



SAINT BRUNO SCHOOL

A Good Place to Grow

**FAMILY HANDBOOK
2010 - 2011**

84 Years of Excellence 1926-2010

Recipients of CARDINAL'S AWARD for Teacher Achievement

A Parent's Prayer

Source unknown

Heavenly Father,
Make me a better parent
Teach me to understand my children,
To listen patiently to what they have to say,
And to answer all their questions kindly.

Keep me from interrupting them,
or contradicting them.
Make me as courteous to them
as I would have them be to me.
Forbid that I should ever laugh at their mistakes,
Or resort to shame or ridicule if they displease me.

Bless me with the bigness to grant them
all their reasonable requests,
And the courage to deny them privileges
that I know will do them harm.
Make me fair and just and kind.
And fit me, O Lord,
to be loved and respected
and imitated by my children.

Amen.



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

School Office: (773) 847-0697

Fax: (773) 847-1620

Website: www.stbruno.com

Email: office@stbruno.com

Extended Day Care: (773) 847-4020

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

St. Bruno Parish Website: www.stbruno-chicago.org

School Office Hours

Monday through Friday

7:30 a.m. – 3:00 p.m.

**ST. BRUNO SCHOOL
FACULTY AND STAFF
2010 – 2011**

**PASTOR
PRINCIPAL**

**Rev. Antoni Bury
Mrs. Katrina McDermott**

GRADE

Pre—School 3 / 4 year olds

Aide

Aide

Pre-School 4 year olds

Aide

Aide

Kindergarten

Aide

1

Aide

2

Aide

3

4

5

6

7

8

NAME

Mrs. Marisa Sanchez

Mrs. Angelica Meraz

Mrs. Yolanda Rabadan

Mrs. Margarita Tellez

Mrs. Rosa Rodriguez

Mrs. Lili Montelongo

Mrs. Kathy Florence

Mrs. Anita Quiroga

Ms. Diane Jagielnik

Mrs. Barbara Schifler

Mrs. Virginia O'Shea

Ms. Dawn Baiter

Mrs. Shelia Linane

Mrs. Diane Panush

Ms. Amber Glynn

Mrs. Anne Kielbasa

Ms. Katherine Ciccarelli

Mrs. Stacy Marini

Special Assignment

Title I Teacher

Title I Teacher

Librarian

Technology Education

Technology

Art Instructor

P.E. Instructor

Mrs. Judy Dobek

Ms. Dorothy Carr

Mrs. Mariann Stupka

Ms. Grace Sturtz

Mr. Ricardo Sanchez

Mrs. Kim Rodriguez

Mr. Paul Veliotis

Support Staff

School Secretary

Assistant Secretary

Extended Day Coordinator

After School Program Assistant

Morning Care Program Assistant

FSP Coordinator

FSP Assistant

Maintenance

Mrs. Marie Kubik

Mrs. Rose Emerson

Mrs. Jean Cruz

Ms. Gabriella Jimenez

Ms. Dawn Baiter

Mrs Joan Dailidonis

Mrs Ann Bylina

Mr Jerry Bokun

FACULTY AND STAFF EMAIL ADDRESS

POSITION	NAME	EMAIL
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Grade 1	Ms. Diane Jagielnik	dmjagielnik@stbruno.com
Grade 2	Mrs. Virginia O’Shea	voshea@stbruno.com
Grade 3	Mrs. Sheila Linane	slinane@stbruno.com
Grade 4	Mrs. Diane Panush	dpanush@stbruno.com
Grade 5	Ms. Amber Glynn	aglynn@stbruno.com
Grade 6	Mrs. Anne Kielbasa	akielbasa@stbruno.com
Grade 7	Ms. Katherine Ciccarelli	kciccarelli@stbruno.com
Grade 8	Mrs. Stacy Marini	smarkuson@stbruno.com
Librarian	Mrs. Mariann Stupka	mstupka@stbruno.com
Technology Education	Ms. Grace Sturtz	gsturtz@stbruno.com
Technology Support Staff	Mr. Ricardo Sanchez	rsanchez@stbruno.com
Art Instructor	Mrs. Kim Rodriguez	krodriguez@stbruno.com
P.E. Instructor	Mr. Paul Veliotis	mveliotis@stbruno.com
Secretary	Mrs. Marie Kubik	office@stbruno.com
Secretary	Mrs. Marie Kubik	mkubik@stbruno.com
Secretary	Mrs. Rose Emerson	remerson@stbruno.com

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ST. BRUNO SCHOOL MISSION STATEMENT

St. 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

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

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). Parents sign an authorization for records to be sent between schools.

