



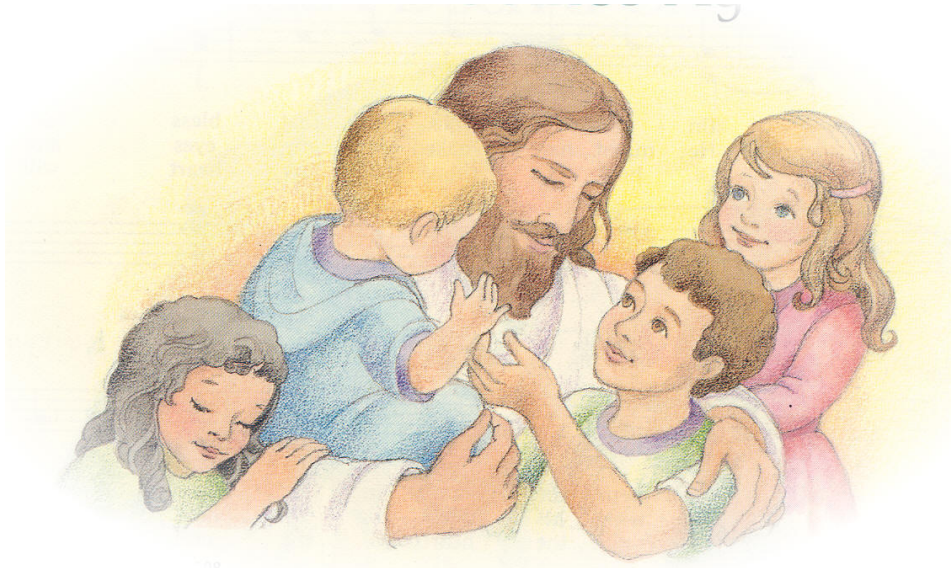
# Saint Linus School

“It’s a Great Day to be a Hawk”

Grades K-8

**2023-2024**

## Parent and Student Handbook & Discipline Policy





## FACULTY/STAFF 2023-2024

**Ms. Margaret Hayes – Principal**

<b>Grade</b>	<b>Room</b>	<b>Teacher</b>
<b>3 Yr Pre</b>	<b>10</b>	<b>Mrs. Jane Kokaska</b>
<b>4 Yr Pre</b>	<b>9</b>	<b>Mrs. Carol Dougherty</b>
<b>3/4 Yr Pre</b>	<b>11</b>	<b>Mrs. Erin Tierney</b>
<b>Kdg.</b>	<b>13</b>	<b>Mrs. Maureen Revis</b>
<b>Kdg.</b>	<b>15</b>	<b>Mrs. Maryann Blackburn</b>
<b>1</b>	<b>14</b>	<b>Mrs. Arianne Kelly</b>
<b>1</b>	<b>16</b>	<b>Ms. Emily Yerkes</b>
<b>2</b>	<b>6</b>	<b>Miss Rayna Anderson</b>
<b>2</b>	<b>4</b>	<b>Mrs. Lisa O'Connell</b>
<b>3</b>	<b>7</b>	<b>Mrs. Maureen Schifferdecker</b>
<b>3</b>	<b>8</b>	<b>Ms. Angelica Benigno Sals</b>
<b>4</b>	<b>22</b>	<b>Ms. Allison Riordan</b>
<b>4</b>	<b>18</b>	<b>Ms. Hailey Pizur</b>
<b>5</b>	<b>20</b>	<b>Mrs. Joyce Mendez</b>
<b>5</b>	<b>23</b>	
<b>6</b>	<b>27</b>	<b>Mr. Alex Holewa</b>
<b>6</b>	<b>29</b>	<b>Mrs. Sandy Romo</b>
<b>7</b>	<b>30</b>	<b>Mrs. Erin Middleton</b>
<b>7</b>	<b>24</b>	<b>Mrs. Kristin McGrane</b>
<b>8</b>	<b>25</b>	<b>Mrs. Alisa Trovato</b>
<b>Art</b>		<b>Mrs. Karen Tierney</b>
<b>Music</b>		
<b>Library</b>		<b>Ms. Patti Goldsmith</b>
<b>Physical Education</b>		<b>Mr. Terry Dillon</b>
<b>Maintenance</b>		<b>Mr. Bob Powers, Mr. K. Mulrenin</b>
<b>Secretary</b>		<b>Mrs. Linda Delisi</b>
<b>Asst. Principal/Resource</b>		<b>Mrs. Maureen Byrnes</b>
<b>Office of Religious Ed.</b>		<b>Mrs. Nora Hunt</b>
<b>Aide</b>		<b>Mrs. Mary Kay Gute</b>
<b>Aide</b>		<b>Mrs. Kristen Gute</b>

<b>Aide</b>	<b>Mrs. Amy Rosenbrock</b>
<b>Aide</b>	<b>Mrs. Amanda Morrell</b>
<b>Aide</b>	<b>Mrs. Kelly Hickey</b>
<b>Aide</b>	<b>Mrs. Mary Brazinsky</b>
<b>Aide</b>	<b>Mrs. Ivory Power</b>

## **Index**

<b>Page 4</b>	<b>Mission Statement; Philosophy and Goals</b>
<b>Page 4</b>	<b>Procedures</b>
<b>Page 5</b>	<b>Arrival and Dismissal Procedures; Attendance</b>
<b>Page 7</b>	<b>Concussion Protocol</b>
<b>Page 11</b>	<b>Grading</b>
<b>Page 11</b>	<b>Grading System/Honor Roll</b>
<b>Page 13</b>	<b>Parent/Teacher Conferences</b>
<b>Page 14</b>	<b>Parking Lot Procedures</b>
<b>Page 16</b>	<b>Tuition</b>
<b>Page 17</b>	<b>Uniforms</b>
<b>Page 21</b>	<b>Discipline Policy</b>
<b>Page 26</b>	<b>Communicable Diseases</b>
<b>Page 24</b>	<b>Extra-Curricular Policy</b>
<b>Page 25</b>	<b>Communicable Diseases</b>
<b>Page 31</b>	<b>Parent Signature (Validation form)</b>

## **St. Linus School Mission Statement**

The mission of Saint Linus School is to educate and inspire each child with Christ-centered values through challenging education and community involvement.

## **Philosophy Statement**

Our mission is to provide and be witness to the Christian way of life. We seek to follow the teachings of Jesus Christ by responding to the needs of others through prayer and service. We believe instruction in religious truth and values should be integrated with life and learning.

Our focus is to enrich the spiritual, emotional, social and physical maturation process of each student. The aim of our educational program is to teach and expand upon basic skills while maintaining a Christian atmosphere in which respect, order and values have a high priority.

We believe our academic program should help each child reach his or her full potential. We believe that parents are the primary educators of their children. Teachers, parents and students of Saint Linus School community strive to form an alliance. Together, we can evolve as a living, dynamic faith community in the twenty-first century.

**St Linus School is governed by the Archdiocese of Chicago and adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Archdiocese of Chicago's Office of Catholic Schools. Additional local policies may be developed but cannot be contrary to those policies set forth by the Archdiocese of Chicago.**

## **PROCEDURES**

### **ADMISSION**

Typically no child can be admitted to kindergarten grade unless he/she is five years old on or before September 1<sup>st</sup> of the current school year, any exception will be based on an individual assessment. At the time of registration the child's birth and baptismal certificate must be presented.

### **POLICY ON NON-DISCRIMINATION**

In accordance with the Chicago Archdiocesan School Board Policy on Non-Discrimination in school, Saint Linus School admits students of any race, color, sex, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school.

