

SAINT NICHOLAS OF TOLENTINE SCHOOL

Vision Statement

Compassionate - Connectors - Creators - Change-makers

St. Nicholas of Tolentine School
will be a beacon of light,
illuminating the learning path for all
on their life journey.

Our Root Beliefs

We believe ...

- that God is love and everything flows through Him.
- in Catholic education and that all actions should reflect the teachings of Christ.
- that all children can succeed to their greatest potential.
- in the inclusive school setting and that all children possess gifts and talents.
- that all children deserve a peaceful and safe learning environment.

Our Mission Statement

It is the mission of St. Nicholas of Tolentine School to. . .

- **Engage** students in a quality Catholic education.
- **Inspire** a community that develops and values each individual's gifts and talents.
- **Empower** students to make a positive impact on their family, school, and community.

A NOTE ABOUT THE POLICY BOOK

The policies in this book were designed to ensure the safest and most suitable learning environment possible. However, please keep in mind that unforeseen circumstances may need to be addressed throughout the course of the year. Therefore, the school reserves the right to make immediate changes as needed. If changes are deemed necessary, the school will inform you of them as soon as possible. Thank you for your cooperation and understanding.

St. Nicholas of Tolentine School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Nicholas of Tolentine School adopts in whole all policies set forth in the **Educational Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrators, faculty, and advisory board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Admission

ST. NICHOLAS OF TOLENTINE SCHOOL welcomes students of any race, color, sex, and national or ethnic origin in its admission policies, administration of educational policies, loan programs, athletic, or other school-administered programs.

The admission process for a new school year typically begins during Catholic Schools Week with an Open House, and then continues through to the start of the new school year. The Open House is held for both current school families and families new to St. Nicholas.

A child entering St. Nicholas of Tolentine School must comply with age requirements of the State of Illinois regarding age of admission:

- Preschool – the child must be 3 or 4 years old by September 1st of that school year
- Kindergarten – the child must be 5 years old by September 1st of that school year
- Grade One – the child must be 6 years old by September 1st of that school year

In the spirit of All are Welcome, an Admission – Intake form will be completed by the parent(s)/guardian(s), accompanied by an interview/meeting with the Administration.

The Administration invites a transferring student to shadow in the grade, depending on the time of the year, he or she currently is or would be entering.

In the completion of the Intake form, if the indication is made that the entering student has any specialized learning need(s), the Administration, Director of Inclusion, and the MTSS Team will review the information to determine if St. Nicholas of Tolentine can fully meet the needs of the student before acceptance is finalized. Any documentation regarding a student's needs, such as an IEP, Service Plan, 504, psychological evaluation, other pertinent health, or medical documentation, and transcripts/report cards must be presented at the time the intake

form is completed. The Administration will strongly suggest the transferring student shadow in the grade, depending on the time of the year, he or she currently is or would be entering.

APPEARANCE

Dress Code: To prepare students for the professional work world, all students must adhere to the following dress code. **All uniform requirements must be purchased from:**

School Belles Uniform Company

10139 S. Harlem Ave.

Ridge Plaza Suite A

Chicago Ridge, IL 60415

708 – 929 - 4695

Customer Service 888 – 637 - 3037

School Belles is the only store that carries our assigned jumpers, skirts, gym uniforms, and shirts. Thank you for your cooperation.

Regular School Days

In addition to the below-mentioned uniform requirements, parents and students should also note the following:

- Girls may only wear plain white or navy-blue headbands or “scrunchies.” Girls may wear uniform plaid headbands or “scrunchies” purchased from School Belles only.
- Students are expected to come to school each day in a clean uniform without rips or tears.
- No other sweatshirts, jackets, or outerwear are permitted other than **sweatshirts and sweaters with a St. Nick affiliation. Solid colored navy blue or white sweatshirts or sweaters may be worn. NOTE: No other logos, sayings, or pictures are acceptable.**
- Skinny pants or jeans, pencil pants, or cargo pants are **unacceptable** alternatives to navy blue slacks.

Boys and Girls (Grades PreK-K)

- Any combination of St. Nick’s t-shirt/sweatshirt and St. Nick’s shorts/sweatpants
- Gym shoes (**no lights**)
- Plain white, navy-blue, or black socks

Any shirts worn under the t-shirts must be solid white or navy blue. We strongly encourage the use of the school sweatshirt as means of layering for warmth.

Boys (Grades 1-8)

- Dark blue dress slacks and blue knit uniform shirt with SNS logo embroidered on the collar (tucked in)
- Black or brown belt
- White, navy-blue, or black socks must be worn
- Black or brown dress shoes (non-athletic)

- Allowed, but not necessary: sweatshirt with a St. Nicholas of Tolentine affiliation. **Any shirts worn under the polo or dress shirts must be solid white or navy blue. We strongly encourage the use of the school sweatshirt for layering for warmth.**

Girls (Grades 1-4)

- Blue plaid School Belles jumper/white blouse with rounded collar and SNS logo (**jumper must be knee length**)
- Navy blue slacks/white blouse with rounded collar and SNS logo
- White, Navy-blue, or black socks: crew, knee-highs, footed tights, or leggings with socks may be worn under the jumper.
- Black or brown dress shoes (**non-athletic**)
- Allowed, but not necessary: sweatshirt with a St. Nicholas of Tolentine affiliation. **Any shirts worn under the blouses or polos must be solid white. We strongly encourage the use of the school sweatshirt for layering for warmth.**

