial Arts tournaments throughout the year.

ACADEMIC POLICIES

BASIS FOR GRADING

Grades are based upon active participation in class, preparation for class, satisfactory completion of assignments and performance on test/quizzes.

REPORT CARDS

Report cards are issued four times a year. An Interim Progress Report is given midway through the quarter to each student to alert the parent about the subject area in which the child is not making adequate progress. Parents must meet with the teacher twice a year (first and third quarter) as mandated by the State to discuss their child's progress.

GRADING SYSTEM

Grading Scale/Point System

98-100: A+=5.5	82 - 84: C+= 3.5
97 - 95: A = 5.0	80 - 81: C = 3.0
93 - 94: A- = 4.7	78 - 79: C-= 2.7
90 -92: B+ = 4.5	75 - 77: D+= 2.5
87 - 89: B = 4.0	74 - 72: D = 2.0
85 - 86: B- = 3.7	71 - 70: D- = 1.5
	69 - Under: U = 1.0

Conferences

Teachers will schedule individual conferences or phone the parents whenever necessary to keep them informed of the child's progress.

PRINCIPAL'S LIST (Grades 1-8)

The student is required to earn an average of 4.50 - 5.5 based on a 5.5 grading system.

HONOR ROLL (Grades 1-8)

The student is required to earn an average of 4.0 - 4.49 based on a 5.5 point system.

Preschool and Kindergarten follow and Early Childhood grading system.

ASSERTIVE DISCIPLINE

Assertive Discipline is the method used throughout our school. Assertive Discipline is an educational process that insures right order and teaches your child to take responsibility for his/her actions. It is a two-fold process consisting of praise reinforcing good behavior, effort, and sanctions for inappropriate behavior. This system guarantees your child all the students that excellent education climate they deserve.

To ensure the success of this program, your child maybe calling you at your place of employment for consistent inappropriate behavior.

To better prepare the junior high students for high school and beyond, where responsibility and self-motivation are expected, they are asked to sign and adhere to a contract (when necessary).

It is in your child's best interest that we work together. Each teacher will send a letter the first week of school informing you more about this positive discipline program. It is essential that we work as a tight unit composed of your child, teachers, parents and principal.

Discipline does not exist for its own sake. However, it is an integral part of the whole educational process. It is meant to insure self-respect for others and respect for legitimate authority. These qualities will be needed if a student is to succeed in the real world.

To the parents, teachers, and staff it is necessary that we work as a team. By our example we will teach much more effectively than by words. It would be helpful for us to understand that the sign of a Christian is not how well they agree, but how well they are able to disagree. Mutual respect for one another, even when we disagree, is absolutely necessary if we are to work effectively as a team for the good of our children.

To guide students towards a Christian, academic atmosphere within which learning may more aptly and correctly take place, it is necessary, of course, to have rules and regulations. However, it is the nature of such matters that it is impossible to capture and enunciate every manner in which a student may commit or cause to happen an action which is counterproductive to student growth and academic success. Also, in as much as students, families, teachers and situations invariably differ, it is impossible to state what specific punitive action may be taken in the event of an infraction of a particular rule or regulation. Indeed, fairness to the student would seem to postulate, almost demand, a case by case examination prior to the taking of any punitive action, should such action be deemed necessary. While we will not attempt the impossible, there are none the less certain "general" rules and regulations to which we would like to address ourselves in an attempt to give parents and students some idea of the behavior we would expect from the students who attend our school.

Some examples of inappropriate behavior are:

1. Failure of wear the complete uniform
2. Failure to wear the gym uniform after
3. Serious disruptive behavior
4. Failure to do/complete assigned work.
5. Destruction or defacement of school property
6. Disrespectful words/actions directed towards peers, adults, teachers and parents (abusive language and obscene gestures)
7. Fighting
8. Stealing
9. Inappropriate sexual behavior
10. Repeated tardiness
11. Belonging to gangs, use of signs indicating a relationship to gang activity.