Questions and/or concerns regarding discrimination in admissions should be directed to the principal (if appropriate) the pastor and the Regional Director of the Office of Catholic Schools. Concerns regarding discrimination in hiring should be directed to the Human Resources Department of the Archdiocese of Chicago.

## **AIDS POLICY**

Saint Linus School upholds the Archdiocesan policy concerning AIDS victims. A student with AIDS will not be denied entrance into the school except in a case involving extenuating circumstances.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Students are to arrive in the morning at **7:50 A.M.** when school doors are opened. (On days of inclement weather, doors are opened earlier as needed).

Students are to line up outside their respective entrances. They are to quietly enter the building and go to their classrooms immediately and prepare for the day's lesson. Classes begin at 8:00 A.M. Students are to be in their desks, coats put away, and books ready at this time. The St. Linus safety patrol is on duty from 7:50 A.M. until 8:00 A.M. or until all students have passed their posts. After patrol has entered the building all entrances are locked and latecomers must ring the bell by the main office entrance on Lawler. Students should not enter the school building before 7:50 A.M. without the permission of his/her teacher.

Students are dismissed at 2:40 P.M. **Students are dismissed from their entrance doors.**

## **REMINDERS**

1. On days when snow has fallen, students are not to pick up, kick or in any way play with the snow on school/parish property.
2. Students are not to be in school before the first bell or to remain after school or on school grounds after dismissal.
3. When school is not in session, students who are participating in an extra-curricular activity must be accompanied by an adult.
4. All students are subject to school discipline procedures as long as they are on school property or participating in a school sponsored event.

## **ATTENDANCE**

In order for students to do their best work in the classroom it is essential for them to attend school daily. If it is necessary for a student to be absent, the following procedure is to be followed:

1. The parent should notify the school office between 7:00 and 9:00 am. Please call each time your child is absent unless it is an extended illness.
2. **UPON RETURNING TO SCHOOL THE CHILD MUST PRESENT A WRITTEN EXCUSE FROM THE PARENT, INDICATING THE DATES AND THE REASON FOR THE ABSENCE. AN ANNUAL RECORD OF ATTENDANCE IS MAINTAINED IN THE STUDENTS' FILE.**
3. Homework MUST be requested at the school office prior to 2:00 pm.

4. Homework may be picked up in the school office after 2:30 pm, but before 3:30 pm. Parents are to refrain from going to the classrooms to pick up assignments.
5. Any student leaving school before 11:30 am shall be marked as a full day of absence.
6. **Students who are absent or leave school early on the day of an event may not attend said event.**
7. **Students who are absent or leave school early should not attend a sports practice or game until they return to school.**
8. **Students who are chronically absent are jeopardizing their enrollment and promotion at St. Linus.**

#### EXCUSED ABSENCE

If it is necessary to be excused from school for a valid reason, the student must present a written notice from the parent to the office. The student must be met at the school office by the parent or someone designated by the parent and sign the child out.

#### ABSENCE FOR TRIPS OR VACATIONS

Absenteeism for vacation trips during the school year is discouraged. If parents decide to take their children out of school, advance notice, stating the exact days that your child will be out of class, should be given to the school. Teachers should **not** be expected to provide advanced assignments, but will accommodate when possible.

#### SHADOW DAYS (8TH GRADE ONLY)

Shadow Days **MUST** be taken on days when St. Linus is not in session. Students who shadow on school days **MAY NOT** make up missing assignments.

#### CALENDAR

The school calendar is planned according to the Archdiocesan guidelines for elementary schools. The calendar for the current school year will be posted on the school web site.

#### CELL PHONES/Cameras

If students bring cell phones to school, they must be kept **OFF and in back pack or the teacher's possession**. Under **NO** circumstances are cell phone pictures or camera pictures to be taken in school and or posted on any social media network without administrative approval.

#### CHILD ABUSE POLICY

All employees and volunteers of Saint Linus School are mandated by law to report an incident or suspected incidence of child neglect or abuse to the proper authority through the channels provided in school: principal, assistant principal or school counselor, and then report it to D.C.F.S.

### **\*\*\*CLASS SIZE**

There will be no more than **35** students enrolled in each classroom, unless specifically approved by principal / pastor.

### **CLASSROOM VISITS**

**PARENTS SHOULD NOT VISIT THE INDIVIDUAL CLASSROOMS DURING SCHOOL HOURS (INCLUDING LUNCH TIME) WITHOUT PRIOR PERMISSION FROM THE PRINCIPAL**

### **COMMUNICATION FROM SCHOOL**

Information can be found on the “Going Green” Section of the School Web Site.

[www.stlinusschool.org](http://www.stlinusschool.org). Communication will also come home via School Messenger phone calls, and emails from school. Additional information may be sent home with the student in the brown envelopes.

### **CONCUSSION MANAGEMENT PLAN 2016**

#### ***Introduction***

In accordance with Illinois State Legislature, St. Linus has developed a policy and procedure for the implementation of a concussion management program for student-athletes, parents/ guardians and medical professionals.

#### ***Purpose***

The expectation of excellence is rooted in the traditions of St. Linus. As an elite academic and athletic institution, it is our mission to deliver a high caliber of care in order to protect and support student athlete safety and well-being.

It is the policy of St. Linus for all student athletes, parents/guardians, Athletic Trainers, coaches, Athletic Directors, educators to be cognizant and comply with the Illinois State Legislation –legislation which was enacted to protect students from the dangerous effects of concussions.

Illinois State Legislation provides protections for students who are suspected of incurring a concussion during practice or play. Any such student will be removed from practice or play and returned only after clearance by an appropriate licensed health care professional. The legislation also calls for the Illinois State Department of Education to implement concussion awareness programs for coaches, school personnel, student athletes and parents/guardians. Students and their parents/guardians will sign a concussion information sheet before participating in any sport. This applies to sports events played on public school and Parks & Recreation lands.

#### ***Definitions***

**Concussion:** A concussion is defined as a complex patho-physiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

- 1) Concussion may be caused either by a direct blow to the head, face or neck or a blow elsewhere on the body with an “impulsive” force transmitted to the head.
- 2) Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
- 3) Concussion may result in neuro-pathological changes but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
- 4) Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. In a small percentage of cases, however, post-concussive symptoms may be prolonged.
- 5) No abnormality on standard structural neuro-imaging studies is seen in concussion.

The suspected diagnosis of concussion can include one or more of the following clinical domains:

- 1) Symptoms-somatic (eg, headache), cognitive (eg, feeling like in a fog) and /or emotional symptoms.
- 2) Physical signs (eg, loss of consciousness, amnesia).
- 3) Behavioral changes (eg, irritability).
- 4) Cognitive impairment (eg, slowed reaction times).
- 5) Sleep disturbance (eg, drowsiness).

If any one or more of these components is present, a concussion should be suspected and the appropriate management strategy instituted.

*Concussion Team Leader:* A Concussion Team Leader (CTL) is an individual (coach, school nurse, teacher, student) who is trained on basic concussion signs and symptoms recognition. Each team will have a designated CTL at games or practices when the Head Athletic Trainer is not present (away games, simultaneous events, etc). The role of the CTL is to assist with player safety and act as a liaison to the Head Athletic Trainer.

1. Before the beginning of each season a responsible adult will be assigned the task of Concussion Team Leader, responsible for assessing potentially concussed athletes on the sidelines. This person can be an assistant coach, volunteer parent, Athletic Trainer or EMT/medical personnel and should be present at all practices and games.