Girls (Grades 5-8)

- Blue plaid School Belles skirt or skort/white knit polo with SNS logo (**skirt must be knee length**)
- Navy blue slacks/white knit polo with SNS logo
- White, Navy-blue, or black socks: crew, knee-highs, footed tights, and leggings with socks **may be worn**
- Black or brown dress shoes (**non-athletic**)
- Allowed, but not necessary: sweatshirt with a St. Nicholas of Tolentine affiliation with a blouse or polo worn underneath. **Any shirts worn under the polos must be solid white and tucked into the skirts/ skorts/ pants. We strongly encourage the use of the school sweatshirt for layering for warmth.**

Hot Weather Attire (Grades 1-8)

- In effect from the first day of school until October 3rd and May 1st until the last day of school.
- Dress uniform walking shorts (navy) — St. Nick's uniform shirt with SNS logo and school shoes.
- If a student chooses not to wear the uniform walking shorts, she/he may wear the regular school gym uniform shorts and any St. Nick t-shirt and gym shoes.

On Monday, October 3rd, all students will return to the normal uniform policy.

DRESS DOWN DAYS: Dress code for these days, unless a specified theme is given, is that the clothing is appropriate for a school setting:

Therefore, NO ripped jeans, spaghetti straps, crop tops, short shorts, low-cut shirts or blouses, miniskirts, or mini dresses, high heels, or shirts with vulgar or inappropriate messages (alcohol names, vulgar band terms, etc.) are allowed.

Gym Days

All students

- Any combination of St. Nick's t-shirt/sweatshirt and St. Nick's shorts/sweatpants - Gym shoes that **must be tied or Velcro for safety**.
- Plain white, navy-blue, or black crew socks that **must cover the ankle**.
- **Gym uniforms may only be worn on designated gym days.**

Jewelry:

- **One** necklace of religious significance or other significance may be worn and must be tucked inside the shirt or blouse.
- **One** bracelet of religious or other significance may be worn.
- All students are permitted to wear one simple or analog watch.
- Students are permitted to wear one pair of stud earrings (one in each ear).
- No other forms of jewelry are allowed.
- If the student chooses to wear jewelry, the school cannot be held responsible if it is lost.

Personal Care: All students are expected to look presentable and respectable throughout the school year. As a result, the following is expected:

- *Conventional Hairstyles:* All hairstyles should be **neat, clean, functional, and respectable**. **Messy, unorganized, or unconventional haircuts are not permitted.** Determination of appropriate hairstyles will be made by the school administration. Parents are encouraged to inquire if an unconventional style is appropriate for school.
- *Facial Hair:* All students are expected to be clean-shaven every day.
- *Makeup:* Makeup may be used in good taste and **excessive makeup use is not permitted.** Determination of appropriate makeup use will be made by the school administration.
- *Nail Polish:* Nail polish is permitted so long as all nails are one, solid color.

Inability to follow any of the above-mentioned policies will result in a series of consequences (See "CONSEQUENCES" section; page 7 and 8)

ATTENDANCE

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Because we believe that children can succeed to their greatest academic potential, students enrolled in grades PreK-8 at St. Nicholas of Tolentine School are required to attend school daily. The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child. The school is responsible for keeping an accurate record of each student's daily attendance. If the student's unexcused absences exceed more than nine days in the school year, then the student will be required to attend summer enrichment camp, which

includes the fees associated with the expenses of the camp. **Continuation and accumulation of absences in the amount of 40 days will result in a child's retainment in the current grade. Please note, the attendance record will include any remote learning attendance days, should the need arise.** The attendance record is placed in the student's permanent file each school year.

Absences:

- Parents/Guardians must notify the school when a child is absent. A parent is asked to call the school office 773-735-0772 by 7:45 a.m. on the day the student will be absent. A message may be left on the school voice mail.
- **Please note the child needs to be symptom free with a normal temperature (98.6) for 24 hours before the morning of the return to school.**
- When a student returns to school after any absence, even one day, a **dated note, signed by the parent/guardian stating the reason for the absence must be presented to the homeroom teacher. In case of serious illness, communicable disease, Covid 19 symptoms, or prolonged absence, the school is to receive a release note from the health care provider.**

Because we believe the child's potential to succeed academically and the hours spent in the school are inherently linked, **we strongly discourage students from being pulled from school for vacations during the school year.** If a student is to be taken out of school for a prolonged absence, **it is the responsibility of the parent/guardian to inform the school and classroom teacher two weeks in advance of the anticipated absence.** This is necessary for the classroom teacher's preparation of assignments and missed schoolwork. **Failure to adhere to this request jeopardizes your child's ability to complete all necessary work and therefore jeopardizes the trimester grades. This may also jeopardize scholarship monies and entrance into high school.**

Tardies: It is extremely important for all students to arrive at school on time. Arriving at school on time allows the students to get organized, prepare for classes, and begin the day in a positive manner.

- **A student is considered tardy if he/she enters the classroom after 7:55 a.m.** The number of tardies is cumulative; they **will not** reset each trimester.