12. Chewing gum within the school building (at any time).
13. Eating candy unless it's during lunch or teachers treat.
14. Bringing a cell phone, pager, CD player I-pod, MP3 player, hand-held game, or any other item not listed on the school supply list to school.

A parent must meet with the principal and pay the fine in order to retrieve whatever was taken. This money will go to our Technology Fund

The plan of disciplinary action might be a monetary fine, conference, detention, suspension and expulsion (as an extreme).

The principal is the final recourse in all disciplinary situation, and may waive any disciplinary rule or procedure for just cause at her discretion.

The principal retain the right to amend the Policy Book for just cause and parents will be give prompt notification, since it is impossible to come up with the perfect document on discipline.

When the school finds it necessary to discipline a student, parents are asked to let the child take the consequences without interference. If a parent has some reservation or question concerning what happened or the punishment given, he/she is requested to take up the matter with the teacher or principal and not criticize or show disrespect toward the authority of the school, especially in the presence of the child.

Parents are asked to trust school personnel in their effort to do what is best for the individual child and the class as a whole. Teachers need the support of parents in their disciplinary actions.

An infraction of a rule does not mean that a parent is a failure. It simply means that your job as a parent is not yet finished. When parents and teachers work together, improvement in a child's performance can be predicted.

**St. Ethelreda School
8754 S. Paulina Ave.
Chicago, IL. 60620
773-238-1757
773-238-6059 Fax**

Dear Parents & Guardians,

While one academic year is winding down, preparations are already being made for the next. The Governing Board has approved the following financial recommendations for SY 2008-09:

Number of Students	Old Tuition 07/08	New Tuition 08/09	10 Monthly Payments	11 Monthly Payments
1	\$3,950.00	\$3,950.00	\$395.00	\$360.00
2	\$6,670.00	\$6,670.00	\$667.00	\$607.00
3	\$9,390.00	\$9,390.00	\$939.00	\$854.00
4	\$12,110.00	\$12,110.00	\$1,211.00	\$1,101.00
5	\$14,830.00	\$14,830.00	\$1,483.00	\$1,349.00
6	\$17,550.00	\$17,550.00	\$1,755.00	\$1,596.00
7	\$20,270.00	\$20,270.00	\$2,027.00	\$1,843.00

The first payment is due June 1st. The registration fee and first tuition payment is non-refundable. If a family receives a scholarship of financial assistance, the Business Office will notify the family regarding adjusted payments. If scholarship or financial assistance is revoked for any reason, the amount revoked becomes the responsibility of the parent or guardian. If you have any questions or concerns, please contact Denise Spells or Melony Henry.

Catholic education is an investment in your child's future, and in that of our country. A thorough grounding in the Gospels provides the cornerstone for a faith-based life where loving God and loving one's neighborhood spur people onward in their search for heaven on earth.

Sincerely,

Father Vanecko
Denise Spells
Finance Committee

St. Ethelreda School Supply List Grades Preschool thru 8th Grade

PRESCHOOL

complete change of clothing (label all)
pants
socks
shirt
plastic shoebox
smock or button down man's shirt for painting
4 boxes of tissue
4 rolls of paper towels

GRADE 1

book bag
crayons (box 24)
blunt scissors
Elmer's school glue
2 - two pocket folders
pencil box
5 - #2 pencils
(make sure scissors, crayons pencils all fit in box)
1 plastic placemat
4 boxes of tissue
4 rolls of paper towels
5 stretch book covers

GRADE 3

book bag
7 two pocket folders
crayons (24 or less)
3 #2 pencils (put name on)
loose leaf paper
black or blue erasable pens
ruler (English/ Metric)
1 red pen
blunt scissors
4 rolls of paper towels
4 boxes of tissue
plastic placemat
1 pencil pouch
1 spiral for math only
5 stretch book covers