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 30 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 on academic and conduct probation for one year. At any time during this year, the student who does not achieve acceptable academic or character standards 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-admission.

ATTENDANCE

In order to receive the maximum benefits from the educational program of St. Bruno School, it is important for attendance to be regular and punctual. Absentees miss valuable class instruction, discussion and continuity of work. Parents should consider it a serious obligation to have their children attend school daily.

Reporting Absences

In an attempt to insure the safe arrival of students, a parent/guardian is asked to report all absences to the School Office (773-847-0697) before 8:30 a.m. A parent/guardian may call before 8:00 a.m. and leave a message on voicemail. If a child is reported absent by the teacher and a call from the parent/guardian has not been received by the school, the School Office will attempt to contact the child's parent/guardian, as listed on the School Emergency Information Card.

Return to School after an Absence

Students are expected to present a written note to their classroom teacher when returning to school after an absence. The note, which must be signed by the parent/guardian, must contain the dates of the absence and the reason. **This note must be presented even though the absence was reported by phone.** A doctor's release is required for absence due to a communicable disease or any absence of 5 consecutive days.

Tardiness

In order to begin the school day promptly and in an orderly manner, all students are expected to be in their homerooms when the tardy bell rings at 7:55 a.m. *Students arriving after 7:55 a.m. are considered tardy* and are required to report to the School Office, sign in, and obtain a tardy slip. The tardy slip must be presented to the classroom teacher. Habitual, unexcused tardiness will result in a conference with the student, parent and principal to determine an effective remedy to correct the disruptive situation.

Requests for Early Dismissal

Any request for an early dismissal must be in writing and is to be given to the homeroom teacher who in turn will forward it to the school office. The request should indicate

the reason for early dismissal and the time that the parent will call for the child. If an adult other than the legal guardian is coming for the child, that person's name and relationship to the family must be indicated in the note. These requests are kept on file in the school office for the duration of the school year. The student will only be released to the parent or the indicated adult or guardian. At times of early release from school due to illness, a doctor's appointment, etc., children must be picked up at the main school office. On occasion, the secretary may ask for identification from the person picking up a child.

Absence for Trips or Vacations

We encourage families to plan their vacations around the free days built into the school calendar. If it is decided to remove a child from school for vacation, a written note indicating the dates of the absence must be presented to the school office in advance. **Teachers cannot be expected to provide assignments for the student ahead of time. It is the student's responsibility to make up all work missed during the absence.**

BACKPACKS: GUIDELINES

Due to the difficulty younger children experience with rolling backpacks, this type of backpack is not allowed for preschoolers through second graders. Students in grades three through eight may use rolling backpacks provided they have shoulder harnesses, allowing students to carry backpacks on their backs while they are walking down the stairs. Students are allowed to lower rolling backpacks to the ground once they are outside the school building.

BEHAVIOR PRACTICES

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-Administrator 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 child 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. The detention notice will be sent home to be signed by a parent and returned the next day. The detention will be served the following Thursday from 2:35 p.m. to 3:15 p.m. 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 period of time, teachers will report 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 before or after school hours 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 immediate 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. ***Under the Illinois School Code, 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.

BIRTHDAY CELEBRATIONS

If you would like to send a treat/snack for your child to pass out to all children, please let the teacher know at least one day in advance. Often children like to distribute snacks for birthdays and special occasions. We ask that such snacks be individually wrapped and that you take into consideration the nutritional value of snacks sent to school as at times, children have an overabundance of sugar that can lead to upset stomachs. Additionally, some children have allergic reactions to ingredients in snacks.

Parents are asked to consider the feelings of all children in a classroom when sending invitations to a party. We ask that invitations not be distributed at school **unless** every child in the class is receiving an invitation.

CARE OF BOOKS AND PROPERTY: SCHOOL AND PERSONAL ITEMS

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.

