

# **SAINT BRUNO SCHOOL**

**A Good Place to Grow**

**82 Years of Excellence 1926-2008**



**2008 - 2009**

**FAMILY HANDBOOK**

*Recipients of CARDINAL'S AWARD for Teacher Achievement*

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**ST. BRUNO SCHOOL**  
**4839 South Harding Avenue**  
**Chicago, Illinois 60632**

**School Office: (773) 847-0697**

**Facsimile: (773) 847-1620**

**Website: [www.stbruno.com](http://www.stbruno.com)**

**Email: [office@stbruno.com](mailto:office@stbruno.com)**

**Extended Day Care: (773) 847-4020**

**St. Bruno Parish Rectory: (773) 523-3467**

**St. Bruno Parish Website: [www.stbrunochicago.org](http://www.stbrunochicago.org)**

**ST. BRUNO SCHOOL  
FACULTY AND STAFF  
2008 – 2009**

**PASTOR  
PRINCIPAL**

**Rev. Waldemar Kilian  
Mr. Daniel Fleming**

**GRADE**

**NAME**

Pre—School 3 / 4 year olds

Mrs. Marisa Sanchez

Aide

Mrs. Angelica Meraz

Aide

Mrs. Olaya Espinoza

Pre-School 4 year olds

Mrs. Margarita Tellez

Aide

Mrs. Montelongo

Aide

Mrs. Rabadan

Aide

Mrs. Rosa Rodriguez

Kindergarten

Mrs. Kathy Florence

Aide

Mrs. Anita Quiroga

1

Miss Diane Jagielnik

Aide

Mrs. Barbara Schifler

2

Mrs. Michelle Neff

Aide

Miss. Sandra Shuttleworth

3

Mrs. Shelia Linane

4

Mrs. Diane Panush

5

Miss Amber Glynn

6

Mrs. Anne Kielbasa

7

Mr. John Bosch

8

Miss Stacy Markuson

Title I Resource Teacher

Mrs. Judy Dobek

Title I Resource Teacher

Mrs. Joan Papp

Librarian

Mrs. Mariann Stupka

Technology Education

Mrs. Susan Lujano

Art Instructor

Mrs. Kim Rodriguez

P.E. Instructor

Mr. Paul Veltois

Extended Day Coordinator

Mrs. Angie Rosa

Extended Day Assistant

Morning Care Director

Secretary

Mrs. Marie Kubik

Secretary

Mrs. Rose Emerson

Maintenance

Mr. Jerzey Bokun

## ST. BRUNO SCHOOL MISSION STATEMENT

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*Saint Bruno School is a Catholic elementary school dedicated to educating the youth of its diverse parish. As such, the school provides a foundation of academic excellence with a contemporary, Christ-centered curriculum in a positive, respectful atmosphere. We prepare our students for life-long learning and responsible citizenship in the Church and global community.*

## ST. BRUNO SCHOOL PHILOSOPHY

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The primary goal of St. Bruno School is to continue the work of the family in forming Catholic Christian youth with an ever-deepening faith and love of God. We seek the development of each child to his fullest potential in an atmosphere where Jesus Christ is the core of the curriculum.

St. Bruno School strives to provide a foundation of spiritual and academic excellence. We believe each child is unique and as such is nurtured in a positive environment to develop self-esteem and individual dignity.

St. Bruno School has a commitment to a superior standard of academic quality and achievement. It is our purpose to create a learning environment that addresses the needs of the whole child. We, therefore, strive to provide for the spiritual, intellectual, social, emotional, and physical growth of the child.

St. Bruno School is an integral part of St. Bruno's parish community, rich in ethnic values and traditions. The parish shares needed spiritual, financial and volunteer support.

St. Bruno School is actively involved in the continuous process of forming an educational faith community. By working in partnership with parents, we hope to prepare our students to be responsible citizens who will serve and teach others as Jesus did.

## **ADMISSION POLICY**

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

### **Requirements for admission:**

- ❖ An official copy of the child's birth certificate (A child entering our 3-year-old preschool must be 3 years old on or before September 1. A child entering our 4-year-old preschool must be 4 years old on or before September 1. A child entering Kindergarten must be 5 years old on or before September 1.
- ❖ A copy of the Child's baptismal certificate.
- ❖ A record of compliance with local and state health requirements.
- ❖ Transfer students must supply copies of academic records (e.g. report cards, standardized test scores).

### **Students will be accepted based on the following priorities:**

- Children of parishioners registered and residing within St. Bruno Parish
  - children from families with children already enrolled
  - children now reaching school age
- Transfer students from other Catholic Schools.
  - from schools that are merging, consolidating or closing
  - from schools not offering full programs Pre-School to Grade 8
- Children of non parishioners
  - children from families with children already enrolled
  - children from families newly moved into the parish
  - children now reaching school age
- Transfer students from public schools
- Non - Catholics
- Availability of classroom space, not to exceed 20 students in the Preschools and 35 students in Grades Kindergarten through 8.

St. Bruno School will admit non-Catholic students provided these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.

Transfer students are expected to be in good academic and behavioral standing and owe no debts to the previously attended school. St. Bruno School reserves the right to inspect former school records before admission. Students in grades 1 -8 who transfer to St. Bruno School from another school will be will be on academic and conduct probation for one year. At any time during this year, the student may be asked to withdraw from the school. The decision is made by the principal upon referral from the teacher.

St. Bruno School may require testing or interviews of families and students to determine special needs for its students. St. Bruno School endeavors to educate all students within the limits of our school's educational program. We are not in a position to educate everyone. Students with special needs that cannot be met by existing programs will not be accepted for admission or re-admissions.

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## **TELEPHONE**

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Students may not be called to the telephone during the school day. Students are permitted to use the office phone to notify a parent/guardian for only the following 2 reasons:

- Prescription eyewear
- Lunches

See Care of Books and Property: School and Personal Items for cell phone policy

## **TRANSFERS**

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When a student transfers to another school, at least one week's notice is required in order to complete the necessary forms and forward records to the new school. All outstanding financial obligations must be met before transfer records can be processed.

## **VISITORS**

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Adult visitors are welcome to observe daily routines at our school. Visitors should call the Principal the day before the visit to make sure that classes are in regular session. All visitors are required to sign in at the School Office, and sign out when leaving the building.

Visitors may not hold individual conferences, nor arrange for a conference with teachers during the school day. Visits are to be used strictly to observe children in daily routines. No one may enter the school building to visit with a student.