### ***Education***

All coaches, assistant coaches, athletic program support staff, physical education teachers, school nurses and concussion team leaders shall complete a concussion training course **annually**. On-line training programs such as the Centers for Disease Control and Prevention’s “HEADS UP to Youth Sports” training program or a comparable program will meet this requirement.

All athletes and parents/guardians will be presented the Concussion Information Sheet and will be required to sign the Acknowledgement & Consent Form. No athlete will be allowed to participate in any activity until the education and acknowledgement has been completed. There are no exceptions.

### **CURRICULUM**

A Christian atmosphere is fostered through the curriculum, using a variety of techniques and teaching strategies. St. Linus School offers all basic subjects, including Reading, Mathematics, Science, Language, Arts, Social Studies, with an emphasis on Religion. Art classes are held in the art room for grades K-8. Computers are available for both classroom and individual use. The students are given use of the Library as well as the Computer lab on a weekly basis, and the teachers and the students are free to utilize it as a materials resource center. Students attend gym/health classes twice a week.



Middle School students benefit foreign language instruction, advisory classes, discovery classes & integrated units and Religion is an integral part of the curriculum and the parents, the principal, the teachers and the students work together in a faith community, building a strong foundation for their future role in society.

### **CUSTODY ISSUES**

If parents are divorced or separated, the school presumes that both parents have access to the child/children, unless one parent can provide legal evidence that he or she has the sole right.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is no information 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 that court order.

### **EMERGENCY INFORMATION**

The school office maintains emergency information about each family. If there is a change of address, phone number, family information, doctor, etc. kindly inform the school.

### **EMERGENCY SCHOOL CLOSING – INCLEMENT WEATHER**

**School Closings will be posted on the following:**

- 1) School Website**
- 2) Phone message from School Messenger**
- 3) Emergency Closing Center**

### **EXTENDED DAY CARE PROGRAM**

The Extended Care Program provides supervision and fun activities for students of the St. Linus School. It serves working families who desire both a parochial school education and supplementary daycare in a Christian environment for children enrolled in grades one through five. The Before School Program will run from 6:30 A.M. – 8:00 A.M. Children will not be permitted to enter the room after 7:30 A.M. The After School Program will run from 2:40 P.M. to 5:30 P.M. each full day of school. **CELL PHONE USE is PROHIBITED during aftercare. Food deliveries are PROHIBITED to Extended Day for safety reasons.**

### **EXTRA-CURRICULAR ACTIVITIES**

Parents are informed of extra-curricular activities, such as scouts, after school classes and sports that are available to all the school children. Participation in these activities is a privilege not a right, and all students are subject to compliance with the St. Linus ineligibility policy. **Students who are absent from school should not attend sports practices or games until they return to school.**

### **EXTRA-CURRICULAR STUDENT ELIGIBILITY POLICY**

St. Linus School strives to achieve academic excellence for all students. It is our hope that all students meet full academic potential. While we understand the importance of extra-curricular activities, we feel that the academics are of primary importance. Therefore the following extra-curricular eligibility policy shall be enforced.

#### Requirements:

All students, including Religious Education, who participate in Extra-Curricular Activities, must meet eligibility requirements. These eligibility requirements will be monitored by school administration and the Saint Linus Athletic Department and Pastor.

- No failing grades
- Appropriate conduct
- Attendance at school the day of the event/dance/extracurricular activity.
- **No unmet parental financial obligations**

#### Academic

Students who do not meet these requirements will be removed from participation in extra-curricular events for a minimum of one week, starting and ending on Monday, and continue weekly until the discrepancy is resolved. The school administration will send a letter home to the parents the Friday prior to the start of the “ineligibility” stating that the student is ineligible to participate in extra-curricular events. A list of ineligible students will be given to the Athletic Director who will inform necessary people. The school will inform organization coordinators i.e., Student Council, NJHS, etc. All students will be “eligible” at the start of each quarter.

#### Behavior

At any time throughout the school year students may be removed from extra-curricular participation for academic and/or discipline reasons. The decision for removal lies with the school principal, a period of time as determined by the principal. Students, who have been removed from any athletic team or school organization, may not attend or participate in practices, meetings, and activities. Athletes may attend but not dress for practices and games. (Except to condition)

Extra-curricular activities are defined as activities that are sponsored by St. Linus School or St. Linus Parish

#### Financial

Students will be excluded from all social and athletic program participation due to unmet parental financial obligations.

**\*\*\*Exceptions to this policy may be made at the discretion of the school administration.**

**\*\*The Pastor shall monitor Religious Education Student**

## **FIELD TRIPS**

Field trips are considered to be a privilege and not a right. Therefore, students whose classroom behavior is subject to question may be ineligible to participate in class field trips. Since field trips are an extension of the classroom, attendance is recorded.

Every precaution will be taken for the safety and careful supervision of each student.

**Chaperones will be chosen at the discretion of the school**

**THE SCHOOL DOES NOT ASSUME RESPONSIBILITY IN CASE OF ACCIDENT OR UNAVOIDABLE MISHAP.**

Prior to the trip, permission slips will be sent home. Each student must present a permission slip signed by the parent before going on a trip. If a fee is involved, it must be collected no later than one week prior to the day of the scheduled trip. If a child is absent on the scheduled day, refunds are not made.

## **FUND RAISING-SCIP**

The Shopping Certificate Incentive Program is the major fund raising venture for the school and replaces many other fund-raising projects throughout the year. Saint Linus School purchases gift certificates from area merchants on your behalf. Since the school buys in bulk and as a co-op with other schools, there is a discount on the certificates (the discount varies on the vendor). The certificates you choose to purchase are bought at a dollar for dollar value and you receive a dollar for dollar value at the store where the particular certificate is honored. These certificates are as easy to use as cash. The discount is split – 15% is used to cover the cost of running the program and for the St. Linus School General Fund, 85% is credited to the individual's school family's tuition.

## **GRADING SYSTEM**

A = 100 – 92.5

B = 92.4– 84.5

C = 84.4– 74.5

D = 74.4– 69.5

F = 69 .4 or below

## **HONOR ROLL**

The St. Linus honor roll for Junior High students is based upon a grade point system. The honor roll is based on the following system:

For every A a student will receive four points.

For every B a student will receive three points.

For every C a student will receive two points.

For every D a student will receive one point.

**Any student receiving an F or check mark is automatically excluded from the honor roll.**

High Honors	3.45 – 4.00
Honors	3.00 – 3.44

## **ACADEMIC / BEHAVIOR PROBATION**

**\*\* SEE DISCIPLINE POLICY\*\***

### **PROMOTION AND RETENTION**

While the decision to promote or retain a student generally shall be a cooperative one made by parents, teacher and administrator, nonetheless, the parents have the ultimate authority to make such a decision. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year.

### **HEALTH**

#### **Physical Exams**

Illinois State Code (Sec.27-8) states that every student entering either kindergarten or first grade and sixth grade must have a complete physical examination with an update of his/her immunization records. State law requires that children be immunized against measles, mumps, rubella, polio, whooping cough, diphtheria, chicken pox and tetanus. Lead screening is recommended if a physician believes the student lives in a high-risk location, is exposed to lead at home, or through a parent's occupation. Students entering sixth grade are also required to receive three (3) Hepatitis B vaccines.

\*New students' transfers must also comply with these requirements. Children will be excluded from school if immunization records are not complete by October 15. All records must be submitted to the school to the school office on or before the first day of school.