Early Dismissals: The expectation is that parents will notify the office in advance of the early dismissal and that dismissals are to be used for emergencies or scheduled medical appointments ONLY. Notes from the medical provider must be submitted to the office upon return to school. **Early dismissal requests on the day of, and within the 60-minute time frame prior to the daily school dismissal, will not be allowed.**

Dismissal times are 2:50 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and 1:50 p.m. on Wednesdays.

Inability to follow any of the above-mentioned policies will result in a series of consequences (See "CONSEQUENCES" section; page 7 and 8)

BEHAVIOR CODE

“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” Ephesians 2:10

As a Catholic School community, we believe that God is love and everything flows through Him. We believe in Catholic education and that all actions should reflect the teachings of Christ. We believe that all children can succeed to their greatest potential. We believe in the inclusive school setting and that all children possess inherent gifts and talents. We believe that all children deserve a peaceful and safe learning environment. We believe our primary responsibility is to provide this environment, and in doing so provide a supportive community and model, affirm, and encourage appropriate behavior. The expectation is that all students will be **respectful, responsible, and safe**. Students are expected to contribute to the positive overall learning environment of the school in the classrooms, lunchrooms, bathrooms, hallways, gym, and any setting in which the school is represented.

1. Students will be:

- respectful of self and others, whether in school, on playgrounds, or representing St. Nick on field trips and athletic events.
- considerate and courteous to other students and adults regarding personal space, words spoken and gestures used in conversations and discussions.
- consistently on time for school.
- aware that in-school protocols and expectations translate to online learning.**
- prepared for each class with homework and supplies needed.
- dressed in full dress uniform on school days and gym uniform only on gym days.
- dressed in appropriate clothing on dress-down days.
- compliant in following all rules of the school for the lunchroom, classrooms, gym, bathrooms, hallways, before and after-care area, and recess lots.
- compliant in following directions and requests of the administration, teachers, or staff.
- aware that chewing gum or eating in the classroom is not done.
- respectful in tone of voice and attitude toward adults and fellow students.
- compliant in the rules for use of computers and iPads.
- compliant in the rules for cell-phone storage during the school day.

2. Students will be aware:

- truancy is not appropriate nor accepted.
- fighting or aggressive behavior, even “play fighting”, are not appropriate nor tolerated behaviors.
- foul language, name calling, threats, and verbal or sexual harassment of students or staff are not appropriate nor tolerated.
- weapons of any kind do not belong in school.
- smoking materials, drugs, or alcohol of any kind do not belong in school.

- respect of the property of others and the physical school property must be maintained.
- consistent refusal to comply with school policy and rules in any school related setting and disrespect of adults are not tolerated behaviors.
- that in-school protocols and expectations translate to online learning.**

Failure to comply with the expected behaviors in LIST 1 will be documented and regulated in all classrooms alike, physical, and virtual, per the grade-band procedure for re-direction and correction:

--Pre-School, Kindergarten, 1st, and 2nd – 3rd and 4th grades - 5th and 6th grades – 7th and 8th grades

Warning, redirecting, consequence, and/or conferencing with the student will take place depending on the challenge. The student will complete a student reflection, appropriate to the grade level. The reflection will be signed by the parent(s) and returned to the teacher. Parent notification by email, dojo, phone call, or in-person contact will take place.

Continuous non-compliance on the part of the student will involve further parent notification and, on the 4th, need for a student reflection, an Office Referral will be written. The Administrator will conference with the student, administer an appropriate consequence, communicate with the parent, and provide feedback to the teacher.

Failure to comply with the expected behaviors in LIST 2 will immediately be referred to the Administration.

The student will be provided with an office reflection sheet. The Administrator will speak with the student, determine an appropriate consequence in accordance with the compliance failure, contact and meet with the parents, and follow through on the consequence.

Consequences will be grade appropriate. **Detentions**, where appropriate, involving repeated compliance failures or challenges to List 2, will be served on Thursdays for students in 5th through 8th grades.

Failure to comply with the expected behaviors, especially in List 2 that are defined as actions that could lead to serious harm to the student or others, will be considered as most serious by the Administration and may involve, but not be limited to, suspension from school and all activities, or expulsion from school.

In serious cases of student misconduct, the Administration reserves the right to place the students whose actions have warranted repeated or serious disciplinary action on a **student behavior contract**. The goals of the contract are to return the student to a positive compliance with being **respectful, responsible, and safe**.

In establishing guidelines and procedures, St. Nicholas of Tolentine Administration realizes that each disciplinary situation is unique and will require an individualized response as we meet the needs of all learners. It is possible that there will be circumstances that require variations in procedure. However, stated guidelines and recommended steps will be adhered to as

consistently as possible to provide fair, just, and equitable responses regarding matters of compliance, redirection, or outright discipline.

BOOK/DEVICE DAMAGE

If a book OR device is lost, damaged, or destroyed it is the responsibility of the student to pay for a replacement. A replacement fee for the entire cost of the book or device will be charged. **It is recommended that all hard-covered textbooks be covered with a sturdy cover, and all soft cover textbooks be covered by clear contact paper. This will prolong the life of the books.**

CALENDAR

A yearly calendar will be given at packet pick-up at the beginning of every school year. **A weekly Principal's letter will be shared electronically on Fridays.** Additionally, important information is available on the school website, Facebook, Instagram, and Class Dojo.