## **CHILD ABUSE**

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School personnel, by law, are mandated reporters of allegations/suspicious of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances exist. This means that we work, and fully cooperate, with all the appropriate agencies that handle the investigation of suspicion.

## **OFFICE HOURS**

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The school office is open from 7:30 a.m. until 3:00 p.m. Monday through Friday. Messages may be left on voicemail when the office is closed. The school phone number is (773) 847-0697. The Office email is [www.office@stbruno.com](mailto:www.office@stbruno.com)

## **CARE OF BOOKS AND PROPERTY: SCHOOL AND PERSONAL ITEMS**

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Students are issued textbooks and/or workbooks for each subject. New books are purchased as often as possible. All students are expected to take proper care of all books by having them properly covered, not marking them or tearing pages. It is expected that all school property will be taken care of properly. Fines or requirements for compensation are issued for any damage to books or school property.

Students are not to bring valuable personal items to school (e.g. money, jewelry, collector's cards, audio equipment, hand-held games). School personnel will not be responsible for lost/stolen articles and will confiscate such items.

In today's society, the school understands the necessity of cell phones. However, the following rules must be followed regarding cell phones:

- Before entering the school building, cell phones must be turned off
- Cell phones must be kept in backpacks throughout the school day

Failure to comply with these rules will result in confiscation of the cell phone. The cell phone will only be returned to the parent/guardian.

## **COMMUNICATIONS / FAMILY ENVELOPES**

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Family Envelopes are distributed each week. Families should review envelopes' contents as they often contain forms that must be completed and returned to school. Additional notices and updates will be sent home from time to time, as needed. Family Envelopes are distributed to youngest/only students. The Envelopes must be signed by a parent/guardian and returned to school within three days of their distribution.

## **TESTING**

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Terra Nova tests will be administered to all students in grades 2 through 7 in the spring of each year. First grade students receiving title I services will also be tested. The purpose of this testing program is to provide diagnostic information for instructional purposes, to evaluate student progress in relation to student achievement, to convey high academic expectations to students, and to help evaluate programs and goals. The testing program is one element of the assessment and evaluation process at St. Bruno School

## SCHOOL SCHEDULE

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<b>7:50 a.m.</b>	<b>First Bell</b>	
<b>7:55 a.m.</b>	<b>Tardy Bell</b>	
<b>8:00 a.m.</b>	<b>Prayers/Announcements/Classes Begin</b>	
<b>11:30 a.m. (begin)</b>	<b>Lunch K, 1, 2, 3, 4</b>	<b>12:00 noon (end)</b>
<b>12:00 noon.(begin)</b>	<b>Lunch 5, 6, 7, 8</b>	<b>12:30p.m. (end)</b>
<b>2:30 p.m.</b>	<b>Dismissal For Pre-K 3 &amp; 4, Kdg., Gr 1</b>	
<b>2:35 p.m.</b>	<b>Dismissal Grades 2 - 8</b>	

Families should be aware that students are not supervised until they enter the building at 7:50 a.m. Morning Care is available starting at 7:00 a.m. through the Extended Day Program

If a child is not picked up at 2:35 p.m., he/she will be sent directly to the Extended Day Care Program, and any charges incurred as a result of this will be the responsibility of the parent/guardian.

Dismissal on a Half-Day of school will be at 12:00 p.m. Please be aware when Extended Day will be available on shorten days.

## LUNCH

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All students may participate in the Archdiocesan Hot Lunch Program. A monthly menu/order sheet will be sent to each student. Orders for hot lunches are optional but will not be accepted after the deadline stated on the menu sheet for the month. Milk, chocolate or white, may be ordered even if a hot lunch is not ordered. Students may opt to bring a lunch from home. Families are encouraged to monitor children's lunches from home, keeping snacks and sugar items to a minimum. Soda may not be purchased out of the machine in the lunchroom. "Fast food" lunch items (i.e. McDonald's Subway, etc.) may not be brought to students at lunchtime.

### Lunch Schedule

GRADE	LUNCH TIME
<b>Pre-K 3 and 4 year olds</b>	<b>11:00 – 11:20</b>
<b>K, 1,2,3,4</b>	<b>11:30 – 12:00</b>
<b>5,6,7,and 8</b>	<b>12:00 – 12:30</b>

## **BEHAVIOR PRACTICES**

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The primary objective of St. Bruno School is to educate our children in a Catholic Christian atmosphere. For our students to meet the challenges presented by society, the development of self-discipline and individual responsibility are essential. Our goal is for each student to learn to be responsible for his/her own choices and for the consequences of unacceptable choices. Enrollment at St. Bruno School is a privilege.

Because conduct reflects on the students, the families of the students and the entire school/parish community, St Bruno students are expected to conduct themselves as Christians who respect themselves, their supervisors and their fellow students, as well as the rights and property of all these persons. Moral and courteous behavior, therefore, is expected on campus, at school activities and at any time, students are identifiable as students from St. Bruno School.

School rules and procedures are adopted for the good of the entire school community and are intended to create a positive learning atmosphere. When the rules are deliberately broken, or simply ignored, good order in the school is compromised; and the learning atmosphere suffers.

In order to provide each student an excellent educational climate, St. Bruno School has Behavior Practices in place. Acceptable behavior is expected during any function or activity (classroom, field trip, sporting event, etc.) involving St. Bruno School or Parish, regardless of the location or time of the event. *We need parents /guardians' support in promoting acceptable behavior.*

### **PROCEDURES FOR PRE-SCHOOL 3 AND 4**

See Pre-School Handbook

### **PROCEDURES FOR GRADES KINDERGARTEN TO 3**

When inappropriate behavior occurs, School Personnel has the use of, but is not limited to, the following consequences, to be used at his/her discretion:

- Verbal Warning
- Written Warning to be acknowledged through email or signed by parent and returned to school the next day
- Teacher-Student-Parent Conference
- Teacher-Student-Parent-Administration Conference

Teachers of children in the lower grades may on occasion keep a student after school as a disciplinary consequence. On such occasions, parents will be notified prior to the day of detention. This notification will be documented.

