

ST. PROCOPIUS
ELEMENTARY SCHOOL



SAN PROCOPIO
ESCUELA PRIMARIA

Parent & Family Policy Manual

2023–24

St. Procopius School
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Welcome

Welcome to the St. Procopius School community. We are pleased that you have chosen St. Procopius as your child's school. By doing so, you are joining a unique community of students, parents, and teachers who believe that education should be about learning and growing. We seek to provide an education that instills responsibility, cultural appreciation, and strength of mind and character.

St. Procopius School is committed to the Catholic faith and its values, to academic excellence in the Catholic tradition of education, and to fostering a climate which builds on the strengths of the community in which we live. Our efforts to meet these goals include the following:

- St. Procopius students are educated to be bilingual and biliterate; they will develop verbal, reading, and writing skills in English and in Spanish.
- Our teachers develop and integrate progressive educational programs.
- We seek to preserve and to develop the various cultures represented in our community.
- All members of the school community become involved in our children's education. The families of our school have a particularly important role in our students' education.

Whether you are a new parent or not, you may have questions about your child's classroom experience, about school policies, or about the school community. We hope that this Parent Policy Manual will answer many of your questions or will direct you to those who may answer the rest.

Vision

To become a model Catholic, dual language school leading tomorrow's citizens.

Mission Statement

To foster and champion dual language education seeking excellence through creativity and cultural awareness, guided by beliefs and values of the Catholic faith.

Education in the Catholic Tradition

We are dedicated to the holistic development of our students, and seek to encourage academic, social, and spiritual growth rooted in the concept of *cura personalis* ("care for the whole person"). As a Catholic institution staffed by committed lay people and priests, we teach all aspects of the Catholic faith. We endeavor to produce graduates who are truly men and women for others, and who are dedicated to following Jesus' example in their lives.

As well, we endeavor to allow our students to grow in the Catholic faith and to become Catholic adults by preparing them to receive the sacraments of the Eucharist and Reconciliation for the first time as well as Confirmation, which leads eighth graders into Catholic adulthood.

As St. Procopius School is one Catholic community of students, teachers, parents, staff and clergy, we encourage everyone to celebrate our community by attending scheduled school masses—either those on Wednesday mornings or those that are scheduled on various Sunday mornings throughout the year at St. Procopius Church.

Dual-Language Education

St. Procopius School is an educational institution that has offered dual-language instruction (in Spanish and English) for all of its students, from pre-kindergarten through eighth grade, since 1996. By way of a two-way dual-language immersion program, we strive to maintain and augment students' abilities in their first language while also developing abilities in their second language. The desired result is a St. Procopius graduate who achieves at or above grade level in both Spanish and English. The ability to achieve this result requires that we address the unique academic, social, and cultural characteristics of students of various language skills and backgrounds.

The instructional program of St. Procopius School includes religion, language arts, mathematics, the biological, physical and social sciences, the fine arts, physical education and health.

The goal of our dual-language model is to ensure academic proficiency in both English and Spanish. Academically, we provide instruction that is predominantly in Spanish in pre-kindergarten, kindergarten and first and second grades. Instruction in English becomes increasingly more prevalent through each early grade, with the languages of instruction gradually becoming an even English/Spanish split by the time students reach fourth grade. Students in grades three through eight receive content-area instruction in both languages and develop cognitive and academic skills in Spanish and in English.

There is wide and varied research demonstrating that students educated in dual-language programs outperform students educated in monolingual programs, and that dual-language students achieve at or above grade level through elementary and high school.

Our educational goals and our dual-language instruction have a profound effect on the socio-cultural context in which we educate our students. Our success depends on the creation of an environment that is supportive and affirming for all students and families. We therefore endeavor to provide models of language ability in both English and Spanish in order to allow integration and cooperation between students of different languages, to create a positive perception of bilingualism, and to transform majority/minority relations for the purpose of creating a positive, interactive and sharing climate for all students. We make every attempt to ensure equal status for both languages in our school community, to involve parents of all socio-economic and educational backgrounds and to provide for our students as many opportunities as possible for language acquisition through all content areas and in all grades.

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Non-Discriminatory Statement

St. Procopius School is a non-discriminatory institution and will not permit the mistreatment of individuals while present within our school adherent with Illinois School Code. A student, parent/guardian, employee, or community member should notify any complaint manager if he or she believes that the employees, or its agents have violated his or her rights guaranteed by the state or federal Constitution, state, or federal statute.

Anyone who feels they have been the subject of discrimination should contact the complaint manager listed below. If the complaint is being made against the complaint manager, the complaint can be made to the pastor.

Complaint manager:

Ms. Sheila Doyle

Principal

St. Procopius School

sdoyle@stprocopiusschool.org

312-421-5135

Secondary complaint manager

Fr. Don Nevins

Pastor St. Procopius Church

312-226-7887

Admissions

St. Procopius School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. The school admits students of any race, color, religion, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in this school. St. Procopius does not discriminate on the basis of sex, race, religion, color, or national and ethnic origin in administration of its educational or employment policies, athletic or other school-administered programs.

Admission Age

St. Procopius School abides by the following age requirements for admission set by the State of Illinois:

- Students entering pre-kindergarten must be three years old on or before September 1st of the year of enrollment.
- Students entering kindergarten must be five years old on or before September 1st of the year of enrollment.
- Students entering first grade must be six years old on or before September 1st of the year of enrollment.

All students will be considered for admission based on his/her emotional, academic, and physical needs along with the resources available at St. Procopius for meeting these needs. It is our goal to provide the best possible dual-language education for each child.

All students entering pre-kindergarten, kindergarten and first grade should provide the following records:

- Birth Certificate
- Baptismal Certificate (if applicable)
- Medical records

All students entering grades 2–8 must provide the following records:

- Birth Certificate
- Baptismal Certificate (if applicable)
- Medical records
- Copy of most recent report card
- Scores of most recent standardized tests

Students who have been diagnosed with a learning disability or other special need must provide the school with an IEP or evaluation. St. Procopius use this information to create a Service Plan in coordination with the Archdiocese to identify resources needed to best support the student. St. Procopius will work collaboratively with the family, teachers, leadership team, and Archdiocese inclusion specialist to determine best fit for the student.

The State of Illinois does not allow students to attend school without first providing proper medical records to the school. For this reason, we are required to exclude students whose medical records are not up to date.

Enrollment, Tuition and Financial Aid

Financial Expectations of Parents

St. Procopius School relies on its annual tuition revenues in order to operate. All families are required to sign a tuition agreement and to make tuition payments (as well as payments for other services) based

upon their agreed-upon rates, and are required to do so on time. Tuition rates per child for the 2023-24 school year are as follows:

Pre-Kindergarten		Kindergarten – 8 th Grade	
	Tuition		Tuition
1 child	\$7,173	1 child	\$5,589
		2 children	\$9,220
		3 children	\$13,469

To the best of its ability, the school is committed to offering financial aid to all families that demonstrate a need and properly apply for aid in a timely manner. Each family interested in receiving financial aid must apply through the FACTS Grant & Aid process.