CHILD CUSTODY

Because St. Nicholas of Tolentine School assumes responsibility and has the utmost care for the safety of its students, it is important that the school is notified of any special court sanctioned arrangements regarding custody of and access to children by non-custodial parent.

St. Nicholas of Tolentine School follows the provisions of the Family Educational Rights and Privacy Act and permits parents to inspect and review their child's school records. In the case of non-custodial parents, the school will provide such parents with access to the school records and other information of his/her child, including medical and dental records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records.

It is the custodial parent's responsibility to make copies of necessary court documents notifying the school of child custody. It is also the custodial parent's responsibility to notify the school office of any changes regarding custody.

COMMUNICABLE ILLNESS/ CONDITIONS

Should any communicable disease or infection occur among students or faculty, parents/guardians will be notified. **Examples of communicable illnesses/conditions are lice, pink eye, strep throat, or Covid 19. Please note, the student must be fever and symptom free with a normal temperature (98.6) for 24 hours before the morning of the return to school. If students show symptoms of coughing, sneezing, runny nose, fever, sore throat,**

nausea, tiredness, or other such signs of illness, a doctor's note, or proof of negative Covid testing, must accompany the child on the return to school. If a child is displaying such symptoms in school, they will be sent home until proof of negative Covid testing is presented.

CONFERENCES

Teachers are happy to meet with parents/guardians because we value the partnership of home and school. Cooperation between the home and school allows teachers to get to know the child and his or her needs to better serve the student in the classroom, producing gratifying results. **Because we value the instructional minutes of the school day, parent conferences are held before or after school.** Parents/guardians wishing to meet with a teacher must call the school and leave a message or contact the individual teacher through Dojo or email. The teacher will contact the parent within 24 hours, either by a phone response or note.

School wide parent-teacher conferences will be held after the completion of the first and second trimesters.

- Parents will be notified of conference times prior to this day
- Students are dismissed from school at 12:00 p.m. on these day

**Please note that after school care services are not provided on these days*

CONSEQUENCES

The following consequences are school-wide policies and apply to all students. Students are also subject to other consequences as determined by their classroom teacher. Those consequences are handled on a classroom-by-classroom basis.

Dress Code:

Grades PreK-4

- | | |
|-----------------|---|
| Violations 1-5: | Homeroom teacher will send home an "Out of Uniform Notice" to be signed by the parent/guardian and returned the following school day. |
| Violation 6: | A meeting will be scheduled between the parents/guardians and the school administration/homeroom teacher to discuss and determine a plan of action. |

Grades 5-8

- | | |
|-----------------------------|---|
| Violations 1, 2, 3,
& 4: | Homeroom teacher will send home an "Out of Uniform Notice" to be signed by a parent/guardian and returned the following school day. |
|-----------------------------|---|

- Violation 5: Homeroom teacher will issue a “Detention Notice” to be signed by a parent/guardian and returned the following school day. The 45-minute detention will be served later that week.
- Violation 6: A meeting will be scheduled between the parents/guardians and the school administration/homeroom teacher to discuss and determine a plan of action.

Personal Care:

- *Conventional Hairstyle:* Students have **a reasonable amount of time as determined by the administration** to fix any haircut deemed inappropriate by the administration. Failure to do so may result in a suspension.
- *Facial Hair:* Students have **a reasonable amount of time as determined by the administration** to shave if requested to do so by an administrator. Failure to do so results in a 45-minute detention and a meeting with the parents.
- *Makeup:* Students who abuse this privilege will lose it in the future as determined by the administration.
- *Nail Polish:* Students who abuse this privilege will lose it in the future as determined by the administration.

Tardiness:*Grades PreK-4*

- Violations 1-5: Homeroom teacher will send home a “Tardy Notice” to be signed by the parent/guardian and returned the following school day.
- Violation 6: A meeting will be scheduled between the parents/guardians and the school administration/homeroom teacher to discuss and determine a plan of action.

Grades 5-8

- Violations 1, 2, 3, & 4: Homeroom teacher will send home a “Tardy Notice” to be signed by parent/guardian and returned the following school day.
- Violations 5: Homeroom teacher will issue a “Detention Notice” to be signed by a parent/guardian and returned the following school day. The 45-minute detention will be served later that week.
- Violation 6: A meeting will be scheduled between the parents/guardians and the school administration/homeroom teacher to discuss and determine a plan of action.

Detentions: Failure to serve a detention on the scheduled day will result in being scheduled for the next detention date.

COUNSELING AND TESTING

St. Nicholas of Tolentine School strives to meet the needs of every student. If a student appears to be struggling academically, or in a social-emotional manner, a meeting may be held with the MTSS Team to determine appropriate accommodations and modifications to help meet the needs of the student. If the student continues to struggle, then a professional assessment may be requested to determine the source of a student’s educational or behavioral needs.

- This assessment may be social, psychological, physical, or academic. The school will assist the family in finding such services and will cooperate with the tutors, doctors, and/or counselors when the results are received and shared.

- If a recommendation is made for a student to seek counseling, have an eye exam, a hearing test, or be tested for possible learning challenges or other areas of concern, parents are required to notify the school with the name, address, and phone number of contacts within two weeks of the recommendation.
- In the best interest of the student, a meeting will be scheduled with the parents/ guardians, Inclusion Director, and MTSS Team to discuss the next course of action.