### **PROCEDURES FOR GRADES 4 TO 8**

When inappropriate behavior occurs, School Personnel has the use of, but is not limited to, the following consequences, to be used at his/her discretion:

- Verbal Warning
- Written Warning to be acknowledged through email or signed by parent and returned to school the next day
- 40 minute detention after school ( parent/guardian will be notified)
- Teacher-Student-Parent Conference
- Teacher-Student-Parent-Administration Conference

These consequences are not necessarily sequential. The nature of the unacceptable behavior determines the consequence. If a child receives three detentions during a given grading period, the check will receive a check on the Behavior side of the Report Card and a student-parent-administrator conference will be arranged. A behavior plan will be developed and signed by all parties. This behavior plan will become part of the student's file in the Principal's Office. The plan will be monitored by the teacher(s) and parents will be informed of the progress. Additional disregard for school policies may result in probation, in-school suspension, out-of-school suspension and/or expulsion.

### **DETENTION**

In our continuing effort to promote self-control and individual responsibility, Grades 4 to 8 have established a detention program for any students whose behaviors or actions are deemed disruptive to the learning atmosphere. On the day of an infraction, parents will be notified by phone or email of a detention notice being issued. The detention notice will be sent home to be signed by a parent and returned the next day. The detention will be served on the Thursday following the infraction from 2:35 p.m. to 3:15 p.m. During this time, the student will complete a reflective paper that will help the student own his/her behavior and then develop a plan to prevent the behavior from recurring. Students serving detention will be dismissed from the single door closest to the school office. ***The parent is responsible for the child's transportation home after detention.*** Students who are not picked up by the parent within 5 minutes of the 3:15 p.m. dismissal from detention will be sent to Extended Day. Parents will be charged for this time according to the Extended Day service charge in force at that time.

### **PROBATION**

While serious or consistent misbehavior is not expected, it does occasionally occur. When serious or consistent misbehavior occurs, it may result in a student being placed on probation. During this probation, which will last for a specified number of weeks, teachers will make frequent reports to the parent/guardian and principal concerning the student's improvement. Lack of improvement during the period of probation will result in harsher penalties, such as in-school and/or out-of-school suspension being implemented.

### **SUSPENSION**

Suspension is the isolation of the student from all school or school related activities, including extra-curricular and sports events. The suspension may take place at school, in a supervised area away from the classroom or at home under the direct supervision of a parent or adult guardian. The length of a suspension may vary from one to ten days depending on the nature of the infraction. Homework and class work may be completed at the discretion of the teacher. Tests will be made up upon the students' return to school, at a time arranged by the teacher.

## **EXPULSION**

Expulsion is the termination of the student's privilege to attend St. Bruno School and requires transfer of the student to another school. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment. In most cases, a period of suspension from school activities will precede an expulsion.

## **THREATS**

Students have the responsibility of informing the school personnel of threats made against them. The School Principal has the responsibility and authority to gather data on such violations and the totality of the circumstances; and will:

- Notify the police
- Notify parents/guardians of all students involved that a threat has been made and/or a student feels threatened by the statements and/or actions made
- Following the police investigation, determine appropriate disciplinary consequences for the student who made the threat. (Consequences may result in exclusion from special activities, probation, suspension and/or expulsion)

## **GANG ACTIVITY**

Gang related activities have no place in the Catholic school, which is fostering a Gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang related
- Any conduct that may be gang related during school sponsored events or activities
- Students wearing clothing/symbols that may be, in the manner displayed, gang related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps or other possessions that may be gang related.
- The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang related
- The use, possession and/or concealing of a weapon.

The School Principal has the responsibility and authority to gather data on such violations and the totality of the circumstances, and may confiscate any such materials. Such violations will result in probation, suspension and/or expulsion.

## **WEAPONS**

Anything that can cause bodily harm, mental anguish or physical damage shall be considered a weapon. Students must not carry, possess and/or use weapons in school or on school premises at any time. ***School officials shall report weapon violations to the local police.*** Use of anything that may be considered a weapon will result in disciplinary action. Depending on the violation circumstances, students will be counseled, suspended or expelled.

### **SEARCH AND SEIZURE**

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

While lockers, desks and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and with school rules.

School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control and management of the school. All property of the school, including the students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property. If appropriate, school authorities will request the assistance of law enforcement in conducting searches.

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

## **REPORT CARDS / HONORS REQUIREMENTS**

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Report cards are issued 3 times per year as part of the ongoing process of evaluation. Progress reports are issued between report cards to keep parents/guardians aware of students' progress in school. A signed acknowledgment (bottom portion of progress report or report card envelope) must be returned to the homeroom teacher within 3 days so that teachers know that parents have seen them. It is hoped that these will be discussed between parent/guardian and child—the good achievement recognized, and if needed, help given in areas that need improvement. Test scores, homework grades, daily work, other forms of assessment and classroom participation are part of the ongoing process of evaluation.

### **Honor Roll for 4<sup>th</sup> through 8<sup>th</sup> Graders**

**High Honors:** A student must earn a grade point average of 95 or higher (straight “A”) in all subjects. Any academic or behavioral checks will disqualify students from Honor Roll status.

**Honors:** A student must earn a grade point average between 85 and 94 in all subjects. Any academic or behavioral checks, as well as a letter grade of ‘D’ or ‘U’, will disqualify students from Honor Roll status.

### **Citizenship Honors for 4<sup>th</sup> through 8<sup>th</sup> Graders**

Students who have not earned any behavioral checks receive this reward, regardless of their grade point averages.

### **Grading Code (3rd through 8<sup>th</sup> Graders)**

<b>%</b>	<b>Grade</b>	<b>%</b>	<b>Grade</b>	<b>%</b>	<b>Grade</b>	<b>%</b>	<b>Grade</b>	<b>%</b>	<b>Grade</b>
<b>98-100</b>	<b>A+</b>	<b>90-92</b>	<b>B+</b>	<b>82-84</b>	<b>C+</b>	<b>75-76</b>	<b>D+</b>	<b>0-69</b>	<b>U</b>
<b>95-97</b>	<b>A</b>	<b>87-89</b>	<b>B</b>	<b>79-81</b>	<b>C</b>	<b>72-74</b>	<b>D</b>		
<b>93-94</b>	<b>A-</b>	<b>85-86</b>	<b>B-</b>	<b>77-78</b>	<b>C-</b>	<b>70-71</b>	<b>D-</b>		

### **Grading Code (1<sup>st</sup> and 2<sup>nd</sup> Graders)**

<b>%</b>	<b>Grade</b>	<b>%</b>	<b>Grade</b>
<b>95-100</b>	<b>A</b>	<b>70-75</b>	<b>D</b>
<b>87-94</b>	<b>B</b>	<b>0-69</b>	<b>U</b>
<b>76-86</b>	<b>C</b>		

## **HOMEWORK**

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All students at St. Bruno School have homework every night. Homework is an integral part of the educational process. It allows the student an opportunity to develop independence and to improve the skills learned at school. In some cases, homework is a specific written assignment. In those grades where there are no specific nightly assignments, or on nights when no written homework is assigned, students are expected to read (or be read to) for fifteen to thirty minutes every night.