St. Procopius School contracts with FACTS (a tuition management and collection service) to manage tuition accounts and financial aid for all families. Each new family is required to create an account with FACTS as soon as enrollment has been accepted. While families have children enrolled at St. Procopius School, each family is responsible for accessing and managing its online FACTS account as necessary in order to keep current with payments for all school charges. Except when otherwise arranged, annual tuition payments should be made in ten equal installments due every month (August through May) by the scheduled payment date. All tuition payments must be made in full by May 2024. We accept payments in the school office by cash, check, and credit card (Visa, MasterCard, Discover and American Express). Families may make credit card payments over the phone with FACTS. In the case of checks that are returned due to insufficient funds, a fee of \$30 will be charged, along with the bank fee charged to the school.

Beginning the 2022-2023 school year, **all families must establish an automatic debit in FACTS** accounts for tuition and other school related fees. No invoice option will be available. Applicable fees include monthly tuition, technology fees, family fundraising fees, graduation fees and sacramental fees, as well as before and after school care (one month in arrears). Contact the school operations director, Ms. Teresa Chiquito, directly with questions. (*see Enrollment, Tuition, Financial Aid*)

Fees

Enrollment Fee (Instructional Materials/FACTS)	Non-refundable \$125/per child
Technology Fee (Kinder – 8 th grade)	Non-refundable \$150/per child
Fundraising Fee	\$300/Per Family

- **Enrollment Fee:** \$125 per student (payable by cash, check, Visa, MasterCard, Discover or American Express) must be paid upon enrollment. If you submit a completed enrollment form without payment, the charges will be billed to your FACTS account.
- **Technology Fee:** Can be paid along with your registration fee or at latest it must be paid by November 6th. After November 6th the \$150 fee will be billed to your FACTS account. Contact Teresa Chiquito to have this payment spread out.
 - **Family Fundraising:** There will be multiple opportunities to meet the \$300 per family fundraising fee. If the goal is not met by the end of March, the fee will be added to your April tuition payment for the 2023-24 school year.
- **Library—Lost Books:** At the end of October, December, March, and May, the overdue book list will be reviewed. Any book that has been checked out for 3 weeks or longer at that time

will be considered lost, and a replacement fee will be charged to that student's account.

(Students may renew books that they are still reading to avoid reaching "lost" status.)

- Lost book fees will be \$5.00 per book for any lost paperback, and \$10.00 per book for any lost hardcover book.
- **Additional Fees:** To cover the applicable costs of gowns, diplomas, and other items incurred by the school, St. Procopius charges a \$70 graduation fee (8th grade) and a \$50 sacramental fee (3rd & 8th grade) when applicable.

Transfers, Tuition, & Records

All balances for tuition and all school products and services must be paid in full by May 15th of each school year. Eighth graders will not participate in graduation ceremonies until all balances on all school accounts are paid in full and funds have cleared.

After enrolling, each family is required to sign a tuition agreement. This agreement defines the tuition commitment for the family and, if applicable, guarantees the financial aid that will be provided by the school to the family. We rely on every family to pay its tuition obligation to the school. In the event that a family falls behind on its tuition payments, it is the family's responsibility to contact the school operations director to formulate a payment plan. If a family fails to contact school administration or fails to meet its obligation under the payment plan, the school reserves the right to exclude students from school. If a family's tuition account is significantly in arrears, and the family has not demonstrated sufficient initiative in terms of bringing the account current, the school may exclude or expel that family and students as it deems necessary.

Please note that a *current* family in arrears with payments to the school at the time of re-enrollment for the next school year (beginning in late January each year) will not be allowed to enroll their child for the next school year until the account is current.

Tuition agreements between the school and individual families are completely confidential. St. Procopius School agrees not to share financial information provided by families or information regarding each family's account. **No family should share its *own* tuition and financial aid information with any other party.**

Students will be considered enrolled in St. Procopius School when a completed enrollment form is submitted, the non-refundable enrollment is paid, and an account is created with FACTS. In the event a family withdraws a student for whatever reason at any time, the school is under no obligation—under any circumstances—to refund monies already paid to the school. This includes, but is not limited to, monies paid toward tuition, enrollment, and technology fees, the After School Program, uniforms, extracurricular activities, school events and field trips.

In order to create a stable educational environment for our students and to promote commitment to St. Procopius as well as to our unique dual-language program, families are expected to honor their tuition agreement for a given year once their child has been enrolled. Anyone choosing to leave St. Procopius School after September 15th of a given school year for the reason of transferring the student to another school will still be responsible for full payment of that student's entire tuition balance for the school year in question. **All families with a student enrolled at St. Procopius School on or after September 15th of a given school year are responsible for payment of the entire balance of that student's tuition for the school year in which the student has been enrolled.**

Beginning in January of 2023, families will be *automatically* re-enrolled at St. Procopius and billed to FACTS or their account. Payment is expected to be made in February unless the family contacts the Operations Director. No confirmation is needed from families and a simplified registration page will replace a complete packet.

Beginning January 2023, families will complete a single re-registration page, in addition to communicating any new information with the office and submitting all required paperwork.

Certified copies of transfer in students' records are requested within 14 days of enrollment. For students transferring out, **unofficial** records of students transferring to other schools are sent within 10 days of the request. **Official** records are sent once all financial obligations have been met.

Academic Policies

Daily Schedule

The school day starts at 8:00am and ends at 3:00pm. The school building opens each morning at 7:00am, and students may enter the gym until 7:40am for the before school care program (fee-based).

At the end of the day, classes will leave the building together at 3:00 pm (with the exception of preschool who will dismiss at 2:50pm from the main entrance). Fifth through eighth grade will leave out of the north door. Parents may meet their children on the Allport sidewalk at dismissal.

After-school care is available in the school building from 3:00 until 5:30 pm through the After School Program. Students who are not picked up before 3:10 p.m. will automatically be sent to the After School Program. Parents who have not enrolled their children in the After School Program will be assessed \$15 per child per day. This charge will be assessed immediately at 3:15 pm.

If a student must leave school early, **a note explaining the reason for the early dismissal and the time requested to be dismissed must be given to the teacher at the beginning of the day** (except in cases of emergency). Parents must come to the school office to pick up their child early and must sign out their child. An early pick-up can take approximately 5 minutes so be sure to allow time for the student to be called down. Students will not be called out of class until parents arrive and come to the office to sign the student out.