All students in grades Pre-School through eight are assessed yearly for academic achievement. Students, K through 8, are assessed through the iReady Benchmark Assessment three (3) times a year, with parents receiving results following each assessment.

United Stand Family Counseling Service is a local agency that regularly helps both our school children and their parents, providing academic support, social-emotional support, and parental supports. For further information, contact the school office.

DRUG FREE POLICY

St. Nicholas of Tolentine School continually strives to be a drug free environment. This includes, but is not limited to, educating the student of the danger of substance use and abuse, developing a sense of good self-esteem, offering opportunities to counseling services of students found in possession of/or under the influence of alcohol and/or drugs and mandating the expulsion of students who fail to seek help. We will adhere to Archdiocesan guidelines.

ELECTRONIC DEVICES

Students **are** permitted to bring a cell phone to school, but it must be turned-off or on silent and turned in to the respective homeroom teacher until dismissal.

Unauthorized devices brought out in the classroom or in any school setting (including **cell phones**) will be confiscated by the teacher or administrator and stored in the school office. Parents must pick up the device from the office. A second offense will cause the device to be confiscated for the remainder of the school year. **The school is not responsible for the loss or damage of any personal devices.**

EXTENDED CARE PROGRAM

See the “Extended Care Policy Book” for a detailed description of what this service entails. Below are the costs of the various services:

- **Before School: \$5.50/one child - \$8/two children - \$12/three children per day arriving**
- **After School: \$5.50/hour for one child - \$8/hour for two children - \$12/hour for three children**

- **There is a \$25 one-time registration fee per family for Extended Care.**

FEES

A list of fees will be distributed during registration and may be amended during the year. Fees are collected for **graduation (\$250), Reconciliation (\$50), First Eucharist (\$50), Confirmation (\$50), and after school clubs (\$10 to \$20 per club, per session).**

FIELD TRIPS

Each class may have at least one out of school field trip and it will be for educational/cultural reasons. When field trips are scheduled, there will be fees applied per trip.

- The students will be properly chaperoned and transported by a regularly licensed public carrier.
- All students are expected to go on the class field trip.
- A signed permission note must be with each teacher before the field trip, or the student cannot go with the class. Verbal permission over the phone is not accepted in place of a signed form.

Any parent wishing to chaperone a field trip must be VIRTUS trained and in compliance with all required documents. See the school office for more information.

FOOD SERVICE PROGRAM

Breakfast: Breakfast is available to all students every morning in his or her classroom from 7:30 a.m. to 7:50 a.m. Students enter the building through their assigned doors, pick up breakfast, and proceed directly to their classrooms.

Entry doors are as follows:

- **PreK, Kindergarten, and 1st enter through the Hamlin door.**
- **2nd, 3rd, and 4th enter through the Before/After Care/Recess/Side Entrance.**
- **5th, 6th, 7th, and 8th enter through the Main Doors.**

All students entering have the option to enter the building with or without a mask on and will sanitize their hands upon entering.

- **THIS REQUIREMENT IS SUBJECT TO CHANGE PER CDC, IDPH, AND ARCHDIOCESAN GUIDANCE.**

Lunch: Lunch is available to all students every day **IN THE CLASSROOM.**

- A drink is included with each lunch.

FOOD CONCERNS

Because ST. NICHOLAS IS A PEANUT FREE ZONE, no food products of any kind that include nuts of any kind are permitted in the building. This includes, but is not limited to, breakfast bars, PEANUT BUTTER sandwiches, candies, desserts, and snacks.

Parents must notify the school, especially the teacher, immediately of any food allergies.

Drinks: Students are permitted to bring water, juice boxes, pouches, or sport drinks, such as Gatorade or Powerade **FOR LUNCH ONLY**. Students **are not** allowed to bring any type of soda or caffeinated beverage (such as coffee, tea, or energy drinks). The only exception would be a fundraiser lunch, school movie, or after school party. **Water stations will be provided throughout the school; therefore, water bottles will not be allowed on desks during the school day. If a child needs to have a water bottle on the desk, a medical note is required.**

Food Treats:

IF PROVIDED FOR BIRTHDAYS, MUST BE STORE BOUGHT AND INDIVIDUALLY WRAPPED. ** PLEASE NOTE: LARGE TRAY, BAKERY GOODS (ARRIVING WITH THE STORE SEAL, INTACT) AND PIZZAS, IF BROUGHT, WILL BE DISTRIBUTED ONLY BY THE ST. NICK PERSONNEL.

Portions: BECAUSE WE BELIEVE IN THE HEALTH AND SAFETY OF ALL, PLEASE REMIND STUDENTS THAT THERE IS NO SHARING OF FOOD. Students should bring individual portions of food to school if he/she brings a lunch. The portion is intended for your child only, and per CDC regulations students are not permitted to share food during lunch. STUDENTS WHO CONSISTENTLY VIOLATE THIS WILL BE ADDRESSED.

GRADING SYSTEM

In the spirit of the belief that all children can succeed to their greatest potential, all parents have access to Power School where the students' academic progress is recorded. Login credentials are provided at the beginning of the year, and if you have a problem with access to the site, please contact the teacher or the principal.