KINDERGARTEN

book bag
4 boxes of tissue
4 rolls of paper towels
1 small pillow

2 folders
crayons (8 Jumbo)
2 beginners pencils
glue
blunt scissors
2 packs of 3x5 unlined
Index cards
(Children will not be allowed to take school supplies home)

GRADE 2

book bag
crayons (24 or less)
6 pencils
2 - two pocket folders

Elmer's school glue
blunt scissors
1 plastic shoe box
1 plastic placemat
4 boxes of tissue
4 rolls of paper towels
5 stretch book covers

GRADE 4

1 book bag
4 pencils with erasers
4 red pens
4 each blue & black erasable pens
1 pencil pouch
8 - two pocket folders
1 ruler (English/Metric)
3 erasers
loose leaf paper
blunt scissors
1 covered pencil sharpener
1 box 24 crayons
1 Elmer's school glue
4 boxes of tissue
4 rolls of paper towels
1 plastic placemat

2 spiral notebook/ 1 math only
1 two pocket folder
5 stretch book covers

GRADE 5

book bag
blunt scissors
1 spiral notebook
loose leaf paper
ruler (English/Metric)
pencils
blue or black erasable pens
pencil pouch
red pen
7 - two pocket folders

erasers
crayons/ markers
Elmer's school glue
4 rolls of paper towels
4 boxes of tissue
plastic placemat
5 stretch book covers

GRADE 6,7, 8

book bag
loose leaf paper
Thesaurus
Pocket dictionary
7 folders with pockets & fasteners
7 spiral notebooks
6 pencils
blue or black pens
red pens
rubber cement

pencil pouch
ruler (English/Metric)
crayons
colored pencils
protractor
scissors
covered pencil sharpener
4 boxes of tissue
4 rolls of paper towels
1 plastic placement
apron for painting
7 stretch book covers
Journal - 100 sheets

MUSIC: GRADES 1-8

1 spiral notebook
1 - two pocket folder

LIBRARY: GRADES 1- 8

1 folder with fasteners &
pocket
loose leaf paper
2 sharpened pencils

PHYSICAL EDUCATION

Grades Pre School - 8

St. Ethelreda t-shirt, shorts
St. Ethelreda Sweat Suit
(November 1 - March 30th)
white socks
gym shoes

ALL SCHOOL HARD-COVERED BOOKS MUST BE COVERED WITH STRETCHABLE BOOKS COVERS.

Gym Attire sold at Martinelli's, 3517 W. 95th St. Evergreen Park, IL. 60805 Ph. (708) 425-6287,

Fax (708) 425-6286. Feel free to stop by the office for a brochure.

CHILDREN SHOULD HAVE ALL SUPPLIES BY THE FIRST MONDAY IN SEPTEMBER.

PLEASE DO NOT SEND ANYTHING TO SCHOOL THAT IS NOT ON THE LIST.

NOTE: 7TH AND 8TH GRADERS ARE REQUIRED TO HAVE THE BOOK: THE DIARY OF ANNE FRANK

TAKE TIME

Take Time to THINK...

It is the source of power.

Take Time to PLAY...

It is the secret of perpetual youth.

Take Time to READ...

It is the fountain of wisdom.

Take Time to PRAY...

It is the greatest power on earth.

Take Time to LOVE and

BE LOVED...

It is a God-given privilege.

Take Time to BE FRIENDLY...

It is the road to happiness.

Take time to LAUGH...

It is the music of the soul.

Take Time to GIVE...

It is too short a day to be selfish.

Take Time to Work...

It is the price of success.

Take Time to DO CHARITY...

It is the key to heaven.

THE SEVEN PRINCIPLES

U M O J A	UNITY
K U J I C H A G U L I A	SELF DETERMINATION
U J I M A	COLLECTIVE WORK AND RESPONSIBILITY
U J A M A A	COOPERATIVE ECONOMICS
N I A	PURPOSE
K U U M B A	CREATIVITY
I M A N I	FAITH

AMENDING HANDBOOKS

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

The principal retains the right to amend the handbook. Parents will be given prompt notification if changes are made.