Attendance

Daily school attendance is compulsory in the state of Illinois for children six through sixteen years of age. The responsibility for compliance with the law 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. The attendance record is placed in the student's permanent record each school year.

Absences

Students who are regularly absent miss valuable continuity of instruction and their work is negatively affected. However, students should not attend school when it might be detrimental to their own health or to the health of others. **If a child must be absent on any given day, parents should call the office no later than 9:00 am in order to notify the school that the child will not be attending school that day.**

If the student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, school officials may investigate the situation. A student is considered truant when he/she is absent from school for a school day or portion of the day *without* a valid cause.

Whenever a student is absent, the absence must be communicated to the main office secretary. It is expected that students will miss fewer than ten (10) full days over the course of the school year due to absence. Students arriving to school from a doctor's appointment must have doctor's note to excuse the tardy or absence. An early dismissal for an appointment requires a note on the following school day.

Regarding absences, the school tracks absences for each student as a total but makes note of the reasons shared by parents when no note is available. Excused and unexcused absences are totaled collectively in our system and on report cards, but the school may share individual absence reasons when asked by a parent or receiving school when those have been provided. Pattern absences are also closely examined by St. Procopius and receiving schools, so it is important that students are present to establish a routine of being in school.

Parents should request permission from the principal in advance of a student's absence for reasons pertaining to travel or to illness (e.g., scheduled surgery). Families are encouraged to plan their vacations during the school's Christmas and spring breaks, families assume responsibility of ensuring that students engage in learning activities that will help them catch up on missed classwork or homework. **Teachers are not responsible for providing students with homework before a student's absence.** Teachers may meet with a student upon his/her return to review learning activities that the student missed and to help the student catch up with the rest of the class.

Tardiness

Success in school requires that a student arrive at school on time. Frequent tardiness interferes with the continuity of a student's education and disrupts the school day for all. Families should notify the school before cases of excused tardiness that require a student to arrive late (i.e. a doctor's appointment).

Any student who arrives tardy must obtain a tardy slip, which must then be given to the student's teacher, and will be kept in the student's file.

Academic Honesty

We at St. Procopius School set high standards for our students' good character. All students are expected to do their own homework, to test without using unauthorized aids and to submit their own work for all assignments.

Students should not misrepresent test materials, research information, or classwork/homework assignments as their own. All students must deny all requests made of them by other students to copy classwork, homework and/or tests. Academic dishonesty is not tolerated at St. Procopius School; these include (but are not limited to) the following:

- Turning in any work, or part thereof, that is not the student's own work
- Using electronic devices as a testing aid in any unauthorized manner, including (but not limited to) researching, photographing, recording or texting information
- Copying another student's (or any other person's) work and misrepresenting it as one's own
- Allowing another student to copy one's work
- Putting one student's name on another student's work
- Using a "cheat sheet" or any unauthorized material to aid in taking a quiz or test
- Giving another student help on what has been designated as a quiz or test to be completed individually

- Using any material from the Internet without a proper citation or appropriate credit and misrepresenting it as one's own work
- Tampering with a teacher's grade records or tests (this is subject to possible suspension or expulsion)
- Stealing and/or selling quizzes or exams (this is subject to possible suspension or expulsion)

Teachers and/or administrators are solely responsible for determining if academic dishonesty (or "cheating") has occurred. Consequences for academic dishonesty will be determined on an individual basis, and may include (but are not limited to) the following:

- Teacher and/or administrator contacting parents
- Student receiving no credit for the work or test in question
- Incident becoming a part of the student's permanent record
- Student being suspended
- Student being expelled

Homework

The purpose of assigned homework is to reinforce instruction received at school, strengthen independent study habits and to instill a sense of responsibility concerning schoolwork. The amount of homework assigned will depend on the age and the academic needs of the student.

The school recommends that each student make home study a regular evening routine. This encourages good study habits. Parents can help by:

- Providing the child with a quiet place to study
- Setting aside a regular study time each evening
- Removing distractions (television, smartphones, etc.)
- Encouraging children to share their work and to discuss their school experiences

Positive integration of home and school activities enriches a child's educational experience. We believe that mutual support and cooperation between school and home are an essential part of the educational process.

Promotion/Retention

The policy of the school dictates that, in most cases, it is neither preferable nor beneficial to retain students in a grade for more than one year. However, in certain cases, the possibility of retention will be considered for its possible academic, personal and/or social benefits. Whenever possible, in cases when retention is being considered, the parents/guardians of the students involved will be notified in writing. Parents are encouraged to work with teachers and administration in determining the best course of action for the student. The principal reserves the right to make the final decision regarding student promotion/retention.

Evaluation of Students: Conferences, Progress Reports, Report Cards, and Awards

The school's reporting system has been designed with an eye toward promoting positive interactions and discussions between students and their families about school. At the end of each trimester, each student

and his/her family will schedule a fifteen-minute conference with the teacher. **These are mandatory conferences for all families.** The student will show his/her family a selection of completed work and the student will demonstrate what has been learned so far during the semester. In addition, the teacher may report on the student's academic progress and the outlook for the future. Progress reports for students (3rd-8th grade) are distributed in the middle of each trimester. Report cards are distributed for all at the end of each trimester around conferences.

Current grades for 3rd-8th grade are available via the parent portal in PowerSchool throughout the school year—contact the secretary for your access code. The school recommends that families use these reports to help students establish and meet their educational goals. Families may use reports to analyze the child's strengths and are encouraged to focus on areas of improvement by monitoring classwork, homework, and assessments. Parents are welcome to consult with their child's teachers or with an administrator regarding the report card and how it can be used at home to encourage learning.

At the end of the school year, one student from each class will be recognized with the St. Ignatius Student Award, which is given for overall quality and character of the student. In addition, one student from eighth grade is recognized with the Principal's Award, which is presented to a student with longstanding academic excellence.

Emergency Procedures & Student Records

All students must have an Emergency Information form on file in the school office. Parents must fill out this form, identifying the primary individual(s) whom they wish to be contacted in the event of an emergency involving their child. **During the school year, it is imperative that parents inform the school of any changes to their relevant contact information, including emergency contacts.** The parent completing the form will also identify and provide contact information for the child's primary medical professional, who may be contacted if necessary. A release allowing the school to call emergency services is also included on the Emergency Information form and must be signed by parents.

In the case of an emergency, the school will immediately contact the *parents/legal guardians followed by* individual(s) listed on the Emergency Information form. If the school is unable to contact parents or legal guardians, it will proceed as necessary to deal with the situation given the nature of the emergency. Whenever a child is injured at school, the school will take any and all reasonable steps and the child's parents will be contacted immediately. After the first response, it will be the parents' responsibility to choose the appropriate course of action and/or treatment for their child. The school will offer all possible resources and support. However, please note that it is the parents' responsibility to cover the costs of the emergency, unless the school is deemed legally liable for them.