GRADING SYSTEM – Preschool and Kindergarten

+	I can
√	I am working on it
~	I need more time to develop
X	Not applicable yet

GRADING SYSTEM – Grades 1 – 3

M - Mastered – The student consistently demonstrates understanding.

S – Successful – The student frequently demonstrates understanding.

E – Emerging – The student occasionally demonstrates understanding.

NY – Not Yet – The student rarely or never demonstrates understanding.

GRADING SYSTEM – Grades 4 - 8

A+	100-99	C+	84-83
A	98-95	C	82-79
A-	94-93	C-	78-77
B+	92-91	D+	76-75
B	90-87	D	74-71
B-	86-85	D-	70-69
		U	68 and below

HOMEWORK

Because we believe that all children can succeed to their greatest potential, homework will be assigned that allows the student to practice skills learned in the classroom. The homework assigned will be guided by individually student appropriate time frames, directions, methods of completion, purpose of completion, and quality of assignment, as opposed to length or quantity of assignment. The homework will be assigned and assessed as a useful addition to the curriculum for the purpose of encouraging the student's growth and success. When and where possible, homework should be taken care of in a consistent place set aside for this purpose and in a quiet atmosphere without distractions. Teachers' policies regarding homework vary by grade

and are explained at the beginning of each school year. Questions regarding homework should be directed to the teacher. An assignment book stating what homework is to be done and when it is due will be kept by the students in Grades 1-8.

When assigning homework, consideration of the 10 minute per grade level policy will come into play-- 1st grade = 10 minutes, 2nd = 20 minutes, and so on commencing at 8th grade = 80 minutes TOTAL.

On any given evening of the school day, homework could include the following per grade level.

Independent Reading – 20-30 minutes per day

Study for Test/Quiz – varies

Math Fact Practice (skill to be based on standard for the grade) - until facts are mastered

Sight Word Practice (K-2) – varies - until all lists are mastered

Work on a long-term project

Responsibilities regarding homework:

Students:

- **Aim High-** show effective effort and attempt challenges.
- **Work Hard-** complete it as independently as possible.
- **Think First-** hand-in work you are proud of and communicate with the teacher if it is unfinished or missing.
- **Be Flexible-** try first and persevere even if it is hard.

Parents:

- Create and establish homework routines (time, place, etc.) and help your student with time management/weekly planning.
- Allow your child to work as independently as possible.
- Communicate to the teacher if the child needs extra support or if they are unable to complete homework (either email or a note).
- Know your student's homework expectations (from Meet the Teacher Night, School website, emails, etc.).

Teachers:

- Communicate homework expectations to students and parents at the beginning of the year in written form.
- Assign homework that reinforces, and practices already taught skills.
- Assess homework based on attainment of benchmark goals.
- Modify homework for individual students.

IMMUNIZATION

As required by the Department of Public Health, all students must have a physical examination prior to or upon their entrance into preschool, kindergarten, and sixth grade. All immunizations must be up to date, or the student will be excluded on October 15th of the calendar year from school by order of the Department of Public Health. A dental examination is also required for students entering kindergarten, second, and sixth grades. Kindergarten students are also required to have an eye exam. All students transferring into St. Nicholas must present a copy of their most recent physical examination with up-to-date immunizations, prior to attending classes.

INFORMATION SENT HOME

Thursday is the designated day for all school wide information to be sent home. This is normally sent with the oldest child in the school family. Parents/guardians should check the student's book bag when they come home on Thursday. The Principal Letter, which includes the school monthly calendar, fundraising information, and general information is sent home monthly. More information can be found daily on the school website, Facebook page, Instagram, and Twitter.

Information is shared through Class Dojo, as well as through the weekly parent email. Every parent should provide the school with a current email address that is checked often.

Often the teacher will choose to send home information concerning the class as well. This information may go home on a day other than Thursday.

MEDICATION

The day-to-day administration of medication is delegated to the Main Office staff. This includes over the counter medications such as Advil, Tylenol, etc. Medication will only be given once the Parental Consent Form has been completed. Consent forms are kept in a file in the Main Office. Prescriptive medication must be in date, labelled, and brought into the school in the original container as dispensed by a pharmacist and include instructions for administration, dosage, and storage. It is the responsibility of the parent to maintain adequate supplies. It is important that a parent provides an up-to-date record of home and work contact numbers in case of emergency. Inhalers should be carried by students wherever possible; a spare inhaler may be left with the Main Office and should be clearly marked with the student's name.

MENTAL HEALTH POLICY

St. Nicholas of Tolentine School takes seriously all indications of self-harm, harm to others, suicidal thoughts, and other significant mental health concerns. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed professional clinical counselor, licensed clinical social worker, psychologist, or psychiatrist) prior to the continuation of academics and co-curricular activities at St. Nicholas of Tolentine School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to St. Nicholas of Tolentine:

1. Arrange for their child to be assessed by a privately licensed mental health professional as soon as possible. In addition, the school can help provide referrals to clinicians, agencies, hospitals, and services that may be able to assess the student.
2. Follow the recommendations provided by the clinician, which may include but are not limited to outpatient therapy, partial or inpatient hospitalization, and medication management.
3. Sign the consent to release information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.

Student/family confidentiality is adhered to as dictated by the Ethical Code of the American School Counselor Association.

All documentation should be faxed or emailed to the attention of the principal or school designee.