### **COMMUNICABLE DISEASE**

School policy states that a student who has a contagious or communicable disease cannot be readmitted to school without a physician's certificate which states that he/she is able to return to school. The following diseases require exclusion from school: CHICKEN POX - not less than six days after eruption and/or all scabs must be dried; CONJUNCTIVITIS – may return to school 24 hours after antibiotic's have been started; FIFTH'S DISEASE – fever free for 24 hours and a note from the physician is required; STREP THROAT – may return when both fever-free with a note from the physician; GASTRIC UPSET – may return to school after no occurrences in 24 hours. If a student is to be excused from physical education classes for medical reasons, a note from a parent is required. If a student is to be excused for more than one week a doctor's note is required. Students may not participate in physical education classes while wearing Ace bandages, splints, casts, etc....

### **FEVER**

**Students will be sent home** if they have a temperature of 100 degrees F or higher. Students should not return to school if they **have not been fever-free for 24 hours**.

### **EMERGENCY**

In the event of accident or serious illness during the day, the school will notify the child's parents immediately or provide emergency care until either the parents or medical authorities assume responsibility.

### SCHOOL MEDICATION PROCEDURES

Forms for Medication Authorization, Physician's Request for Self-Administration of Medication, Parent/Guardian Permission and Authorization are available from the school office or on the school web site. The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. The parents or guardians must sign a statement acknowledging this protection.

The school allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents

The school allows for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22- 33

### VISION AND HEARING SCREENING

Vision and hearing tests are conducted annually. Parents are notified if referrals are indicated. Eye exams are not given to students wearing glasses.

### HOMEWORK

Homework is an integral part of the educational process. It allows each student an opportunity to develop independence, reinforce knowledge and improve and expand the skills learned at school.

If a student has difficulty with an assignment, he/she should at least attempt the work, and then seek extra help from the teacher to better understand the assignment. Any parental concerns regarding homework should be directed to your child's teacher then the administration.

**PARENTS SHOULD PROVIDE A QUIET PLACE, FREE FROM DISTRACTIONS. REVIEW THE CHILD'S WORK AND DISCUSS IT. CHILDREN ARE REQUIRED TO SPEND THE NECESSARY TIME TO BE NEAT AND ACCURATE, AND TO USE CORRECT SPELLING AND PUNCTUATION.**

Long range assignments and projects are given in the middle and upper grades. It is the students' responsibility to make sure they are completed on time.

The school expects each student to show growth in self-discipline and responsibility. The student should come to class with the assignment and materials expected of them every day.

**(IF A STUDENT MISSES AN ASSIGNMENT DUE TO ABSENCE, IT IS THEIR RESPONSIBILITY TO FIND OUT WHAT WAS MISSED AND MAKE IT UP.)**

Students are encouraged to have homework partners who will alert them to assignments and bring home needed materials when they are absent. Brothers and sisters may also pick up materials after school.

**The specific homework policy for each grade level will be explained by the Home Room teacher.**

### **LUNCH**

Students should bring a bag lunch to school unless they want to order Buona Beef on Tuesday, Wednesday, Thursday

Classroom supervision of classrooms during lunch is provided for by the St. Linus Lunch Program. Lunches are at 10:30-11:00, 11:10-11:40, 11:50-12:20. Preschool makes their own schedule.

### **LOST AND FOUND**

All items of clothing and other articles that are found in the school are placed in a box near the vending machines.

### **MENTAL HEALTH PROTOCOL**

St. Linus School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. 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, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at St. Linus 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. Linus

1. Arrange for their child to be assessed 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. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share their 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 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 our 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 learn in a sensitive and confidential manner. 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. Linus 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/or 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. Linus school

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

7. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.

- This meeting will occur the morning on 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 recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of St. Linus school. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved.
- 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.

8. 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 afterschool on a school day shortly following the re-entry meeting and 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. This meeting should be one that reassures 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 he or she is feeling worried about their schoolwork.

9. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.
- This meeting will occur the morning on 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 recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of St. Linus school. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved.
  - 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 shortly following the re-entry meeting and 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. This meeting should be one that reassures 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 he or she is feeling worried about their schoolwork.

### **OFFICE HOURS**

The school office is open from 7:30 am - 3:30 pm each day. Parents must make an appointment to meet with the principal.

### **PARENT PARTICIPATION**

**Parents are encouraged to volunteer their time to assist the teacher on special days.**

Room mothers/fathers help with a variety of activities. Field trip chaperones are very much appreciated. If any parent (or other family member) has a special talent they want to share, please let the teacher know or note it on the general school volunteer form. **Any volunteer must be Virtus trained and Mandated Reporter Trained.**

### **PARENT /TEACHER CONFERENCES**

Formal parent teacher conferences will take place in November and March. The days set aside for this purpose are listed on the school calendar and parents are notified to sign up for these conferences. Parent conferences may also be scheduled, upon request.

Report cards are distributed in November, March and June. Parents in grades 3-8 are expected to monitor [PowerSchool](#) to stay current with their students' grades.

### **PARKING LOT**

#### **Drop off procedures**

**Lawler Ave is ONE-Way**

**7:30 – 8:30 AM**

**2:00 – 3:00 PM**



1. Please drop off students at their designated door.
2. Go south on Lawler and North on Linus Lane
3. Enter the back parking lot from Lawler and exit Linus Lane to drop off students at Door number 5.
4. Do not park in spots in back lot unless you want to wait until everyone is gone to pull out.
5. Do not get out of car and watch or walk students to the door. Stop and Drop only
6. If you want to walk them to the door park in the Church Lot and walk them to the correct door.

#### **Pick-Up Procedure (Church and Lawler Ave)**

Lawler Ave is ONE-Way

7:30 – 8:30 AM

2:00 – 3:00 PM

1. Please pick up students at their designated door.
2. Go south on Lawler and North on Linus Lane to pick up students.
3. Enter the back parking lot from Lawler and exit Linus Lane to pick up students from Door number 5.
4. Do not park in spots in back lot unless you want to wait until everyone is gone to pull out.
5. Please follow all signage

**Please do not make turns in private driveway**

#### **Publicity...Unwritten Consent:**

Saint Linus School routinely publishes unidentified pictures of students engaged in various school activities. Permission to publish unidentified pictures of your child/children shall be assumed unless you notify the office. Names will not be published without parent/guardian permission.

#### **RECORDS**

Parents have access to their child's school records. The request to review records is made to the principal. If parents are divorced or separated, the school presumes that both parents have access to the records unless one parent can provide evidence that he or she has the sole right. Duplicate copies of report cards/progress reports will be made upon request. **If a transfer of records is requested, none will be given unless all tuition and fees are paid in full. It may take 7-10 business days to complete the transfer.** Certified copies of transfer students' records are requested within 14 days of enrollment.

#### **SAFETY**

We are deeply concerned with the safety of your child. If your child walks to school, please stress the importance of crossing with the patrols. If you drive your child to school, kindly observe the directions as outlined in this handbook, regarding the parking lot traffic pattern.

If your child is to go home with someone other than the usual person, please send a written note indicating this fact.

### **SCHOOL BOARD**

The purpose of the Saint Linus School Board is, by its very nature, advisory. The Archdiocesan and Elementary School policies shall be the policies of the local board.

Board meetings are held in the Saint Linus School Library at 7:00 pm on the third Tuesday of the month, excluding Dec, June, July and August.

Archdiocesan policy states: "School Boards are not grievance committees and have no authority to act as such".