The school advises students 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.

CHILD ABUSE

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. Criminal background checks have been performed on all current employees/volunteers and are performed on all persons considered for involvement at St. Bruno School.

COMMUNICATIONS / FAMILY ENVELOPES/ PHONE MESSAGES

Family Envelope: Parent-teacher and parent-school communication is an important factor in each child's education. In order to keep parents informed about what is happening, the **youngest or only** child in each family is given a **weekly Family Envelope** on Wednesdays of the school year. Enclosures include the following types of communications:

- Principal Newsletter
- Monthly School Calendar of Events
- Homeroom newsletters regarding specific homeroom programs/activities
- Family School Association news
- Board of Specified Jurisdiction news
- Parish announcements and fliers
- Community organization fliers (approved by the principal)
- Order Forms (Milk, Breakfast/Hot lunch Program, Certificate Program, Market Day, etc.)

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. ***The Family Envelope must be signed by a parent/guardian and returned to school within three days of their distribution.***

Observations noted by parents and teachers are important in promoting a child's total development. We encourage parents to inform teachers about special occasions or changes that take place in a child's life (birth or adoption of a sibling, death of a loved one, family separation or divorce, loss of family income, etc)

Parents are asked to send a written request to the teacher or call the office when they want to make an appointment to discuss a matter of length or resolve a problem/conflict.

Non-custodial Parents: Family Envelopes are sent home with the children. If a non-custodial parent desires a family envelope, the non-custodial parent must (1) Be sure that a copy of the Court Order identifying the custodial and non-custodial parent is on file with the school and (2) Provide the school office with the non-custodial parent's name, current mailing address, and phone contact information. It is the non-custodial parent's responsibility to keep the address information up to date.

Phone Messages: Phone messages can be relayed by the school secretary to the teachers. Teachers usually receive these messages during their planning periods or lunch period. However, *teachers ordinarily return calls during their planning periods, lunch period, or immediately after school. They usually will not return phone calls during their class hours or in the evening.* Teachers may use their e-mail or written notes to respond to phone messages.

CONFLICT MANAGEMENT

As in all human relations, occasions may arise when, due to misunderstanding or lack of communication, some differences of opinion may occur. It is the policy of St. Bruno School that any such occasion should first be dealt at the level closest to the situation: student to student or student to teacher. If this meeting does not resolve the situation, the next meetings would be teacher to parent or teacher to student and parent.

The teacher will document any meetings that are not resolved as a result of the first meeting and keep those notes in his/her file until the end of the school year at which time these anecdotal files will be destroyed.

If a satisfactory outcome does not result from the above process, the teacher, student or parent may request an appointment with the Principal to further discuss the problem.

EMERGENCY PROCEDURES

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 three emergency contacts living in close proximity to the school who would be available to pick the student up at school if necessary. We will make every effort to contact your primary designated caregiver. It is the parent/guardian’s responsibility to keep information on this card up-to-date. *In the event of phone number changes or changes in emergency contacts, please notify the school as soon as possible in writing.*

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 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

EXTENDED DAY CARE PROGRAM

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 that registers a child in the Extended Day Program. 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 completed in addition to the regular St Bruno School Emergency Information Form and may be obtained in the school office at the time of registration or from the Extended Day Program Coordinator.) If a student is not picked up from school at 2:45 p.m., he/she will be sent to the Extended Day Care Program until he/she is picked up by the parent/guardian, or authorized person. Parents/guardians will be responsible for all fees incurred as a result of a late pick-up.

FIELD TRIP POLICY

Field trips are an extension of St. Bruno School's educational program and students are expected to attend. They are designed to enrich the student's classroom curriculum in an educational, cultural, and social experience. Transportation and admission fees may be required. Ordinarily, parents will be informed at least ten days in advance about a pending trip. Information should include the destination, purpose of the excursion, travel arrangements, type of supervision, time out of school building and approximate return time, cost of the trip and any other pertinent information parents should possess.