4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.
5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from the school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the school and the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs of the student. The principal or designee will coordinate the provision of the necessary information for the student's return to learning with sensitivity and confidentiality. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.
6. Re-entry back to St. Nicholas of Tolentine school academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and designee:
 - Evaluation date and outcome/diagnosis
 - Safety statement: the student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Nicholas of Tolentine School

7. Therapeutic recommendations, treatment plan, discharge summary, and a plan for the transition back to the school environment.

8. Upon receipt of documentation, the principal or designee will review the assessment documentation and any appropriate treatment plans to determine if the school can provide a safe learning environment for the student.

9. If the school determines sufficient resources, schedule a re-entry meeting.

This meeting will occur on the morning of the school day the student will return to classes and will include the student, parent or guardian, principal/designee, and teacher. Please know other stakeholders may attend this meeting if needed.

The purpose of this meeting is to review the assessment and treatment plan recommendations to determine the most effective support system for the student's continued care inside and outside St. Nicholas of Tolentine School. Based on the school's concern about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved. Collaborate with the student and parent in creating and implementing a safety plan.

Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.

10. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan, which identifies the schoolwork that needs to be made up, accommodations, and supports. This meeting would occur in the morning or after school on a school day following the re-entry meeting (3-7 days). It should include the student, parent or guardian, school counselor (if applicable), teachers, and all other appropriate faculty or staff members as needed.

The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional, and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. Finally, this meeting should reassure the student and family that staff will be available to help the student with any academic issues and that it will be important for the student to reach out if they are feeling worried about their schoolwork.

PROGRESS REPORTS

At mid-trimester, all students will receive a report from the teacher indicating the student's progress. Strengths as well as opportunities for growth in the student's progress are noted and allow enough time to improve (if necessary) before the report card grades are issued.

RELEASE OF STUDENT – PARENT/GUARDIAN INITIATED

Early dismissals decrease the child's academic learning which can contribute to a learning loss. Any request for an early dismissal must be made in writing, which includes the day, date, and time of dismissal, to the office first thing in the morning. A student may not be released during school hours without the explicit knowledge of his/her parents/guardians. A student will not be released to anyone other than a parent/guardian or a person delegated by a parent/guardian. Visitors should report to the school office when picking up a child during school hours.

Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. The parent will be required to sign them out.

RELEASE OF STUDENT – SCHOOL INITIATED

When a child becomes ill or is injured during the school day, the school will contact the parent/guardian. If the parent/guardian cannot be reached, the emergency contact person will be informed. The responsible person will determine if the child is to be released. If a serious or life-threatening situation occurs, the (Chicago Fire Department Paramedics) 911 will be contacted. The parent/guardian will be notified and kept informed of the situation. Normally, the parent/guardian will come to school and take the child home. If someone other than the parent/guardian takes the child from school, the adult must sign a release form and the student must recognize the adult.

REPORT CARDS

Students receive report cards three times a year in November, March, and June.

REPORTING CHILD ABUSE

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

SACRAMENTS

Reconciliation: The second-grade class spends much of the year preparing for their First Reconciliation. Parents are expected to attend all meetings in preparation for this sacrament. Students in grades three through eight can go to confession twice during the year as a class.

Holy Communion: The third-grade class begins the year preparing for their First Holy Communion. Parents are expected to attend all meetings in preparation for this sacrament. Students who have made their First Holy Communion have various opportunities throughout the school year to receive this sacrament. The students will participate in Mass virtually or in person throughout the year.

Confirmation: The seventh-grade class begins the year preparing for their Confirmation. Parents are expected to attend all meetings in preparation for this sacrament. Students who have made their First Holy Communion have various opportunities throughout the school year to receive this sacrament. The students will participate in Mass virtually or in person throughout the year.

SCHEDULE

School Day 7:50 a.m. –2:50 p.m.

Arrival: Students may begin arrival at 7:30 a.m. for breakfast in their classroom. All students entering have the option to enter the building with or without a mask on and will sanitize their hands upon entering.

Breakfast: Available to all students every morning in his or her classroom from 7:30 a.m. to 7:50 a.m. Students enter the building through his or her assigned door and proceed directly to the classroom. Entry doors are as follows: PreK, Kindergarten, and 1st enter through the Hamlin door. 2nd, 3rd, and 4th enter through the Recess Entrance. 5th, 6th, 7th, and 8th enter through the Main Doors.

First bell rings at 7:50 a.m. **A student will be tardy if he/she enters the classroom after 7:55 a.m.** If a student is late, she/he must report to the classroom and will be marked tardy. If a child arrives after 7:55 a.m., he or she must enter through the main door, ringing the doorbell.

Dismissal: Students are dismissed through his or her assigned door.

- **PreK, Kindergarten, and 1st dismiss through the Hamlin door.**
- **2nd, 3rd, and 4th dismiss through the Before/After Care/Recess/Side Entrance.**
- **5th, 6th, 7th, and 8th dismiss through the Main Doors.**

On Monday, Tuesday, Thursday, and Friday: ALL STUDENTS ARE DISMISSED AT 2:50 p.m.

On Wednesday: ALL STUDENTS ARE DISMISSED AT 1:50 p.m.

On all days, we strongly encourage use of the drop-off and pick up lane. Parents are asked not to congregate in front of the school.

School Office Hours 7:00 a.m.-3:30 p.m.