### **SEARCH AND SEIZURE**

All property of the school, including the student's desks and storage areas provided to students by the school, 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. **(SEE DISCIPLINE)**

### **SEXUAL HARRASSMENT REGULATION**

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 in an attempt to demean, harass, or embarrass that individual shall be subject to the sanctions set forth above.

### **PROCEDURE**

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

### **SMOKING**

SAINT LINUS IS A SMOKE FREE SCHOOL

### **SOCIAL MEDIA**

St. Linus 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. St. Linus may conduct an investigation or require a student to cooperate in an

investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

### **SPECIAL SERVICES**

St. Linus School offers special services, speech therapy, special education and tutoring on a limited basis. Requests for these special services may be made by a parent or teacher through the Special Education Coordinator or the Principal. Students whose disabilities are not within the scope of available services at Saint Linus are recommended for placement at the local district.

### **STANDARDIZED TESTING**

This year iReady will be replacing Aspire testing as our standardized testing. This is across the Archdiocese of Chicago. Students in grades K-8 will be responsible to complete the iReady instruction throughout the year and will complete the assessments 3 times a year.

### **TARDINESS**

Any student who arrives **after 8:00** is considered tardy. Repeated tardiness will result in after school consequences. (6-8 Grade Students see Middle School Policy)

### **TRANSPORTATION**

It is the parent's responsibility to provide transportation to and from school for their children. Parents/Guardians who travel 1 ½ miles or more to school are encouraged to apply for Transportation Reimbursement from the State of Illinois. (Inquire at school office)

### **TUITION AND FEES**

School tuition is comprised of a combination of tuition fees, curriculum fees, registration fee, mandatory fund-raising fee and technology fee. The three **payment** plans to choose from are as follows:

1. 10 month – July - April
2. 9 months - August – April
3. Annually - One Time – August

Tuition payment is due on the **fifteenth** of the month as indicated on the payment plan chosen. **All tuition payments are to be made via Smart Tuition. Only mandatory automatic ACH transfers or major credit card charges will be accepted.**

SCIP will be applied on a quarterly basis.

If a financial problem exists and special arrangements for payment of tuition must be made, the parent is to contact the school for further information, **prior to the due date of the tuition installment. Students will not be permitted to participate in athletic, social, or graduation**

ceremony activities if any outstanding fees or tuition, balance is owed.  
St. Linus also reserves the right to withhold quarterly report cards, year-end reports, and transcripts due to unmet financial obligations.

All tuition balances will be reviewed by school administration on a quarterly basis. Families that are delinquent with tuition payments will receive written notice of the amount and a plan for payment. Families not meeting the obligations set forth in this notice may have their children excluded from school until all financial obligations are met.

Fifty dollars of the curriculum/registration fee for Kindergarten to Grade eight is non-refundable. Tuition reimbursement is based on the number of days that the student has been enrolled in the school.

## ST. LINUS 2023-24 TUITION RATES

### PRE- SCHOOL

\* Pre-School -- Minimum of two half days are required

\* Days are selected by parents

\* Availability is on a first come first serve bases

\* There is a \$500.00 discount to any preschool student in a 5 full day program who has a sibling in grades K-8.

\*\* All Students Registered for 5 FULL DAY of PK will now have a \$320.00 Booster ticket requirement.

Registration Fee: \$75.00

Full Day Students Lunch Monitor Fee Adjusted for days of attendance

2 Half Days \$1,048.00

4 Half Days \$2,094.00

2 Full Days \$2,094.00

4 Full Days \$4,188.00

3 Half Days \$1,571.00

5 Half Days \$2,618.00

3 Full Days \$3,142.00

5 Full Days \$5,236.00

The following fees are per student for Grades K-8.

Registration \$50.00

Annual Milk Fee (if purchasing) \$50.00

Curriculum \$ 150.00

Sacramental Fee (Grade 2 & 8) \$80.00

Technology \$150.00

Insurance for Ipad or Chromebook \$30

## Family Fees

Smart Tuition admin fee \$36.00

Family Fundraising \$640.00 \* Booster Raffle Tickets

Lunch Monitor Fee \$100.00

## Tuition

One Student \$5,458.00

Three Students \$11,333.00

Two Students \$9,177.00

Four Students \$13,047.00

## UNIFORMS

The school uniform is available from Schools Are Us, Inc or Martinelli's. All orders, exchanges and transactions are made through the company. The company is at 3146 W. 111<sup>th</sup> Street, Chicago, Il. 60655, 1-773-779-0172 or Martinelli's 3517 W. 95<sup>th</sup> Street. Evergreen Park.

Students begin wearing uniforms on the first day of class. If a student is out of uniform, he/she must bring a dated note to the office. The school uniform is as follows:

### SHOE STYLES FOR GIRLS AND BOYS:

Black and brown oxford or loafer style leather shoe.

NO GYM SHOES regardless of color.

No cowboy boots, work boots, moccasins, sandals, opened toed or open heeled shoes will be permitted.

### Tee Shirts under Uniform Tops for Girls and Boys:

**Must be PLAIN WHITE.**

**NO OTHER COLORS WILL BE ALLOWED.**

**HAWKTOBER FEST SHIRTS ARE ALSO PERMITTED ON GYM DAYS.**

### ON GYM DAYS:

**Grades K thru 8 are allowed to wear their gym uniform on gym days.**

### GIRLS

Grades K-3

Plaid Jumper, White Blouse or White Polo (with or without band)

Navy Walking Shorts or Navy Pants (NO CARGOS)

Solid Burgundy Cardigan Sweater (recommended) or

St. Linus "HAWK" Navy Blue Hoodless Sweats.

Grades 4-5

Plaid Skirt or Skort, White Blouse or White Polo (**Non-Banded shirts must be tucked in**), Navy Pants/Walking Shorts

Solid Burgundy V-Neck Sweater Vest or

St. Linus Hawks HOODLESS Navy long Sleeve sweatshirt.

(GRADE 8 is allowed to wear Graduation Hoodless Sweatshirt)

## **BOYS**

Gr. K-5

WHITE or LIGHT BLUE polo with Navy pants or walking shorts  
NO CARGO pants.

Solid Burgundy V-Neck Sweater Vest or St. Linus Hawks

Hoodless Navy Sweatshirt.

Boys in grade K-2 **DO NOT** need to wear a belt.

Boys in grade 3 -8 **MUST** wear a belt.

## **JUNIOR HIGH**

**Girls** - Plaid Skirt; NAVY Polo (Non Banded must be tucked in)

**Boys** - Khaki Pants or Walking shorts (not cargo), NAVY Polo

Girls Socks

**SOCKS MUST BE WHITE, NAVY OR BLACK,  
FULL LENGTH CREW SOCK OR BOBBY SOCK.  
MUST COVER THE ANKLE. NO EXCEPTIONS**

Boys Socks

**BOY'S MUST WEAR WHITE, NAVY, or BLACK FULL  
LENGTH CREW SOCKS. NO EXCEPTIONS.**

**Hoodies are never to be worn during the school day.**

**Non St. Linus sweatshirts are never to be worn during the school day.**

**No dangle earrings, no fake fingernails or nail polish unless it is clear. No make-up.**

**Skirts and shorts should not be rolled up.**

### **Head and Hair**

Head coverings of any kind, including baseball caps and bandanas, are not to be worn in the building at any time, unless culturally sensitive. This also includes picnics, field trips etc. No extreme hairstyles are allowed, including designs in shaved hair, hair styled in mohawk fashion. Letters, symbols or designs cut into hair are unacceptable. Boys' hair is to be neat and trimmed as follows: shaped above the top of the shirt collar in the back and above the ears, and no longer in front than above the eyebrows. Haircuts and hair colors are to be appropriate for school, not causing distraction or undue attention. According to Senate Bill 817-"Jeff Hawkins Law" provides that public and private schools "may not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to , protective hairstyles such as braids, locks and twists".