The school will practice emergency drills such as tornado, fire, and lockdown throughout the year beginning with a safety drill day in August. If you do not wish for your child to participate in these drills, contact building administration to notify and devise a solution.

School Closings

If the school must close because of inclement weather or other emergency, the information will be communicated electronically through various media options including email and ClassDojo, as well as local media broadcasting the closing. Every attempt will be made to communicate this information as quickly as possible using any available media once a decision to close the school has been reached. Do not call the school office or contact school personnel for this information; if there is no closing

information shared or if there is no news of a closing broadcast via the local media, the school will be open as usual.

In addition to the home page of the school's website, closing information may be found via the following sources:

Radio: WGN 720 AM and WBBM 780 AM

TV: CBS-2, NBC-5, ABC-7, WGN-9, FOX-32, CLTV News

Emergency Closing Center

Phone: (847) 238-1234

Online: www.emergencyclosingcenter.com

Facility Name: St. Procopius School

Facility Location: Chicago

Facility Phone: 3124215135

Administration of Medicine

Parents/guardians have the primary responsibility for the administration of medicine to their children. The administration of medicine to students during regular school hours and during school-related activities is discouraged unless it is absolutely necessary for the health and well-being of the student. The school will not allow students to take medication (either administered by school personnel or self-administered) on school grounds unless the **Medication Authorization Form** has been completed and signed by the parent/guardian and then signed by physician and the principal. Parents may request an authorization form from the school office. Medication received by the school in accordance with a completed Medication Authorization Form will be stored in the school office. The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist, and parents acknowledge this by signing the Medication Authorization Form.

The school reserves the right to deny requests to administer medicine to students provided that such denial is indicated on the Medication Authorization Form. If the school denies a request to administer medicine, parents/guardians must make other arrangements for administering the medicine to their children, such as arranging for the medicine to be administered before or after school or arranging with the principal to have the parent/guardian (or designee of the parent/guardian) administer the medicine in school.

Student Medical Records

The Illinois State Board of Education requires that parents provide proof of necessary immunizations and a physical exam upon initially enrolling in the school. In addition, each student must receive a physical examination no more than one year before entering pre-kindergarten, kindergarten and sixth grade. The physical exam form should be signed by a doctor and by a parent, and should include the child's immunization history. If proper immunization documentation is not provided for any student by September 25th of a given school year, the student will be excluded from school until the family can provide the necessary documentation. The following are the immunization requirements for the state of Illinois:

- All students must supply proof of immunization against polio, DTP/DTaP/Td, measles, mumps, and rubella.
- All students in Pre-K and grades 5–8 must supply proof of immunization against hepatitis B.
- All students in Pre-K must supply proof of immunization against Hib.

- All students must supply proof of immunization against varicella/chickenpox.
- All students in grades 6–8 must supply proof of immunization against Tdap.
- All students must have a sports physical before trying out and participating in extra-curricular athletics.

Visitors and Volunteers

All visitors to the school should enter through the main Allport Street entrance only. Visitors who park in the back lot should use the pathway between the Parish building and the Missionaries of Charity residence to access Allport Street. Visitors should not enter the school through the rear entrance (although it is permissible to exit the building this way). For the safety of students and staff, do not hold open or prop doors.

All visitors to the school and volunteers must first proceed to the school office before going anywhere else in the building. Once in the school office, all visitors must identify themselves and sign in

Since the classroom is a place of learning for your child, it is necessary that classroom time between students and teachers be respected. For this reason, **parents or visitors to classrooms are not allowed in the building, except when a classroom or school related visit is prearranged and the visitor and has been approved by the principal.** All visitors must check in at the school office. *Students are not permitted to use personal devices to contact parents/guardians while under the school’s supervision.* If parents need to speak to their child during school hours, they should call or visit the school office so that arrangements can be made.

If parents wish to meet with a teacher regarding their child, they must schedule a meeting with the teacher. Teachers may not be interrupted during instructional time (7:55am until 3:00pm). Teachers and staff should also not be interrupted when they are moderating after-school clubs or coaching.

If a non-custodial parent or relative should not legally be allowed to see a child, the custodial parent must inform the school and provide a court order to be filed in the school office at the beginning of the school year or when in place.

Many parents have talents and abilities that can and should be shared with our students. Parents are encouraged to volunteer and to participate actively in the school through various activities set up especially for parental participation: cultural/social/academic events and field trips.

For the safety of our students and staff, please note that *all* school volunteers must first (1) sign a code of conduct, (2) undergo a background check and (3) complete required training by the Archdiocese of Chicago’s Office of Catholic Schools. Contact the operations director, Teresa Chiquito, to confirm status.

Discipline

As members of our educational community, St. Procopius students are expected to display a positive attitude toward their education and to behave in a manner that enhances the learning process for all. Students whose behavior or attitude disturbs the learning of any of our students will be disciplined. In order to maintain our educational environment, each student has the same rights and responsibilities within the school community, which are derived from the Code of Conduct.

Code of Conduct

St. Procopius School students are expected to be:

1. **Studious:** to accept responsibility for one's own education; to ask questions and obtain the information necessary to complete schoolwork successfully; to seek assistance from teachers, administrators and parents whenever necessary.
2. **Responsible:** to come to class with completed homework assignments and all materials needed to participate fully in classes; to accept responsibility for behavior and for consequences of behavior.
3. **Respectful:** to be respectful and courteous at all times to teachers, staff, administration and fellow students; to respect each other's personal space and property as well as the property of the school.
4. **Orderly:** to arrive on time and be prepared for class and school activities; to comply with the school dress code; to cooperate fully during school convocations and safety drills.

Expectations:

- Students should treat others the way they want to be treated and use positive language when speaking about others.
- Students keep their hands and feet to themselves and will not be physically or verbally aggressive towards others.
- Students will be truthful when telling about events or situations, and they will not exaggerate details.
- Students will focus on situations that directly involve them, their education, or their safety.
- Students will advocate in an appropriate manner for those who are being mistreated, and they will leave a situation that is not positive.
- Students will report any inappropriate behaviors in a timely manner to Ms. Doyle.

Disciplinary Procedures

Each teacher is entrusted with the disciplinary rights and responsibilities of his/her students. In order to reduce disciplinary incidents, increase the school's sense of safety and support academic outcomes, St. Procopius will implement a positive proactive, intervention disciplinary approach.