Parents/ guardians choosing not to give permission for their children to participate in field trips must notify the school in writing and make arrangements for the children's care outside of school for the days of the scheduled trips—by choosing not to have their children participate in the field trip the responsibility for the supervision of the students becomes that of the parent/guardian. Students who do not attend school due to the non-consent of parent/guardian will be recorded absent of the day of the field trip. The school does not make provisions for student supervision should parents determine he/she will not participate in this trip.

Please Note: Field trips are privileges afforded to students, not absolute rights. Students who do not meet academic or behavior guidelines may not be allowed to participate in a class' field trip. Teachers will notify parents/guardians of this possibility prior to the scheduled trip. The classroom teacher always reserves the right to determine if a child should be accompanied by a

parent/guardian on a field trip because of unacceptable behavior patterns. If under these circumstances a child does not participate in a particular field trip, the parent is responsible for arranging alternative supervision.

Each child must present a permission slip signed by his/her parent/guardian in order to take part in the field trip. No student may participate in a field trip unless a written signed parent/guardian permission for the particular event is on file. Students who have not submitted signed permission slips by the day of the field trip will not be able to attend the trip---verbal permission or permission by email is not acceptable. See the Appendix for a copy of the Field Trip Permission Slip. This copy may be used in the event the permission slip sent home is misplaced.

FORMS

Medication Authorization Form - No school personnel shall administer any prescription or non-prescription medicine unless the complete Medication Authorization Form for such student has been received by the School Principal or his/her designee. NO student shall possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee.

Photo and Academic Work Release Form

This form grants the school permission to use and/or display photographic images of a student or their academic work in published materials (ex. school website, brochures, advertisements). Class newsletters and other internal documents/materials do not require such permission.

Technology Acceptable Use Agreement

In order for students to use the school's technology resources and take advantage of the internet access the school must have a signed agreement form in which students and families acknowledge that the students must follow specific guidelines regarding their computer usage.

Student Permission to leave school grounds after dismissal: (Grades 5-8)

After the 2:35 dismissal students in grades 5-8 who have permission to leave school grounds on their own must have a signed permission slip from a parent/guardian allowing such action and acknowledging that the school is no longer responsible for the child's supervision.

Field Trip Permission Slips

All class field trips require a separate and specific permission slip that must be signed by a child's parent/guardian.

Child Pick-Up Authorization Form

This form lists the names and contact information of people who have authorization to pick up students in preschool through 2nd grade. It will be kept in the front office and should be updated if things change.

Permission Slip for Walks

This form grants permission for students to go on impromptu walks with his or her class on or near the property of St. Bruno School/Church.

GRADING / HOMEWORK POLICY

Policy for Grade 3 and Grade 4

Homework/Assignments are expected to be completed and returned as directed by the teacher.

- Missing an Assignment will result in a note sent home with the student.
- The note must be signed by a parent and returned the next day along with the late assignment.
- If the late homework and note is not returned the next day, the student will miss recess.
- If after the third day an assignment is still not returned, a Zero Grade will be recorded for that assignment.
- The Letter Grade is lowered each day an assignment is missing.
- Frequent missing assignments will result in a phone call to parents and/or a conference with parents

Policy for Grades 5th through 8th

Homework/Assignments are expected to be completed and returned as directed by the teacher.

- Daily homework will be tracked from grade to grade.
- If a student is missing an assignment, homework notification will be given to the student to be returned the following day.
- If homework notification is not returned the following day, the student receives an automatic detention.
- Missing assignments result in a deduction of 10 points each day the assignment is missing up to three days.
- If an assignment is missing after three days, no credit will be given for the assignment.
- A detention will be given if student receives 5 homework notifications in one week.

Grading Code (3rd through 8th Graders)

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

Grading Code (1st and 2nd Graders)

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

HEALTH PROCEDURES

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 and those new to the school to complete and submit Physical, Dental and Vision examinations. Students entering Second Grade are required to submit a Dental examination. Students entering Pre-School 3 year olds, new Pre-School 4 year olds and Sixth Grade are required to submit Physical and Dental examinations. All students must present evidence of proper immunizations. Any student not in compliance with this law by October 15 must be excluded from the school.

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:

Disease	Isolation Period
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 or non-prescription medicine unless the complete Medication Authorization Form for such student has been received by the School Principal or his/her designee. NO student shall possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee.