**Cheerleaders may wear their cheerleading uniforms on Friday when there is a game the following Saturday/Sunday.**

**Competitive Cheerleaders may wear warm ups on Friday, before a competition.**

**All Scouts may wear their uniform on the day of their meeting.**

**\*\*\*STUDENTS WHO ARE "OUT OF UNIFORM" MAY BE ISSUED A SCHOOL  
DETENTION OR GIVEN A CHANCE TO REMEDY THE SITUATION.**

### **Uniforms on Game Day**

Students who participate in an extra-curricular sports MAY wear their uniform jersey on the day of their game. The jersey is to be worn over the school shirt. Only the jersey may be worn, no shorts or sweat pants will be allowed. If the game is on a weekend, the students will be allowed to wear their jersey on Friday.

Cheerleaders may wear their cheerleading uniforms on Friday when there is a game the following Saturday/Sunday.

Competitive Cheerleaders may wear warm ups on Friday, before a competition.

All Scouts may wear their uniform on the day of their meeting.

### **Gym Uniforms (Attire for Grs. K-8)**

**Purchased through St. Linus School**

**ON GYM DAYS:** Grades K thru 8 are allowed to wear their gym uniform and gym shoes to schools.

**Girls and Boys:** Navy Blue Mesh Shorts with St. Linus logo. April 15-Nov. 15  
Navy Blue T-Shirt with St. Linus Logo.  
Navy blue Sweatshirt with St. Linus Logo. (sold w/gym clothes)  
Navy Blue Sweatpants with St. Linus Logo. Nov. 15-April 15  
HAWKTOBERFEST T-shirts are also allowed on gym days throughout the school year.

### **DRESS UP DAY**

When there is a dress up day, student's clothing should be indicative of the respect they have for themselves and for one another. Spaghetti straps, tube tops, tank tops, short skirts, short shorts or short dresses are not allowed. The midriff is to be covered at all times.

### **NON UNIFORM DAY**

Jeans may be worn on non-uniform days. Shirts must be neat and clean and may not advertise negative or inappropriate aspects (Alcohol, tobacco, drugs, Satanism, etc.) Any shirt which expresses a message contrary to the school's philosophy is not allowed. Shorts may be worn (during warmer months) at fingertip length. Any student violating this policy will be required to change.

**WHEN A SERIOUS REASON EXISTS, PERMISSION TO COME TO SCHOOL "OUT OF UNIFORM" MUST BE OBTAINED FROM THE PRINCIPAL BY BRINGING A WRITTEN EXCUSE FROM THE PARENT/GUARDIAN**

### **U.S. & ILLINOIS CONSTITUTION EXAM**

All Saint Linus Students are required to pass both the United States and Illinois Constitution Exam prior to graduation.

### **AMENDMENTS:**

**Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep parents informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.**

<b><u>Questions About:</u></b>	<b><u>Resources</u></b>
Assignments, class activities, etc	Contact homeroom teacher by note, Phone message, or email, the teacher will contact you within 48 hours
Student progress, behavior, attitude	Set up an appointment with class teacher (K-8)
Ongoing learning problems	Start with classroom teacher. Homeroom Teacher
Speech	St. Xavier
Discipline: specific incident	Start with appointment with Homeroom teacher (K - 8)
Calendars and schedules	Contact school secretary, Mrs. Delisi At 425-1656 ext. 120
General Information, registration Student absenteeism, student records Health records Tuition schedules, Specific Tuition questions	Contact school secretary, Mrs. Delisi at 425-1656 ext. 120
Sacramental Programs	Contact classroom teacher first



Preschool, 4 Year	Contact Nora Hunt 636-4373
Preschool, 3 Year	Contact Mrs. Dougherty, 425-1656 ext 157
Preschool, ¾ Year	Contact Mrs. Kokaska, 425-1656 x160
	Contact Mrs. Tierney 425-1656 x137
Volunteer Background Check	Contact Mrs. Delisi @ 425-1656
Band	
Buona Beef-Hot Lunch Program	Contact Mrs. Hernandez @nhernandez@stlinusschool.org
Resource	Contact Mrs. Byrnes @ mbyrnes@stlinusschool.org
Student Government	Contact Ms. Pizur @hpizur@stlinusschool.org
Before & After School Program	Contact Mrs. Gute @ 423-9127
Sports, Intramurals @atrovato@stlinusschool.org	Contact the Mrs. Trovato
SCIP (certificate program)	Contact the SCIP Office @ 425-1656 x139 or SCIP@stlinusschool.org
FTC – Family Teacher Connection	Contact FTC Chairperson
National Jr. Honor Society	Contact Mrs. Trovato@atrovato@stlinusschool.org

## **St. Linus School Discipline Policy**

### **Philosophy**

The primary goal of the Saint Linus Discipline Policy is to create successful students, responsible for their own behavior and proud of making the right behavioral choices. Children develop self pride and self esteem by learning to accept self responsibility and help students achieve success both academically and personally.

In establishing guidelines and procedures, we realize that not all disciplinary situations can be handled in exactly the same manner. Certainly there will be circumstances that require variations in procedure. However, stated guidelines and recommended steps will lead to relative consistency as we work with students on matters of discipline.

### **Policy**

The school's discipline code emphasizes for students, first and foremost, that we are a Catholic school providing and appropriate Christian atmosphere conducive to learning. It is imperative that rules are clearly stated and enforced consistently to deal with misconduct.

We'd like to elicit parents as a support system as they "model" respect for others we deal with in our daily lives. Cooperation between home and school is necessary when carrying out disciplinary actions taken in the child's best interest. Recognize that the teacher and school administration act in the place of the child's parent/guardian in matters relating to the discipline and conduct of all students. Parents and students will sign a discipline contract that outlines consequences for poor behavior and poor choices.

### **Code of Conduct**

It is imperative that each parent be aware of the Code of Conduct that is expected of every child and assist the school implementing its rules and regulations. **Students and parents must accept the consequences of the child's chosen behavior.**

Self-discipline is one of the most important lessons in life, the basis of the entire educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct proper consideration for other people.

Saint Linus students are expected to show Christian consideration and concern for all in the school community. Courtesy, respect and obedience toward school personnel, visitors and other students are stressed. Behavior violating this code (as outlined under infractions) will be subject to appropriate disciplinary procedures.

### **Student Responsibilities**

Students have a responsibility to know and comply with the policies, rules and regulations of the school and follow the Saint Linus Code of Conduct both on and off school grounds.

### **Parent Responsibilities**

It is the ultimate responsibility of parents/guardians to insure that their children exhibit acceptable behavior and accept the consequences of their actions. It is the responsibility of the parent to reinforce and support the disciplinary measures that the school has taken. School rules are non-negotiable and must be supported by parents, teachers, students and administrators.

Disciplinary actions are taken in the best interest of the student and should be accepted in this manner:

**a) Classroom Misbehavior**

Misbehavior is a matter of choice. Choosing to disrupt a class infringes upon the rights of other students in the class to learn and for the teachers to teach. Even those disruptions that appear minor in nature can seriously interfere with the educational process.

**b) Cheating**

Students are expected to do their own work at all times. Copying and/or plagiarism are not allowed. Anyone who assists other students by providing assignments etc. for copying purposes shall be considered guilty of cheating.