Families with students in grades 4 through 8 may consult our website for the students' assignments. This information may be accessed by logging in to: [www.stbruno.com](http://www.stbruno.com) and following the links to each grade's assignments.

Parent/guardians are encouraged to help children acquire the self-discipline required in doing homework. It is appropriate to check children's work and discuss it. We ask that parents not allow children to submit work that has been done carelessly or is incomplete. Without doing the assignment for the child, parents/guardians are encouraged to spend the necessary time to promote neatness, correct spelling, and correct use of punctuation.

## SACRAMENTAL PROGRAMS

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The celebration of the sacraments is a major function of the parish community and as such has a parish-wide focus. Sacramental preparation and the celebration of the sacraments will include all students from our parish community, whether enrolled in the school or the CCD program.

- ✠ In second grade, students receive the sacrament of Reconciliation. Parent/guardians are required to attend a Parent Meeting in preparation for their children receiving this sacrament.
  
- ✠ First Holy Communion is received in third grade. Students participate in an Enrollment Ceremony and Agape Service. Parents/guardians are required to attend two Parent Meetings in preparation for their children receiving this sacrament.
  
- ✠ The sacrament of Confirmation is received in seventh grade. Parents/guardians and students are required to attend two Parent/Student Meetings. Service hours are required of Confirmation students as part of their preparation for the sacrament.

If parents/guardians do not attend these mandatory Parent Meetings, their children will not receive the sacrament for which they were preparing. Fees are required for all sacraments and are non-refundable. This information will be provided at the Parent Meetings.

## **PARENTS' RIGHTS: SCHOOL RECORDS**

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Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, we shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

## **PARENT/TEACHER CONFERENCES**

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Formal parent/teacher conferences are scheduled for every child in Preschool through 8<sup>th</sup> grade during the month of November. Prior to these conferences parents receive the 1<sup>st</sup> term Progress Reports or Report Cards. In order to maximize the benefits of St. Bruno School's educational program, it is necessary for parents/guardians to meet with the child's teacher for an evaluation of the child's progress

The teacher or the parent/guardian may initiate additional conferences during the year. A second parent/teacher conference, which is optional, is scheduled for the month of March. Teachers can be contacted by sending a note, email, or by leaving a message with the school office for the teacher.

## HEALTH PROCEDURES

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### Student Illness

Students having any kind of contagious disease should not come to school until they have recovered and are not contagious to other students. In addition, they must have a doctor's note stating that they may return to school.

Any student who comes to school with a contagious disease, or exhibits symptoms of a contagious disease while in school, will be sent to the School Office. A parent/guardian or caregiver (as listed on the child's Student Emergency Information Card) of the child will take the child home until he/she is well and no longer contagious. It is imperative that two caregivers are listed on the child's Student Emergency Information Card and that the information on the card is current.

Any student having an accident or becoming ill during school hours will be sent to the School Office. Minor ailments will be dealt with in the School Office. If warranted, a parent/guardian will be notified and consulted as to the procedure to be followed. If a parent/guardian cannot be reached, office personnel will notify the caregiver(s) listed on the child's Student Emergency Information card.

### Health Requirements

Illinois State Law requires all children entering Kindergarten, Second grade and sixth grade, and those new to the school (including preschoolers), complete physical and dental examinations. All students must present evidence of proper immunizations. Any student not in compliance with this law by September 15<sup>th</sup> must be excluded from the school. Students born after 1956 must show proof of a second measles vaccination (this is a State of Illinois requirement).

The State of Illinois requires a valid Certificate of Child Health Examination be on file at the school for every child. All children must have the following immunizations and tests:

**4 DTP, 4 Hib, 3 Polio, 2 MMR, series of Hepatitis B, 1 TB test/date/results and a physical examination within 6 months after the start of the school year**

Once your child meets the requirements of the physical, it is valid for two years. Children will not be admitted to class if this form is not complete and on file.

Please keep your child at home if there has been vomiting, fever, rash combined with a fever, or diarrhea in the last 12 hours; if the child has started taking an antibiotic in the last 24 hours; if there is heavy nasal discharge or constant cough; or if there are symptoms of a communicable disease (reddened eyes, sore throat, headache, earache, abdominal pain, rash, fever). Notify the school as soon as possible if the doctor diagnoses a communicable disease and/or condition, such as strep throat, chicken pox or lice. Please do not bring a child back to school until all symptoms of illness are gone. If the teacher notices symptoms of illness when the child arrives, he/she will ask for clarification from the parent/guardian and may ask that the child not attend school that day. If a child becomes ill during class time, the school secretary will call a parent/caregiver (as listed on the child's emergency card) to ask that the child be picked-up. During the time waiting

for the parent/caregiver to arrive, the teacher will send the child to the school office and away from the other children.

Listed below are some of the common childhood diseases and the recommended isolation period for each of them:

<b>Disease</b>	<b>Isolation Period</b>
Chicken Pox	6 days after first eruption
Measles	7 days
German Measles	3 days
Strep Throat	24 hours after treatment has begun
Mumps	9 days after onset
Head Lice	After treatment with medicated shampoo prescribed by a physician or pharmacist – child will be rechecked before re-entering class, all nits must be gone
Conjunctivitis (pink-eye)	24 hours after treatment has begun

### **Medication Procedures**

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student.

It is the policy of this school, under guidelines from the State of Illinois and the Office of Catholic Schools, which school personnel—including teachers, administrators and administrative staff—shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

### **Procedures**

1. **Medication Authorization Form** - No school personnel shall administer any prescription medicine unless a completed Medication Authorization Form for such student has been received by the School Principal or his/her designee. No student shall be allowed to possess or consume any prescription or nonprescription medication unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee.