If a child has not been picked up after dismissal, he/she will be taken to the Extended Care Program. The entrance is the side door between the school and convent. The parent will be responsible for any fees (\$5.50 per hour or part of the hour.)

Extended Care Program 6:00 a.m.-7:45 a.m. and Afterschool-6:00 p.m. (Except on early Dismissals)

The Extended Care Program is in Fennessey Hall. The fee for this service is \$5.50 per hour per student.

SCHOOL CLOSING

If weather conditions necessitate the closing of school, please wait for notification on television, radio, Class Dojo, school messenger, or Facebook. You may check the www.Emergencyclosingcenter.com and enter the school number 773-735-0772. You may also call the school.

SEARCH AND SEIZURE

All property of the school, including students' desks and lockers 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, book bags, purses or articles of clothing that are left unattended on school property. We reserve the right to inspect all school property following the Archdiocesan guidelines.

SECURITY

When inside the school building, no one should open the outside doors for anyone. All guests entering the building are to ring the bell, enter through the main doors of school, and go directly to the office.

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 and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or a student to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Social Networking Website Passwords

In January 2015, Illinois Public Act 098-0129 was put into law. The law requires students to provide social networking website passwords or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. Parents/guardians are advised to please be aware of the age requirements for social networking websites.

TELEPHONE NUMBERS

It is extremely important that the school is kept current regarding email addresses and telephone numbers including home numbers, work numbers (including proper extensions), and cell phones. If a change occurs, please notify us immediately.

TRAFFIC RULES

PLEASE UNDERSTAND THAT THERE IS NO PARKING IN FRONT OF SCHOOL ON 62ND ST, FROM 7:00 a.m. UNTIL 4:00 p.m.

Parents/guardians are not to pick up any other student if the other student's parent/guardian has not been notified. We are strongly encouraging the use of the drop/off lane.

To ensure student safety, please follow these school traffic rules:

- Do not drive around the traffic barricades
- Do not back down 62nd Street
- Do not park on 62nd Street

**Please note the 8th District Police will ticket any vehicles that do not adhere to these rules.*

TUITION

Tuition collection begins in July and can conclude in April, May, or June. Tuition amounts are listed but when payment is made it includes the student fee. The total amount due for tuition and student fee may be paid in full at the beginning of the school year (usually by August 15th), which allows for a 2% reduction in total amount due. St. Nicholas of Tolentine School utilizes the services of the Tuition FACTS program for tuition collection.

A \$50.00 TECHNOLOGY FEE PER FAMILY WILL BE ADDED TO THE OCTOBER TUITION INVOICE.

Other Considerations Regarding Tuition:

- No student will be allowed in class for the first day of school unless TUITION PAYMENTS ARE UP TO DATE.
- All tuition must be paid in full, from the previous school year before a student is able to return to St. Nicholas.
- Any student who registers on or after the first day of school will be required to pay one month of the tuition before being admitted to school.
- Tuition payments are due by your agreed upon deadline of the month
- A \$30 late fee (per month) is charged to delinquent tuition accounts.
- If a family is experiencing financial difficulty and unable to meet the required payments on time, they must contact the principal or the tuition manager as soon as possible.

- Eighth grade students are expected to fulfill all financial obligations to the school by May 15th or jeopardize their participation in graduation activities and the diploma will be withheld.
- June 30th closes the school financial year. All financial obligations of the current school year are due at that time and must be paid in full to register for the next school year.
- All fees and fines are due one week before the end of school. Report cards will not be given to students who have not met all financial responsibilities paid tuition and fees.

Tuition Reimbursement

All school families have an opportunity to earn credit toward tuition by recommending a family to St. Nicholas of Tolentine School. A \$400 tuition credit for February payment may be earned if you brought a new student to St. Nicholas and they remain through February. Each additional family is \$100.00 **Please note if a family moves or transfers, tuition credit cannot be transferred to another family or refunded.*

IF THE NEED FOR REMOTE LEARNING BECOMES A NECESSITY, THE FOLLOWING EXPECTATIONS ARE TO BE MET.

- Chrome books or iPads will be assigned with the SNS Acceptable Use Policy applying in all cases.
- Zoom: Meetings will be conducted on this platform.
- SeeSaw: Activities will be conducted through this site for Prekindergarten, Kindergarten, 1st, and 2nd grades.
- Google Classroom: Activities will be conducted through this site for 3rd, 4th, 5th, 6th, 7th, and 8th grades.

STUDENTS:

- All online courtesies apply.
- Daily attendance and check in will be required face to face with the teacher. It is the responsibility of the student/parent to contact the teacher if the student is unable to be online.
- An appropriate name is displayed using the full first name.
- Cameras must be on throughout the session.
- Microphone is on mute, unless instructed otherwise by the teacher.
- Students must be in an appropriate workspace, sitting appropriately, not laying down.
- All classroom expectations are in place and should be followed.
- Students must be in clothes appropriate for school.
- No eating, walking around, or playing with “toys” until a break is given.
- Materials necessary for class (paper, pencils, books) are available and prepared.

TEACHERS:

- Provide instruction and materials necessary prior to the meeting.
- Go over rules and expectations each meeting.

- Provide breaks.
- Understand how to use Zoom and its functions.
- Explain methods of response on the part of the students and allows time for response.