Disciplinary Suspension

Students are not permitted to interfere with the learning process of their class or classmates. In cases where a student's behavior infringes on the rights of other members of the school community, the student may be removed from her/his classroom. Students may be suspended in the school building for one or more days, or may be required to serve a suspension at home. In either case, a student who is suspended will not be readmitted to class until the issues which have led to the suspension have been resolved to the satisfaction of the administration. Students may be suspended for a minimum of one school day in instances of fighting or aggression, or in situations in which the student threatens another member of the school community in any way. In all cases, decisions regarding disciplinary suspensions are subject to the discretion of the principal.

Disciplinary Probation

A student who commits a serious violation of school rules may be placed on probation for a given period of time before a decision will be made as to whether to allow the student to continue to attend St.

Procopius School. The process for placing a student on disciplinary probation may include the following:

- A conference between the student, parent(s), and the principal
- A signed form detailing the agreement on the student's part to correct his/her behavior
- The student may be required to perform service work for the school in order to maintain his/her status as a St. Procopius student. This work may be required on Saturdays or during school vacations.

Expulsion

Students who pose a serious or repeated threat to the rights of others may be expelled from the school. Offenses which could lead to expulsion include, but are not limited to, the following:

- Excessive unexcused absences or tardiness
- Possession or use of cigarettes, electronic cigarettes, alcohol, or other drugs during the school day or on school grounds
- Bullying, physically harming or threatening others
- Destroying school property or the property of any member of the school community
- Possession of a weapon or potential weapon of any kind
- Blackmail and/or extortion of another member of the school community
- Refusal to correct behavior after repeated offenses
- Repeated infractions that are not corrected

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack.

Behavior

Three issues are of particular concern in protecting all members of the school community, and the following policies have therefore been adopted:

1. Gang involvement, affiliation, or association will not be tolerated at St. Procopius. Students who in any way express support for gangs risk suspension or immediate expulsion. This policy applies, but is not limited, to written insignias, tattoos (and other body markings), students' dress, students' statements and students' associations with persons outside of the school.
2. Sexual harassment of students, staff or volunteers is strictly unacceptable conduct. Students who engage in any type of sexual harassment will be subject to immediate and appropriate discipline, including suspension or expulsion. Any student who feels that he or she has been a victim of sexual harassment may bring the problem to the immediate attention of a teacher or administrator.

3. Bullying is contrary to Gospel values and has no place in a school. Bullying is intentional, repeated and hurtful, and comprises a physical, verbal, emotional or sexual act committed by one or more persons against another person or persons. Bullying is characterized by: aggressive, often unwarranted, behavior toward others; intentional and repeated hurtful acts over a period of time; an imbalance of real or perceived power between the bully and the victim. In all cases, these negative acts are not intentionally provoked by the victim. All allegations of bullying will be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.

St. Procopius School is committed to providing learning and work environments that are Christ-centered and free of harassment for all of its students and employees. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential and thorough manner. Harassment of any kind will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Searches of School Property

All property of the school, including students' desks and lockers (as well as contents) may be opened, searched and inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses or articles of clothing on the school campus.

To uphold the dignity of the human person and the sacredness of human life, and to provide a safe, secure environment, students shall not possess, carry or use weapons anywhere on the school campus. Weapons include (but are not limited to) the following: knives, handguns, brass knuckles, bats, pipes, sticks and any other object that can potentially cause bodily harm. **Any student violating this policy is subject to suspension and/or expulsion.**

School officials are required to report weapons violations to the Chicago police. Any weapon confiscated by the school will be turned over to the Chicago police.

Parents' Behavior

Parents/guardians of the school community are expected to demonstrate respectful behavior at all times to faculty, staff, administration, students, other parents, volunteers and all others, whether on school grounds, in any form of communication, or at school events offsite. Students may be withdrawn due to the conduct of their parent/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, chronic disrespect, or other behavior that violates the parent code of conduct.

In dealing with school-related behavioral matters involving their own children and other students, parents are required to allow the school to handle all aspects of a behavioral matter, including intervening, investigating, interviewing, disciplining and creating behavior-modification plans to improve a situation going forward. Under no circumstances are parents/guardians permitted to take matters into their own hands in a behavioral matter or incident by approaching a student from another family or any member of the family of another student.

At St. Procopius School sporting events, parents/guardians (as well as their family and friends in attendance) are expected to conduct themselves with dignity and decorum so that they may serve as role models to our students in a way that is appropriate. Unacceptable behavior at such events will not be tolerated. These behaviors include, but are not limited to: harassment, verbal abuse, or assaults on or threats to faculty, staff, administration, students, other parents, volunteers and all others at any school-related event.

When conducting business with the school, all parents/guardians as well as family members and friends are expected to act with honesty, integrity, professionalism as well as respect for all members of the staff and the community. At all times, parents/guardians (as well as family members and friends) should remember that they are part of a larger community, and that accordingly, they have responsibilities that they must accept. When, in the judgment of the school's administration, the behavior or attitude of a parent/guardian (or their family member or friend) seriously interferes with teaching, learning, the business of the school, and/or a positive environment in the school or at school-related events, the school administration may:

- Inform parents/guardians that the right of the parent/guardian (or their family member or friend) to be present on school grounds and/or at school events is temporarily or permanently suspended
- Suspend or expel the child(ren) of the parent/guardian (or their family member or friend) from school

Generally, a student is not to be deprived of a St. Procopius School education on grounds relating to the actions/attitudes of a parent/guardian, family member or friend. However, even though every reasonable opportunity will be extended to parents and family members in the interests of resolving issues through communication with the school's administration so that the child(ren) will be allowed to remain in the school, the school administration reserves the right (when necessary) to take the steps outlined above.

School Uniform

The school has created a uniform for all students in grades K–8. The uniform is meant to reduce competitiveness among students regarding clothes and material items, and to create a positive environment focused solely on learning. Administration will make the final ruling on any uniform infractions.

All students are required to bring a (reusable) water bottle to school each day. Bottle fill stations are located on each level of the school for access to cold water.