A Medication Authorization Form is available in the Appendix of this Handbook. Additional forms are available in the School Office. In addition, a Medication Authorization Form is distributed for each student in the Family Envelope, distributed on the first day of school. A Medication Authorization Form is complete if it contains the following information:

- ❖ A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order.
  - ❖ Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription.
  - ❖ Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication.
  - ❖ Written permission and authorization for the administration of medication signed by the student's parent/guardian.
2. **Appropriate Containers** – It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by the School Principal or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:
- ❖ Prescription-labeled by a pharmacy or licensed prescriber, displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist.
- Or
- ❖ Manufacturer-labeled for nonprescription, over-the-counter medication.
3. **Administration** - Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.
- ❖ Medication will not be administered to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of a parent/guardian to have the School Principal or his/her designee administer such medication to the student, and the School Principal has agreed in writing to administer the medication as set forth in the complete Medical Authorization Form. Such written agreement by the School Principal shall be indicated on the completed Medical Authorization Form. The School Principal retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed Medical Authorization Form.

Parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian come to the school to administer the medication if:

- ❖ A completed Medical Authorization Form has not been received and approved by the School Principal for the medication sought to be administered.
- ❖ A request and authorization for the administration of medication is denied by the School Principal.

- ❖ The medication identified in the completed Medical Authorization Form is not given to the School Principal in an appropriate container as described herein.

4. **Self-administration** - A student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Number 6 below, such medication must be stored in a locked cabinet under the control of the School Principal or his/her designee and a completed Medical Authorization Form must be received by the School Principal. The completed Medical Authorization Form must contain a statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Number 6 below, self-administration of medication shall be under the supervision of the School Principal or his/her designee.

5. **Storage of Medication** – Medication received by the school in accordance with a completed Medical Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the school Principal and his/her designees.

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or at the end of the treatment regime, the student's parents/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately discarded by the School Principal.

6. **Carrying and Unsupervised Self-Administration of Medication** – Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without any supervision by school personnel **only if the following conditions are met:**

- ❖ A completed Medical Authorization Form has been received by the School Principal or his/her designee.
- ❖ A completed Physician Request for Self-Administration of Medication form has been completed by the student's physician and parent/guardian and received by the School Principal or his/her designee.
- ❖ Such medication must be worn in a waist pack by the student at all times

7. **Emergency Medical Care** – In the event that a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical Authorization Form on file with the School Principal or his/her designee, the Principal or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Emergency Notification Form. If the student's parent/guardian cannot be contacted, the School Principal or his/her designee shall attempt to contact the persons identified by the parent/guardian as the student's emergency contacts. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parents/guardian or emergency contact.

Notwithstanding the foregoing, the School Principal or his/her designee or other certified school personnel may call emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-relation supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency medical care.

**PARENT/GUARDIAN PERMISSION and AUTHORIZATION**

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I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so, or in the event of a medical emergency, I hereby authorize the School Principal or his/her designee, on my behalf, to administer or to attempt to administer, to my child (or to allow my child to self-administer in accordance with School Medication Procedures), lawfully prescribed medication and non-prescribed medication in the manner described in the Physician's Order. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices.

I understand that this authorization is not effective unless the School Principal or his/her designee has approved the medication authorization for my child and signed this form in the space provided below.

I further acknowledge and agree that, when such medication is to be administered or attempted to be administered, I waive any claims I might have against the School, the Catholic Bishop of Chicago, the parish, or any of their employees or agents arising out of the administration or attempted administration. In addition, I agree to hold harmless and indemnify the School, the Catholic Bishop of Chicago, the parish and their employees or agents, either jointly or severally, from and against any and all claims, damages, causes of actions or injuries incurred or resulting from the administration or attempted administration of said medication.

<b>Parent's/Guardian Signature</b>	<b>Today's Date</b>
<b>Parent's/Guardian's Name (please print)</b>	
<b>Address</b>	
<b>City, State, Zip Code</b>	
<b>Home Telephone Number</b>	
<b>Business Telephone Number</b>	
<b>Cell phone/Pager Number</b>	

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Medication Authorization Approved this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

**MEDICATION AUTHORIZATION FORM**  
**ST. Bruno School Chicago, Illinois**

<b>Student's Name (Last, First, M.I.)</b>	<b>Date of Birth</b>	<b>Grade</b>	<b>Today's Date</b>
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Medications may be administered in school in accordance with the School Medication Procedures. No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed, and returned the following to the School Principal or his/her designee:

- ✓ Medical Authorization Form
- ✓ Unsupervised Self-Administration Request Form (if the student is to carry and use medication on his/her own during school hours or during school activities it must be carried in a waist pack that is worn by the student at all times)
- ✓ Medication in the original labeled container as dispensed (Prescription medication) or the manufacturer's labeled container (nonprescription medication). The medication label shall contain the student's name, name of the medication, direction for use and date

**PHYSICIAN'S ORDER**

<b>Medication/ Health Care Treatment</b>	<b>Dosage</b>	<b>Time(s) to be Administered</b>
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<b>Intended Effect of this Medication</b>	<b>Expected Side Effects, if any</b>
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<b>Other Medications the Student is Taking</b>
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**May the student self-administer medication under the supervision of school personnel who do not have medical training?**

**Please Circle:    YES            NO**

<b>Administration Instructions</b>
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<b>Please Circle:    Discontinue</b>	<b>Re-evaluation</b>	<b>Follow-up</b>
<b>Physician's/Prescriber' Signature</b>	<b>Date Signed</b>	
<b>Physician's/Prescriber's Name (Please Print)</b>	<b>Emergency Telephone Number</b>	
<b>Address</b>	<b>City, State, Zip Code</b>	

**PHYSICIAN REQUEST for SELF-ADMINISTRATION OF MEDICATION**

<b>Name of Student</b>	<b>Date of Birth</b>
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**The above-named child has (name of illness or medial condition**

I am requesting that the above-named student be allowed to take the following medication during school hours or during school-related activities:

<b>Name of Medication</b>	<b>Type of Medication (e.g. table, liquid, capsule, inhaler, injectable)</b>
<b>Dosage</b>	<b>Time(s) to be taken or administered</b>

**Possible Side Effects of Medication**

I certify that this student has been instructed in the use and self-administration of this medication and is capable of self-administering the medication independently and without supervision.

**PLEASE CIRCLE:            YES                            NO**

For ASTHMA and ALLERGY CONDITINS ONLY: I also request that this student be allowed to carry the above-described medication on his/her person during school hours and during school-related activities in order to facilitate the self-administration of the medication as needed.