**Consequences for each incident shall be**

1. F on assignment
2. Parent notification by teacher
3. Referral for disciplinary action shall be at discretion of the teacher

**C) Gum**

Saint Linus School is gum free environment at all times. Any student chewing will be issued a referral to the office that will result in a detention. Continued violations can result in other disciplinary actions.

**D) Uniforms**

Any Student out of uniform will be issued a uniform referral.

**E) Lunchtime**

Lunchroom Procedures will be developed by the individual classes.

**SCHOOL TARDIES**

Arrival to school after the 8:10 bell is considered to be a school tardy. Children should be seated in the classroom ready to start the day when the 8:10 bell rings.

Three school tardies in one quarter will result in office intervention. Teachers should send an administrative referral to the administration for all students who are tardy three times in one quarter. Students with more than 3 tardies will be assigned "Time pay back" after school.

- **Class Tardies (6-8)**

Students are expected to be on time for their classes. Teachers should not keep students from another teacher's class without a written explanation and approval from that teacher.

**On the 3<sup>rd</sup> and subsequent tardy to the same class, students will receive an after school detention.** Alternative disciplinary action for repetitive offenders shall be at the discretion of the administration.

### **School Acts of Misconduct**

The discipline code of Saint Linus School gives examples of inappropriate student behavior, prescribes equal disciplinary actions for misconduct, and suggests specific actions for remediation of prohibited behaviors.

#### **Level 1 Acts of Misconduct**

1. Inappropriate behavior while at mass or liturgical services.
2. Failure to follow classroom, lunchroom or school rules.
3. Loitering
4. Littering of halls, sidewalks and yards.
5. Out of uniform
6. Disruptive field trip behavior
7. Inappropriate behavior during a fire or tornado drill
8. Minor disobedience or disrespect
9. Insulting or derogatory behaviors or remarks
10. General horseplay
11. Disorderly lunchroom behavior
12. Other infractions not listed but deemed Level 1 by the school administration.

### **Consequences**

**Minimum: Referral, Teacher/student conference, detention**

**Maximum: In – School Suspension**

#### **Level 2 Acts of Misconduct:**

1. Persistent acts of disobedience of misconduct in Level 1.
2. Leaving the building /grounds without permission.
3. Forgery or the use of forged notes or excuses.
4. Destroying school property or the property of others
5. Possession of items that may harm or hurt others.

6. Truancy
7. Disrespect to staff members
8. Profane, obscene, indecent, immoral, seriously offensive language, gestures propositions or exhibitions. \*
9. Intimidation, including harassment and bullying
10. Stealing or possession of stolen goods.
11. Inappropriate use of computer or other technological equipment
12. Leaving the classroom without permission.
13. Cutting class.
14. Aggressively hitting, striking or kicking another student
15. Other infractions not listed but deemed Level 2 by the school administration

### **Consequences**

**Minimum:** Referral, Parent notification, detention, student administrator conference.

**Maximum:** Suspension

- If directed at any Saint Linus Staff member-automatic five day suspension.
- \*\* Due to the negative impact, that repeated inappropriate behavior has on the educational environment, any student suspended for inappropriate classroom behavior, gross disrespect three times during the course of the year will necessitate a meeting with the administration, the teachers involved and the parents/guardians. All groups will work towards finding a viable solution. If no solution is reached than an expulsion hearing will be recommended.

### **Level 3 Acts of Misconduct**

1. Fighting
2. Gang related behavior
3. Drug paraphernalia possession or drug look-a-likes.
4. Extortion
5. Bomb threats, false alarm or false calls to 911
6. Striking, hitting and or threatening any staff member\*
7. Other areas of misconduct which are seriously disruptive and/or create a safety hazard to students, staff or school property
- \* 8. Other infractions not listed but deemed Level 3 by the school administration

### **Consequences:**

**Minimum – Referral, Suspension**

**Maximum – Expulsion**

- **Minimum five day suspension**

## **Expulsion**

Expulsion will be the result of student behaviors that seriously disrupt the orderly educational process. Repeated refusal to obey school rules or conduct which endangers property, health or the safety of others will result in expulsion hearing. In most cases these behaviors are also illegal. Possession of weapons, illegal drugs or striking a staff member will result in an expulsion hearing.

### **Expulsion is the final decision of the school administration, the school disciplinarian and the pastor**

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

\*Students shall not carry, possess, or use weapons in school, or on school premises.

\* Weapons include but are not limited to the following: knives, handguns, brass knuckles, “Billy clubs”, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapons, firearms, drugs and battery against personnel violations to the local police. The weapon is turned over to the local police jurisdiction.

The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools **Incident Report** must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

## **Communicable Diseases**

### **Ringworm (Tinea Corporis)**

Ringworm is a fungal infection, affecting the skin. Here is some information from the IDPH about this condition:

**Symptoms:** a red or brown circular rash with a raised characterizes Lesions Scaly border, which, as they enlarge, clear in the center. It appears on the scalp, trunk, arms, legs, and rarely on the face. Itching can occur.

**Transmissions:** Direct skin-to-skin contact from infected humans, animals, and soil. Occasionally transmission can occur from soiled clothing, but is rare. It can affect all ages.

**Incubation:** four to ten days

**Contagious:** as long as active lesions are present. This is not a highly condition, isolation is not required. There are four different varieties of ringworm, a fungus, not a “worm”, causes ringworm.

We know that you would want to be informed of this occurrence. Please contact your doctor if these symptoms develop, and let us know here at school if your child develops this disease.

### **Head lice (Pediculosis)**

Head lice are parasitic insects that live on the scalp. Head lice are usually spread by coming in direct contact with the hair or clothing of an infected person. Head lice affect all types of ages of people and are not associated with lack of cleanliness.

Fall and winter are the most common seasons for this occurrence. Shared use of hats, ribbons, scarves, headbands, scrunches, hairbrushes, combs, coats and sweaters can provide a way of passing head lice from person to person. Be aware of persistent head scratching among people in your household. Head lice cause intense itching of the scalp. Closer inspection, especially at the nape of the neck and behind the ears, will reveal small silvery eggs, (nits) attached to the hairs about ½ “to 1 inch from the scalp, which do not move away when touched.

We recommend that you take the time each week to check family heads for head lice. If you suspect infestation, contact your doctor for a course of treatment. The shampoo is available over the counter at the local grocery store and drug store-follow the directions exactly! To prevent re-infestation, wash all bed linens in hot water with bleaching agent. Pillows should be placed in a hot dryer for thirty minutes. Items that cannot be safely washed such as stuffed animals should be placed in a sealed plastic bag for two weeks. Clean combs and brushes in a hot soapy water for at least ten minutes. This will kill any nits (lice) that re on these items. Thorough vacuuming of the whole house is recommended. Also, vacuum your car if you have upholstered seats.

### **Chicken Pox (varicella)**

Chicken Pox is a common childhood viral infection. The Illinois Department of Public Health issued a mandate in August 2002, requiring all children entering any school program up to and including Kindergarten(includes preschool) to show proof of having received one dose of Varicella vaccine on or after their first birthday, or to provide documented proof from a physician of having the disease in lieu of the vaccination.

**Symptoms:** rash with water filled blisters, mild temperature, and a tired feeling

**Incubation:** 10-21 days; the child slowly becomes less contagious

**Special note:** Use of aspirin products and aspirin-like products such as ibuprofen (Advil, Motrin) is not recommended due to the possibility of contracting Reyes Syndrome. Consult your physician.