The school uniform for all students in kindergarten through 8th grade is as follows:

Girls:

- Navy blue skirt (knee-length) or dress pants or navy blue dress shorts (shorts are not permitted to be worn from October 1st until April 1st)
- White shirt/blouse with a collar or navy blue St. Procopius polo shirt
- Undershirts may be only white or gray
- All black or white shoes; shoelaces must match the color of the shoes; heels are not permitted
- Navy blue, black or white crew socks (worn halfway up the calf) when wearing pants; navy blue, black or white ankle socks when wearing skirts or shorts
- Blue sweater or blue St. Procopius sweatshirt (no other sweatshirts or jackets may be worn in the classrooms)
- No perfume, makeup, nail polish or false nails; nails must be cut short
- Girls may wear one earring in each ear and one ring on each hand; excessive jewelry is not permitted (e.g., large hoop earrings); all jewelry must be safe and not pose any danger to the student herself or to any other student or teacher
- Hair should be neatly cut and groomed; haircuts that are unusual and designed to attract undue attention to the student will not be permitted: this includes styles in which markings of any kind

are shaved into the student's hair or styles such as a Mohawk; accessories or hair-coloring that are intended to attract unwarranted attention or that cause a distraction will not be allowed

- Hoods or hats are not permitted to be worn indoors

Boys:

- Navy blue dress pants or navy blue dress shorts (not allowed from October 1st until April 1st); all pants must be of an appropriate size
- Light blue shirt with a collar or navy blue St. Procopius polo shirt
- Undershirts may only be white or gray
- All black or white shoes; shoelaces must match the color of the shoes
- Navy blue, black or white crew socks (worn halfway up the calf) when wearing pants; navy blue, black or white ankle socks when wearing shorts
- Blue sweater or blue St. Procopius sweatshirt (no other sweatshirts or jackets may be worn in the classrooms)
- No earrings
- No more than one religious-themed necklace and/or bracelet
- No cologne or any other type of body spray
- No facial hair of any kind
- Hair should be neatly groomed and not designed to attract undue attention to the student: this includes styles in which markings of any kind are shaved into the student's hair or styles such as a Mohawk; accessories or hair-coloring that are intended to attract unwarranted attention or that cause a distraction will not be allowed.
- Hoods or hats are not permitted to be worn indoors

- As per Illinois PA 102-0360, St. Procopius School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- St. Procopius School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Gym Uniform (to be worn on days students have gym class):

- Navy blue St. Procopius t-shirt (or other St. Procopius t-shirt) or St. Procopius sweatshirt; undershirts may only be white or gray; plain white or plain blue t-shirts are not permitted
- Plain blue shorts: St. Procopius sweatpants may be worn in colder weather
- Black or white gym shoes (must be appropriate for school; no wheeled shoes or oversized shoes are permitted)

Spirit-wear days will be set once or twice a month on our calendar. Students (K-8) may wear school spirit items or school uniform on these predetermined days or others added by administration.

- **Students may *not* wear ripped jeans.**
- **Cropped tops are not permitted (no shirts that reveal midriffs).**
- **No tank tops.**
- **Hoodies and jackets are not permitted in class but may be worn to/from school or outside.**

Teachers and administrators have the responsibility of interpreting and enforcing the school’s dress code and the appropriateness of each student’s appearance. It is at the discretion of the teacher/administrator as to whether to inform students and their parents/guardians if students are out of uniform. It is expected that any corrections to a student’s appearance will be made immediately upon such notification. When an infraction occurs, students will be warned, and parents will be contacted. For subsequent infractions, students may not be admitted to class and may be dismissed to the school office to await delivery of proper uniform clothing or to be dismissed from school (and marked absent). Any clothing items or accessories not allowed per the uniform code that are worn by students or that students have in their possession anywhere at school are subject to confiscation by school administrators or teachers. The school is not responsible for these items after they have been confiscated.

School Activities

Before & After School Program

The Before & After School Program (ASP) is a service offered to St. Procopius students from 7:00-7:40am or from 3:00-5:30pm on most school days. The programs offer students a safe place to wait or to complete their homework and participate in recreational activities. Any homework that has not been completed when students are picked up should be completed at home under parental supervision. Students enrolled in the After School Program may also participate in various extracurricular activities offered after school. After School program staff will pick them up and deliver them to the activities.

There is an additional charge for this program, which can be paid in monthly installments using FACTS, the school’s tuition management system. For the 2023-24 school year fees, refer to the registration letter.

Families that wish to register for either program are encouraged to do so during the Registration Period. Families that have not enrolled in the select program will be charged the stated daily rate per child per day if their child uses the program’s services for any reason throughout the school year.

<i>Options</i>	Daily	Monthly*	Yearly*
Before Care (7:00-7:45am)	\$5/student	\$75/student \$130/family	\$550/student \$850/family
After Care (3:00-5:30pm)	\$15/student	\$200/pre-school \$175/student (k-8) \$400/family	\$1,500/pre-school \$1,300/student (k-8) \$3,000/family
Before & After Care	\$20/student	\$225/student \$440/family	\$1,700/student \$3,600/family

After School Program services start at 3:00 pm on most school days and end promptly at 5:30 pm. Picking up students after 5:30pm will incur a \$30 charge for the first 30 minutes until 6:00pm, regardless of time used. After 6:00pm, there will be a \$20 charge every 15 minutes (billed through FACTS).

Because the school must hire staff based on initial enrollment in the program, families that enroll in the program will be responsible for payment of the charges for the entire school year if they elect to leave after enrollment begins. Contact administration to be removed from the program.

All students who are enrolled in the After School Program must be picked up from *the main door or the playground*. **If families wish to arrange an early pick-up and the child would not attend the ASP on a given day, they should inform the school office by e-mail (info@stprocopiusschool.org) or phone at least three hours prior to dismissal on the day of the early pick-up.**

Extracurricular Activities

These programs are intended to provide students with opportunities to learn about goal setting, self-discipline, teamwork, and to instill in them the enjoyment, pride and satisfaction that comes from participating in such activities. Extracurricular activities can include athletics, clubs (art, student leadership, theater, music, etc.), service opportunities and trips/excursions. In all cases, students and parents/guardians will be notified in writing of the time, place and duration of the activity, as well as of practices, events, games, etc. that comprise the activity. Students who wish to participate are required to obtain permission from a parent/guardian and parents are required to submit payment (if applicable). As well, students' participation may depend upon obtaining permission from teachers and/or administration. Any student wishing to participate in an extracurricular activity must first meet all classroom and other school-related obligations. Students will not be allowed to participate in extracurricular activities if their academic or behavioral performance does not meet school standards.

Students involved in extracurricular activities that take place after school should be picked up by their parent/guardian at the time the activity ends unless the child is enrolled in the After School program.

All students must have a sports physical before trying out and participating in extra-curricular athletics. Furthermore, students will not be allowed to participate in extracurricular activities on days when they have been absent from school for most or all of the day or without approval from administration. In addition, students who are suspended from school may not participate in any activities until they have returned to their classes and are considered ready to participate.

It is expected that any student who joins a team/club or participates in some other extracurricular activity makes a commitment to the rules of participation for that activity. Once committed, students are expected to maintain their commitment to the activity they have chosen. Any moderator or coach may dismiss a student from an extracurricular activity if the student does not demonstrate proper commitment. In the event of any scheduling conflict (e.g., an athletic event scheduled at the same time as another activity), arrangements should be made with the moderators or coaches of the events in question.

Field Trips

On occasion, teachers will schedule field trips for their classes that will take place during the school day. These trips will be of an educational nature and will connect to the curriculum of the class, but student participation is not required. Parent/guardian permission is required for a student to go on a class field trip and a payment may be required. Students who do not return a signed permission form will remain at school to work on assigned classwork.