**PLEASE CIRCLE:            YES                            NO**

<b>Physican's/prescriber's Signature</b>	<b>Date Signed</b>
<b>Physician's /Prescriber's Name (Please Print)</b>	<b>Emergency Telephone Number</b>
<b>Address</b>	<b>City, State, Zip</b>

# EMERGENCY PROCEDURES

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## Student Emergency Information Cards

Each family is required to have a current “Student Emergency Information Card” on file in the School Office. Cards for the current year are given to the students on the first day of school. When completing the card be sure to provide us with the name and phone number of an emergency contact living in close proximity to the school who would be available to pick the student up at school if necessary. Information on this card should be kept up-to-date. ***In the event of phone number changes or changes in emergency contacts, please notify the school as soon as possible.***

If a student becomes ill or is injured during school hours, parents will be notified immediately and instructions from the parent/guardian will be followed. If the parent/guardian cannot be reached, emergency contacts will be called. In the event of a serious accident when parents cannot be reached, the parent signature on the emergency information card authorizes the school to have the child transported to the hospital. Parents are responsible for all transportation and medical costs incurred in these situations.

## Emergency Closings

St. Bruno School will be closed whenever the Chicago Public Schools are closed for inclement weather or the Archdiocese of Chicago deems it necessary. An emergency closing phone relay will be set up annually. This relay will only be used if St. Bruno School alone needs to be closed. In the event of severe weather conditions or for other unforeseen circumstances, the school cancellation announcement will be relayed as early as possible via the following stations:

AM radio – WBBM, WGN  
TV stations – Channels 2, 5, 7, 9, Fox, CLTV

As parents you are the most able to discern whether or not it is safe for your child to attend school during severe weather conditions. **Please do not call the school or the rectory for closing information.**

## Disaster Drills

In keeping with state law, disaster drills, such as fire drills and tornado drills will be held on a regular basis. Detailed information is contained in the St. Bruno Crisis Management Book which is available in the School Office.

In the event that a tornado warning is announced near dismissal time, the students will remain in the designated shelter areas in the school until the All Clear is sounded.

If it becomes necessary to dismiss the student body early, the procedure will be:

- Students will be assembled in an area of safety and will be released to parent/guardian when they come to sign them out
- News media, particularly radio stations, will be notified of the early dismissal and the reason for it
- When necessary, the emergency closing phone relay will be implemented

# **SAFETY**

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## **Safety Patrol**

Parents/guardians are responsible for the safety of the child traveling to and from school. The purpose of the student safety patrol is to assist in the safe conduct of students to and from school. However, by providing this service, St. Bruno School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a student is not on duty at the crossing.

Chicago Crossing Guards are stations at the corners of 47<sup>th</sup> and Harding, 47<sup>th</sup> and Pulaski and 49<sup>th</sup> and Pulaski.

St. Bruno Safety Patrol members are assigned to 47<sup>th</sup> and Harding, the alley crossing just east of the school and off 49<sup>th</sup> Street, 49<sup>th</sup> and Harding, and along Harding Avenue in front of the school.

## **Parking Lot**

For the safety of our students coming to and leaving school, on all school days barricades will be put up from 7:30 a.m. until 8:05 a.m. and from 2:15 p.m. until 2:50 p.m. On shortened school days the barricades will be put up 20 minutes before dismissal and remain up 20 minutes after dismissal.

The barricades will be placed at the intersection of 49<sup>th</sup> Street and Harding Avenue, and Harding Avenue just south of the school parking lot.

No traffic will be permitted on Harding Avenue from 49<sup>th</sup> Street to the school parking lot during the above mentioned times. Moving or removing the barricades is not permitted. Stopping a vehicle by the barricades to drop children off is not permitted. Southbound traffic will not be permitted in the alley behind the school during the above mentioned times.

When parents drive a child/ren to school, the driver should enter the school parking lot either by entering the alley off of 49<sup>th</sup> Street heading north into the parking lot, or by entering by the alley off of Springfield Avenue and heading west into the parking lot. Once in the parking lot, the driver should park IN A PARKING SPACE, help the child exit the vehicle and walk the child to the sidewalk. All cars must exit northbound from the Harding Street parking lot exit.

## **SEXUAL HARASSMENT**

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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 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 in itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

## **UNIFORM POLICY**

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School uniforms, except shoes, socks and nametags, must be purchased at  
Schoolbelles 7763 S. Harlem Ave. (708) 598-8008

Online ordering is available by logging on to: [www.schoolbelles.com](http://www.schoolbelles.com) using the School Code 866.

### **The boys' uniform for K – 8**

consists of medium gray twill slacks with the Schoolbelles logo with long or short sleeved white oxford cloth button down collar shirt with burgundy V-neck sweater-vest or long sleeved pullover sweater with St. Bruno logo. White, black or gray socks that cover the ankle when folded over and have no logo must be worn.

### **The girls' uniform for K – 4**

consists of a burgundy/gray plaid jumper (purchased at Schoolbelles) with long or short sleeved white oxford cloth button down collar blouse with burgundy cardigan or burgundy V-neck long sleeve sweater with St. Bruno logo. Medium gray twill slacks with the Schoolbelles logo may be worn in place of the jumper. White, black or burgundy socks that cover the ankle when folded over and have no logo or white, black or burgundy tights must be worn.

### **The girls' uniform for 5 – 8**

consists of a burgundy/gray plaid skirt (purchased at Schoolbelles) with long or short sleeved white oxford cloth button down collar blouse with burgundy cardigan or burgundy V-neck long sleeve sweater with St. Bruno logo. Medium gray twill slacks with the Schoolbelles logo may be worn in place of the jumper. White, black or burgundy socks that cover the ankle when folded over and have no logo or white, black or burgundy tights must be worn. No short cut socks allowed

### **School Shoes**

for all students, both boys and girls must be a solid color of black, dark gray, brown or burgundy. Soft soles are required with low heels. Canvas shoes may not be worn as school shoes. High tops, high heels, gym shoes, jellies and clogs are not permitted. The top of the shoe cannot pass above the ankle.

### **Gym Uniform**

consists of maroon St. Bruno sweatpants or St. Bruno gym shorts with a maroon St. Bruno sweatshirt and a gray St. Bruno T-shirt. White socks that cover the ankle when folded over and have no logo must be worn with Gym shoes that fit securely when fastened with laces or Velcro. No short cut socks allowed

### **Out of Uniform Days**

Students must dress modestly and appropriately. No tight fitting clothing; no short skirts, short shorts or exposed midriffs are allowed. No spaghetti straps or strapless tops are allowed. No clothing with rips, tears or inappropriate or indecent messages are permitted. Pants must come to a natural waistline. Blue jeans and sweats are allowed on these days. Special dress codes will be announced for certain “dress down theme days.”