Children are contagious until scabs are formed on all blisters. They may not return to school until all blisters are scabbed and they are fever free for 24 hours.

St. Linus School asks that you notify us if your child develops symptoms of this illness as soon as possible.

### **Fifth Disease (Parvovirus B19)**

Fifth Disease is a mild rash illness that occurs most commonly in children, attributed to the Parvovirus B19. While this is not usually a serious illness, certain groups of persons may experience major problems if infected. Persons at risk include those with chronic blood disorders including sickle cell disease, leukemia, immune deficiencies, and pregnant women. There is very small but definite risk of miscarriage or stillborn pregnant women who are infected with the virus that causes Fifth Disease during a pregnancy.

Symptoms: include a low grade fever, and malaise or “cold” followed by a bright red Usually starting on the cheeks, followed by a lace-like rash on the trunk, arms, and legs, which may itch. Persons with this illness may also experience aching joints, especially those of the hands, knees and wrists. This disease has been known in the past as “Slapped Cheek Disease.”

Incubation: four to 14 days. It is possible for adults to get this illness. Once the rash appears; the child is no longer contagious.

Aspirin use during viral infection has been associated with a rare and occasionally fatal illness called Reyes Syndrome. It is not recommended for use, as well as Advil (in) which is an aspirin derivative.

Parents of children with the above chronic conditions may wish to contact their pediatrician regarding this outbreak. Pregnant mothers or other pregnant household contacts may wish to notify their obstetrician should a household member develop any of the above symptoms. Good hand washing may prevent infection of other household members. Please keep in mind that this is not a new disease and that the risk of severe problems associated with this illness is small.

### **Impetigo**

Impetigo is a highly contagious bacterial (Staphylococci or Streptococci) infection of the skin that requires immediate medical attention.

Symptoms: Skin lesions consist of pustules that rupture and develop within a few hours two days into honey colored loosely applied crusts, most common around the mouth, nose or on the fingers. They are quite possibly itchy and can spread to other areas of the body. Can develop on an existing dermatitis.

Contagious: On direct or secondary contact. Contagious as long as lesions drain fluid. Advise child not to pick or scratch lesions!

Control of disease: Seek medical attention. Isolation until under antibiotic therapy for 24 hours, and areas of infection are covered.



Good hand washing is essential in the control of this disease. Keep fingernails trimmed short.

If impetigo has been reported in your child's class, please check your child each morning before sending him/her to school. Obviously, if your child has one of the symptoms listed above, you will keep your child home and will consult with your family physician. Please report all cases of impetigo to the school as soon as possible.

### **Conjunctivitis (pink-eye)**

Conjunctivitis is a contagious condition caused by a variety of bacteria, spread by hand to eye contact. Conjunctivitis requires prompt medical attention.

**Early Symptoms:** Tearing, watery discharge followed by a yellow or green mucous discharge from the eyes, with itching and burning of the eyes. Eyes may be sensitive to light.

**Treatment:** Antibiotic eye drops prescribed by a doctor. Child is contagious until 24 hours after treatment has started; therefore, he/she is not allowed to return to school until a full 24 hours has passed.

We would like to offer some ideas to minimize the spread of conjunctivitis (pink-eye) in your household:

1. Good hand washing is most important to prevent spread of infection. Impress upon your child not to rub his/her eyes. A cool compress can help but be sure to dispose of it properly.
2. Wipe down doorknobs, faucet handles, and other areas with frequent hand contact (the car, phone, and fridge!). Use an antiseptic solution, such as Clorox wipes, Lysol, alcohol, etc.
3. Change and wash pillow cases. Also, wash sheets and blankets if necessary. Have affected person use towels not be shared with the rest of the family.
4. If your child wears glasses, wash them, too.

Please report any cases of conjunctivitis to the school as soon as possible.

### **Strep Throat**

Strep Throat is a bacterial infection of the throat involving the Group A streptococcus.

**Early Symptoms:** Sudden onset of fever, headache, stomach ache, nausea, vomiting with acute sore throat, reddened tonsils, possibly with white spots.

**Incubation:** One to two days, rarely longer

**Contagious:** Until treated with antibiotics for 24 hours

**Special features:** Children must be excluded from school until fever-free for 24 hours. Development of rash can occur in scarlet fever, caused by the streptococcal bacteria. Finish **ALL** prescribed antibiotic medication even if the child is feeling better.

Please note: aspirin should never be used to treat fevers in small children due to possibility of developing Reyes Syndrome.

We see many cases of “Strep” that are present with headache, stomach ache, vomiting and no complaints of sore throat. Please keep this in mind when assessing your child.

Please check with your child each morning before sending him/her to school. Obviously, if your child has the symptoms listed above, you will keep your child home and will consult with your family physician. Please report all cases of strep throat to the school office as soon as possible.

### **Scarlet Fever**

Scarlet Fever is caused by the Streptococcus bacteria, usually a result of the progression of untreated Strep Throat.

Symptoms: A fine red rash, starting on abdomen and chest, which can be rough to touch, spreads over the body; face is flushed. High fever is common with chills; throat is red and sore; glands in neck are swollen; “strawberry tongue.”

Incubation: One to 2 day

Contagious: for up to 3 days before the rash presents, and up to four days after rash appears, if untreated. Not contagious after 24 hours of antibiotics.

Special features: Children must be excluded from school until fever-free for 24 hours. Development of rash can occur in scarlet fever, caused by the streptococcal bacteria. Finish **ALL** prescribed antibiotic medication even if the child is feeling better.

Please note: aspirin should never be used to treat fevers in small children due to possibility of developing Reyes Syndrome.

We see many cases of “Strep” that are present with headache, stomach ache, vomiting and no complaints of sore throat. Please keep this in mind when assessing your child.

Please check with your child each morning before sending him/her to school. Obviously, if your child has the symptoms listed above, you will keep your child home and will consult with your family physician. **Please report all cases of strep throat to the school office as soon possible.**

## ARCHDIOCESE OF CHICAGO

Facilities and Construction Department

835 N. Rush Street  
Chicago, Illinois 60611-2030  
(312) 534-8342  
FAX (312) 534-9805

DATE:

TO: Parents, Teachers and all other School Employees

FROM: Kevin O'Malley / (Principal Name)

RE: Notification Letter Concerning Asbestos Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify and asbestos-containing building materials. 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 our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damage.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your 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 school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Sincerely,  
Margaret M. Hayes

(Principal)  
Designated Person

7/16/15

**The Saint Linus Handbook and Discipline Policy is a means of communication between the home and the school. There are many policies, regulations and services, included in these pages. Please read the handbook and keep it readily available throughout the school year.**

**This handbook can be changed at anytime during the year.**

**Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. Please do not hesitate to call the school office at 425-1656 (7:30 am to 3:30 pm)**

**Close cooperation between home and school is necessary to promote the best interest of your child. Parents and/or guardians are encouraged to visit the school and attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between the home and the school. It is our hope that this handbook will be helpful to you and that it will promote understanding between us.**

**A parent or guardian is asked to sign and return the attached validation as soon as possible to the oldest child's teacher.**

**Thank you kindly,**

**The Administration of Saint Linus School**

# **Saint Linus School**

## **School Handbook Validation**

**My Signature below serves as validation that I have received and read the Saint Linus School Handbook. I further acknowledge that in so doing I understand all of the expectations set forth in the school handbook.**

**Family Name:** \_\_\_\_\_

**Student(s) name if different than above:**

\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Student(s) Signature: (Grade 3-8 Only)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**(Please return to your oldest child's Homeroom Teacher)**