Student Parties

To respect instruction time, student parties (or other student celebrations) are only permitted in classrooms on special occasions and mainly at the end of the day. In order to have a student celebration in the classroom, parents must make a request via e-mail to the classroom teacher at least 3 days in advance. After the request has been made, and if the teacher agrees to the request, the teacher will then obtain approval from the principal. **All student parties/celebrations taking place in the classroom must be pre-approved by the principal.** For the purpose of respecting the health and well-being of our students when a party or celebration has been pre-approved by the principal, any food brought in should be nutritious (fruit, etc.) and consider potential allergens.

Breakfast/Lunch

The Food Service Professionals Company (FSP) provides students with breakfast and lunch every day. FSP is responsible for all food preparation and distribution, and the company abides by all federal laws regarding food preparation and handling.

Students may participate in the FSP program, or they may bring their own breakfast/lunch to school. If students choose to bring their own food to school, the food should be nutritious (no soda, candy, chips or fast food), and students may not bring glass beverage containers. Students may not share food with each other. This is necessary to discourage competition among students and to avoid potential allergic reactions and other health problems.

To participate in the FSP program, families must submit the FSP application, and FSP will subsequently determine whether or not a family meets income guidelines in order to receive free or reduced-price meals. Families who do not meet the federal income guidelines must pay for meals. Families may order and pay for food service on a monthly basis through the online system (see FSP).

Breakfast is served between 8:00 and 8:15am in most classrooms every school day, and lunch is served between 10:40 am and 12:30pm in the cafeteria (except for preschool who will eat in the classroom). Parents should make arrangements for meals when dropping off students after a scheduled mealtime.

Parents with specific questions or comments about food service are encouraged to contact FSP directly at (773) 385-5100.

Student Records

By law, all parents/guardians and eligible former students (those over the age of eighteen) have the right to inspect and review a student's academic record. This may be done by submitting to the school office a written request to inspect a record; administration will then set a date (within ten school days) of when the record will be available. A parent/guardian or eligible student may seek a correction of an academic record which that individual believes to be inaccurate, misleading, or in violation of student rights. The parent or eligible student may only challenge grades on grounds that the grades have been inaccurately recorded. They may not challenge grades because of a disagreement with a teacher's grading and/or assessment procedures. Any such request must be in writing; the administration will respond to such requests within ten school days.

Transcript requests for high schools, transfers, applications, or others will be processed as quickly as possible but there will often be at least a 48-hour business day processing time. Please be aware of this when making requests for information and transcripts. Additionally, please allow a minimum of 3 days when making a request for any letters from teachers or administration, including recommendations.

Privacy of Student Records

St. Procopius School will not disclose anything from a student's record except in the following cases:

- By the prior written consent of the parent/guardian or eligible student
- Using contact information for a directory (parents wishing to restrict disclosure of their contact information must notify the principal in writing at the time of registration)
- By court order or lawfully issued subpoena

- Under certain limited circumstances (at the discretion of the principal): e.g., to the parent, guardian, or student; to teachers/administrators providing educational services to the child; to pastors, counselors, or other school personnel when it is necessary to serve the student or the student's family; to other educational agencies providing support services to the child; to the Archdiocesan Office of Catholic Schools; to another principal when the child is seeking enrollment elsewhere

Missing Persons Records Act:

- St. Procopius School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

Doctor's Notes & Excusals

Injuries take place in and outside of school, and to ensure students are properly cared for, a doctor's visit and a notice of (partial) excusal may be needed.

- Doctor's notes on the letterhead must include the following:
 - Date of visit
 - Student name
 - Injury
 - Students may be excused from physical activities (PE & recess) and/or sent to school with crutches, brace, sling, etc. to assist in the recovery of an injury while a parent arranges for a visit with a doctor or allows the injury to heal on its own.
 - Students are only allowed to utilize a sling, brace, crutches or other assistance that keeps them from performing typical functions for up to one (1) week without a doctor's note
 - After one (1) week, the student is expected to return to regular participation and discontinue the assistive brace or provide a doctor's note.
 - Communicate with administration if you have any questions
- Restrictions - *important*
- Date of follow up appointment (if known) or termination of restrictions

Rights of Non-Custodial Parents

St. Procopius School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide (upon request) the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regardless of custody, and in the absence of a court order stating otherwise, both parents have the right to receive a copy of their child's academic reports. Non-custodial parents who wish to receive copies of their child's academic reports should contact the school office in order to make the necessary arrangements.

Suspected Child Neglect or Abuse

School employees are legally designated as mandated reporters and must, by law, report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS). It is the responsibility of DCFS personnel to investigate allegations of abuse or neglect, and school employees shall fully cooperate with such investigations.

St. Procopius School Parents' Committee

The St. Procopius School Parents' Committee consists of those parents who wish to volunteer their time and talents in order to help plan certain social and cultural events for students as well as fundraising events throughout the school year. The role of the Parents' Committee is to exchange ideas and to assist with the planning and execution of these various school activities and events.

The Parents' Committee will work to develop and nurture the St. Procopius School community of parents and families, and offer assistance and support to our teachers, staff and administration. All parents are welcome to join in order to get involved with the planning of these activities, which are designed to enrich the students' educational, social and cultural experiences outside of the classroom and to provide fundraising support for the school. Contact a school representative to see how you can get involved.

Communication

At St. Procopius School, we recognize that communication between families and school is an important factor in a child's education. The school will take the following steps in order to ensure effective communication:

- Parents' Committee meetings will be held in the school periodically throughout the year
- The school will post monthly newsletters and calendars on the school's website as well as send these documents to parents via e-mail
- Parents will receive most school correspondence via email or other communication media. **Parents are responsible for reviewing this communication.**
- The school will send updates on Friday by e-mail or other communication regarding student extracurricular activities, school events and other news
- Parent/teacher/student conferences will be held at the end of 1st & 2nd trimester; attendance at these conferences is mandatory for parents and students
- Student progress reports will be sent to third through eighth grade parents in the middle of each trimester
- Use of the school's website: www.stprocopiusschool.org

The school requires that parents participate in communication in the following ways:

- Read all school correspondence, including the weekly newsletter
- Check the school's website regularly
- Attend school events and activity nights
- Attend parent/teacher/student conferences
- Follow through with inquiries from teachers and administrators regarding your child's education as well as your accounts with the school

Parents are encouraged to discuss their child's education with teachers and should contact them directly to do so. If any matter requires additional attention, or has not been resolved satisfactorily, parents should contact the principal to discuss the matter in question. The following is a summary of various issues and the appropriate personnel with whom such matters should be discussed:

- Issues involving the curriculum or instruction in a particular classroom should be initially discussed with the appropriate classroom teacher, then to the principal or director of academics
- Issues regarding disciplinary procedures or issues should be discussed with the Principal

- Issues regarding finance and tuition accounts should be discussed with the Operations Director
- Spiritual matters should be discussed with the teacher, a member of the school's administration or with the pastor of St. Procopius Church
- Issues involving the administration of the school should be discussed with the Principal.
- The school's administration and the pastor of St. Procopius Church, according to the mission, philosophy and educational/operational goals of the school, make all decisions regarding policies, governance, operations, personnel and strategic direction of the school

To contact the administration, parents may call the office, send an e-mail, or set up an appointment directly with the administration.