### **Other Considerations:**

- All uniform pieces must be labeled with the student's name.
- From October 15 to April 15 sweater vests or long sleeve pullovers must be worn.
- Uniforms must be neat and clean with no holes or tears.
- Shirts must be tucked in.
- If t-shirts are worn under uniform shirts or blouses, they must be plain white.
- Snow boots should be removed and replaced with school shoes upon arrival in the classroom. Boots should be placed in a plastic bag.
- Jewelry must not be excessive. No dangle, hoop or large earrings are to be worn. Only 1 earring per ear may be worn. Necklaces must be worn inside the uniform. Choker type necklaces may not be worn.
- Make up is not permitted.
- Only clear nail polish may be worn. Nails are to be of a proper length.
- Hair must be clean, well groomed and of a conservative style. Hair color must be natural. Any hair color or style that draws undue/inappropriate attention to the student will have to be changed before the student is admitted to class.
- Boys' hair must not touch the collar of their uniform shirts. Boys may not exhibit facial hair (e.g. beards, mustaches). Sideburns must not extend below the bottom of the earlobes and must not flair toward the face of the student.
- Body piercing as well as temporary/permanent tattoos are not permitted.

Donations will be required for violations of the dress or appearance codes. Minor violations will require a 50¢ donation for the first violation, \$1.00 for the second violation, and \$5.00 for the third and each additional violation. A detention will be earned and parents/guardians will be notified directly when the uniform code or dress code is flagrantly disregarded. In addition, if the uniform code is flagrantly disregarded, students will be kept in the office until a uniform is brought to school and they are dressed in keeping with the uniform code. Frequent violations may be handled as seen fit by the School Administration.

# **TECHNOLOGY: REGULATIONS FOR STUDENT ACCEPTABLE USE OF ST. BRUNO TECHNOLOGY RESOURCES**

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## **Purpose**

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

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. St. Bruno School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Bruno School activities. All users are expected to use the computers and computer networks in a responsible, ethical and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

## **Regulation Text**

### **I. USE OF ST. BRUNO SCHOOL'S TECHNOLOGY RESOURCES**

Improper use of the St. Bruno School Technology Resources is prohibited. Uses of St. Bruno School Technology Resources that are prohibited include, but are not limited to:

- ❖ Violating students' rights to privacy/confidentiality
- ❖ Attempting any unauthorized access to any computer system
- ❖ Downloading unacceptable materials
- ❖ Re-posting personal communication without the authors prior consent
- ❖ Violating copyright law
- ❖ Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes
- ❖ Downloading, installing or storing software on a school computer without the approval of appropriate school personnel
- ❖ Changing or attempting to alter any configuration, program, and/or password on any computer or system
- ❖ Using a school computer without the knowledge/approval of school personnel responsible for the computer
- ❖ Using inappropriate language, pictures, gestures in any form on the Internet
- ❖ Using the Internet for entertainment or limited self-discovery function
- ❖ Using the Internet for unauthorized purchases

### **II. PARENT OR GUARDIAN CONSENT FOR STUDENT USE OF ST. BRUNO SCHOOL TECHNOLOGY RESOURCES**

Prior to a student's use of the St. Bruno School technology resources, the parent or guardian of the student must provide written authorization. This consent form is kept in the School Office and carries over from one school year to the next. A copy of the form is located in the Appendix of this handbook.

### **III. STUDENT**

All students who use the St. Bruno School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use. This consent form is kept on file during the school year. The Acceptable Use Form is renewed yearly to remind children of their role in acceptable use of technology. A copy of this form is sent home at the beginning of each school year with instructions for completion and the date completed form is due back in school.

## FINANCES

### TUITION AND FEES 2008/2009 SCHOOL YEAR

**\*\*\*\*\*Preschool Tuition and Fees\*\*\*\*\***

Per Child	Tuition	Registration
Each Child	\$3,100	\$235

**\*\*\*\*\*Kindergarten through 8<sup>th</sup> Grade Tuition\*\*\*\*\***

Child / ren	Tuition	Inactive
1	\$3,100	\$3,500
2	\$5,100	\$5,500
3	\$6,800	\$7,200

**\*\*\*\*\*Registration Fees\*\*\*\*\***

	Books & Supplies	Technology	Science Lab	Library	Lunchroom Supervision
<b>PK = \$235</b>	<b>\$100</b>	<b>\$100</b>	<b>0</b>	<b>\$35</b>	<b>0</b>
<b>1/K-8/=\$395</b>	<b>\$225</b>	<b>\$100</b>	<b>\$5</b>	<b>\$35</b>	<b>\$30</b>
<b>2/K-8/=\$620</b>	<b>\$450</b>	<b>\$100</b>	<b>\$5</b>	<b>\$35</b>	<b>\$30</b>
<b>3/K-8/=\$845</b>	<b>\$675</b>	<b>\$100</b>	<b>\$5</b>	<b>\$35</b>	<b>\$30</b>

Registration fees, for both the Preschool and Kindergarten through 8<sup>th</sup> Grade programs, are nonrefundable.

**\*\*\*\*\*Tuition/Late Fee Schedule\*\*\*\*\***

Payment Number	Last Day Tuition Payment is On Time	\$25.00 Late Fee Charge After Office Hours on	Tuition Current or Attendance Interrupted
1	7-15-08	7-15-08	
2	8-15-08	8-15-08	8-21-08
3	9-15-08	9-15-08	
4	10-15-08	10-15-08	10-22-08
5	11-14-08	11-14-08	
6	12-15-08	12-15-08	12-17-08
7	1-15-09	1-15-09	
8	2-16-09	2-16-09	2-25-09
9	3-16-09	3-16-09	
10	4-15-09	4-15-09	4-22-09

**FUNDRAISING FEE NOT INCLUDED IN THE TUITION PRICES \$450 PER FAMILY  
FINAL PAYMENT FOR FUNDRAISING IS APRIL 1<sup>ST</sup> 2009**

#### Additional Fees

Additional fees that will be incurred include (but are not limited to):

Graduation Fee  
First Holy Communion Fee

Confirmation Fee  
First Reconciliation Fee

Mandatory Fundraising Fee (Must be completed or paid in full by April 1<sup>st</sup> 2009)

Mandatory fundraising Fee will be added to your tuition payment if you did not participate the following year. If you do decide to participate your last payment will be lowered.

More information about these fees and the dates they are due will be provided to the students and families participating in the activity.