*Use of Technology**

Outside School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

Students' Use of Electronic Devices

**For additional information, refer to the student and family Technology Agreement*

Students may not use any type of portable electronic device at school during school hours unless permitted by a teacher or administrator. This means that no cellular phones, tablets, iPods, MP3 players, smart watches, video cameras, digital cameras, handheld video games (or any other electronic device that is not necessary for use in the classroom) may be used in the school building or on school grounds. Any electronic devices that are used by students anywhere at school are subject to confiscation by school administrators or teachers. **Please note that the school is not responsible in any way for these items after they have been confiscated, nor is the school obligated to return them.**

As well, students are not permitted to use the school phone system. Parents should not expect to communicate directly with their children during the school day. For this reason, making plans with your child before the beginning of the school day is essential. If a child needs to be notified of an emergency, please contact the school office.

Computer and Online Practices

St. Procopius School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at the school by facilitating resource sharing, innovation and communication with the support and supervision of teachers, staff, administration and parents. The use of the school's technology resources is a privilege, not a right.

Proper behavior, as it relates to the use of online technology, is no different than proper behavior in all other aspects of St. Procopius School activities. All users are expected to use computers and related

technology in a responsible, ethical, and civil manner. The following activities are prohibited with regard to the use of the school's computers, network and online-access capabilities:

1. Violating students' rights to privacy and/or confidentiality
2. Unauthorized disclosure, use, or dissemination of personal identification information
3. Attempting any unauthorized access, including hacking of any computer or network
4. Downloading inappropriate materials
5. Forwarding or reposting another individual's personal communication without that individual's prior consent
6. Violating copyright law
7. Using the school's technology resources for personal financial gain, credit card fraud, electronic forgery, illegal activity or political purposes
8. Downloading, installing or storing software on a school computer without the approval of the school's administration
9. Changing or attempting to alter any configuration, program or password on any computer or network
10. Using a school computer without knowledge/approval of the appropriate school personnel
11. Using inappropriate language, pictures or gestures in any form on the Internet
12. Using the Internet for entertainment
13. Using the Internet for unauthorized purchases

Teachers and administration provide guidance to students regarding Internet use, and, to the best of their ability, monitor students' use of the Internet as a regular instructional activity. The Internet is an open environment that has its share of pitfalls even when used wisely. We encourage parents to have a discussion with their children about ways in which the Internet should and should not be used.

Parents/guardians must sign a Technology Acceptable-Use Consent form before a student is given access to the school's Internet resources. Teachers/administration or the parent/guardian may withdraw student Internet-access privileges at any time.

The school is not responsible for any damages the student may suffer (including the loss of data) while using school computers or Internet access. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The parent/guardian is responsible for any damage and/or loss caused through the student's inappropriate use of the Internet.

Students' Use of Social Media

As noted above, students are not permitted to use electronic devices at school; thus, the use of social media on school grounds is not permitted at any time. When using social media away from school on their own time, it is the responsibility of all students to represent themselves appropriately as members of the St. Procopius School community. With this in mind, while we respect the right of students to utilize the variety of social media options available during their own time, all St. Procopius School students are expected to adhere to the following standards in their use of social media:

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**.

The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

Students are encouraged to exercise the utmost caution when participating in any form of social media or online communications. Students should have permission from their parents and/or guardians if they use social media, and they should do so under appropriate supervision.

Students who participate in online interactions must remember that their posts reflect on the entire St. Procopius School community and, as such, are subject to the same standards set forth in the student Code of Conduct.

To protect the privacy of all members of the St. Procopius community, students may not, under any circumstances, take pictures or video recordings of St. Procopius community members either on school grounds or at school events offsite for the purpose of online publication or distribution.

Students may not use social media sites to post what could in any way be viewed as disparaging or harassing comments about St. Procopius community members or about members of other school communities (encountered through athletic or academic contests, etc.).

Students who choose to post content to any form of online media must ensure that their submissions reflect appropriately upon St. Procopius School and in no way put the school or members of the school or parish community in any objectionable light.

Failure to abide by these standards *may* lead to disciplinary procedures as outlined in the Discipline section of this manual.

Mental Health Protocol and Assessments

St. Procopius School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at St. Procopius School.

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

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

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see **step 3**.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to St. Procopius School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 - b. 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. Procopius School.
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.
 - b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.
6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

Additional Information about the Parent Policy Manual

St. Procopius School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and board are bound to implement and enforce all policies and procedures established by the Archdiocese and the Office of Catholic Schools that are outlined in the Handbook for School Administrators. Local school policies and procedures found in the St. Procopius School Parent Policy Manual are additional directives that have been developed to govern the local needs of the school and do not contradict directives of the Archdiocese and/or Office of Catholic Schools.

During the course of the school year it may become necessary for the school to modify existing policies and/or develop new policies for the operation of the school. The administration of the school reserves the right to amend this policy manual or to develop new policies. In such cases, the school community will be notified in writing of all changes made to the manual and the updated copy will be posted to the website.

Informed Parent Notice

Dear St. Procopius School Community:

As per regulatory statutes, we are informing you that there is asbestos at St. Procopius School, as well as of the fact that we have a plan for managing it. When it remains in place, asbestos does not generally pose a threat; it is only when it deteriorates or is removed that it presents a potential threat. For this reason, any removal, management and documentation work that the school undertakes is performed in accordance with the Illinois Department of Public Health's rules and regulations.

In the past, asbestos was used extensively in building materials because of its insulation and fire-retardant attributes. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and in structural fireproofing. St. Procopius School has fixtures that contain asbestos material.

The history of asbestos removal and management dates back to 1986, when Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires that all schools (kindergarten through twelfth grade) be inspected and that asbestos-containing building materials be identified. The law further requires the development of a management plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in the school building.

Our school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate staff members have been trained to administer this program.

A copy of the Inspection Report and the Management Plan is on file in the administration office for review.

Sincerely,

Ms. Sheila Doyle

Principal

Appendix of Forms

School Physical Form

Sports Physical Form

Medical Authorization Form