### **Tuition Reduction**

If tuition is paid in full with the first tuition payment, a 2% reduction in tuition will occur. Full payment must be received before the Late Fee is charged on the first tuition payment in order to receive the reduction.

### **Tuition Review**

Tuition and fees will be reviewed on a monthly basis. A late fee of \$25.00 will be added to tuition if the monthly payment is not made by the tuition payment due date. Verbal and/or written notification will be given to parents/guardians who are behind in payments. Parents/guardians who are unable to fulfill their tuition commitments must email the School Tuition Manager to discuss possible changes in their payment schedule until full payment is made. If tuition is not up to date by the five scheduled "Tuition Current or Attendance Interrupted" dates, children will not be permitted in class without permission from the Tuition Manager. Because education is compulsory, students who are prohibited from attending school due to tuition that is in arrears will no longer be enrolled at St. Bruno School if their absences exceed five school days. If tuition is not paid in full by April 15, 2008, registration for the 2009/2010 school year will not be accepted and the school will retain children's report cards until the tuition is paid.

If the tuition/Graduation Fee for an 8<sup>th</sup> grade student is not paid by April 1st, that student will not receive any of the items or be allowed to participate in any of the activities that are covered by the Graduation Fee until the amount is paid in full.

Tuition payments are due by the 15<sup>th</sup> of every month (except as noted above), and can be made by cash, check, or money order. Checks and money orders should be made payable to St. Bruno School. Payments are not accepted at the rectory nor are cash payments accepted through the mail. Payments that are mailed should be sent to:

St. Bruno School  
4839 Harding Ave.  
Chicago, IL 60632  
Attn: School Office

The Tuition Managers may be reached by email at: [tuition@stbruno.com](mailto:tuition@stbruno.com)

### **Inactive Parishioner**

The Catholic school system does not receive any direct support from federal, state or local taxes. Our school is dependent primarily upon tuition collection for its operation. Even if every tuition dollar is collected, there remains a sizable amount of money that the parish supplies to subsidize the education of our school children – tuition does not cover the full cost to educate our children. The difference comes from the people of St. Bruno Parish (many of whom do not have children in the school) and profits from our Friday night Bingo.

It is for this reason that we have two different levels of tuition payment. A lower level of tuition has been established for families who actively support our parish through their weekly attendance at church and weekly envelopes, and a higher level of tuition for families who are not active in any parish or choose not to contribute to St. Bruno Parish through their weekly envelopes. Just being registered in the parish does not constitute an *active* parishioner. Families must attend church and use Sunday envelopes on a regular basis in order to be considered an *active* parishioner. Any new family will be put at non parishioner rate until it is reviewed in December. Any family that your status has changed to non Parishioner will be put at proper tuition level upon registration.

Why use the envelopes? Quite simply because this is the only way we have of knowing that families are participating in mass by attending church. The envelopes are a quick and easy way for us to verify our families' attendance and the only way we have to record donations to the parish. Therefore, families who choose not to use their envelopes at their churches are *inactive* parishioners and will be charged the higher level of tuition, without excuse or exception.

Current families' records will be reviewed prior to the start of the new school year. Families found to be *inactive* at any parish are notified in writing that their tuition balances will reflect an additional \$400.00 in July. This \$400.00 is paid in \$40.00 increments, with the ten tuition payments.

If families have not received envelopes from the parish, it is because they have been dropped from *active* status following a term of noncontribution. Families may alter this status by calling the rectory at (773) 847-3467 and requesting that they be reinstated as an active parishioner—this will ensure that families will receive Sunday envelopes to be used in the collection during the offertory at mass.

The use of envelopes, after inactive status has been established, will not affect families' status until a review is conducted in December. Families, whose status is changed to active following review, will discontinue paying the additional \$40.00 inactive fee for the months of January, February, March and April. Also during the December review, families found to have become inactive since the previous review, will have the \$400.00 inactive fee added to their remaining four payments (an additional \$100.00 per month for January, February, March and April).

When all is said and done, we want all of our families to be in church on Sunday. Our families have chosen Catholic education because they want their children brought up in the faith of our church, and part of that faith includes the obligation to attend mass on Sunday. It should be the most important thing we do on the weekends, not just something we try to fit in, if we have the time.

Our mass schedule offers many options. We offer a mass on:

- ❖ Saturday evenings at 5:00 p.m. (English)

❖ Sunday masses offered are:

7:30 a.m. (Polish)

9:00 a.m. (English)

10:30 a.m. (Polish)

12:15 p.m. (English)

Please choose to be an active parishioner! We look forward to seeing our families participating in the liturgy every weekend so that we are affirmed in our belief that our children's faith is the most important aspect of their lives and that faith development begins within the context of our families.

## **EXTENDED DAY CARE PROGRAM**

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The St. Bruno Extended Day Program is designed to provide a safe and productive atmosphere for students enrolled in the school whose parents find it helpful for them to be at school outside of regular school hours. The Extended Day Care Program is available only for St. Bruno School students who need before-school and/or after-school care. A handbook, with fee schedule, is distributed to each family in August. The Before-School Program will run from 7:00 a.m. until 7:50 a.m. and the After-School Program will run from dismissal until 6:00 p.m. on days when school is in session.

In addition to completing an Extended Day Registration Form for the morning care program, the after school program or both, each family that registers a child in the Extended Day Program is required to complete the Emergency Information Form for the Extended Day Care Program. (This form is in addition to the regular St Bruno School Emergency Information Form and may be obtained in the school office at any time or from the Extended Day Program Coordinator) If a student is not picked up from school at 2:35 PM they will be sent to the Extended Day Care Program until they are picked up by a parent/guardian or an authorized person. Parents/guardians will be responsible for all fees incurred as a result of a late pick-up.

4839 South Harding Avenue  
Chicago, Ill 60632-3694  
Telephone: (773) 847-0697  
Facsimile: (773) 847-1620  
Website: [www.stbruno.com](http://www.stbruno.com)

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## FIELD TRIP PERMISSION SLIP

I/we the parent(s)/guardians of

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(Child's Name and Grade)

Request that St. Bruno School allow my/our son/daughter to participate in the field trip to:

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(Place)

On

---

(Date)

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(Parent/Guardian signature)

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(Today's Date)

## **WAIVER**

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Our school handbook cannot possibly include everything a student or parent/guardian would need to know regarding our policies, practices, or procedures. Where questions arise, families are advised to call the school and speak to the appropriate personnel.

The school retains the right to amend the Family Handbook for just cause – families will be promptly notified of any changes.

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