Medication Authorization Forms are available in the school office. In addition, a Medication Authorization Form is distributed for each student in the Family Envelope in August or early September. No student shall be allowed to possess or consume any prescription or nonprescription medication unless a completed Medication Authorization Form for such student has been received by the School Principal or his/her designee.

A Medication Authorization Form is distributed for each student in the August or early September Family Envelope. 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.

HOMEWORK

Homework is an integral part of the educational process, and assignments vary according to the grade level of the student. 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.

Families with students in grades 6 through 8 may consult our website for the students' assignments. This information may be accessed by logging into: 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 with them. 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.

LUNCH

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
Pre-K 3 and 4 year olds	11:00 – 11:20
K, 1 and 2	11:30 – 11:50
3, 4 and 5	11:50 – 12:10
6, 7 and 8	12:15 – 12:35

Lunchroom Behavior

The lunch period should be a pleasant time for all. This can be achieved only by proper manners and courteous behavior. Students are to conduct themselves at lunch as they would at meals at home or in a restaurant. The students must abide by the regulations for conduct and at all times must obey the supervising personnel.

Lunchroom behaviors:

- Students enter and exit the lunchroom orderly and quietly
- Students exhibit courteous behavior in lines
- Students eat quietly with no screaming, banging or making other loud noises

- Students eat neatly with no throwing of any objects
- Students clean up after themselves
- Students respect the authority of all lunchroom personnel

Consequences for inappropriate behavior during the lunch period may include, but not be limited to, isolation from class lunch table, exclusion from class lunch table and after school detention.

PARENTS' RIGHTS: SCHOOL RECORDS

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

Formal parent/teacher conferences are scheduled for every child in Preschool through 8th grade during the month of November. Prior to these conferences, parents receive the 1st term Progress Reports and Report Cards. A second Parent Teacher Conference will be scheduled after the second trimester during the month of March. 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.

We do not encourage students in Pre-Kindergarten through Grade 5 to attend these conferences. Participation is mandatory, however, for all students in Grades 6 through 8 to promote a sense of responsibility, active participation and accountability for their education.

The teacher or the parent/guardian may initiate additional conferences during the year. Teachers can be contacted by sending a note, by email, or by leaving a phone message for the teacher. The School Office phone number is (773) 847-0697

PHOTOGRAPHS: USE AND PUBLICATION

Members of our staff frequently take pictures of student activities for publication in the local newspapers or on the school website. Before these pictures can be published, the school must have an authorization on file for each student pictured. Parent permission for photo publication of students must be renewed yearly.

REPORT CARDS / HONORS REQUIREMENTS

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 (parent/guardian signature on report 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 4th through 8th Graders

High Honors: A student must earn a grade point average of 4.0. Any academic or behavioral checks will disqualify students from Honor Roll status.

Honors: A student must earn a grade point average between 3.0 and 3.99 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 4th through 8th Graders

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

Grading Code (3rd through 8th Graders)

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

Grading Code (1st and 2nd Graders)

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

SACRAMENTAL PROGRAMS

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 third 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 also received in third grade. Parents/guardians are required to attend 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 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.

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS

Protection of Children and Youth

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

Archdiocese of Chicago Application for Volunteer Service (Form 7703) is to be completed by all volunteers.

Criminal Background Screening

- All volunteers who work with children must complete an online background check.
- No one may begin to volunteer unless the criminal background check has been completed and approved.
- All school volunteers are required to complete the **eAppsDB** form, online. For assistance, call the Office for the Protection of Children and Youth at **312-751-5238**.

Safe Environment Training

- All volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning employment, ministry or service.
- Verification of completing Virtus Training is filed in the volunteer file at the place of ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being accepted as a volunteer.)
- If the new volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate at the time of training.

Code of Conduct

- All volunteers who work with children must read, sign, and date the **Code of Conduct Personnel Acknowledgement Form**.
- The signed Code of Conduct form is to be kept in the volunteer file at the place of ministry.

Child Abuse and Neglect Tracking System (CANTS)

- All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System **CANTS 689** form. The Form is to be given to the local administrator.
- One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the volunteer file at the place of ministry.

Note: All of the above forms are available online at **www.archchicago.org** under the Protecting God's Children link. All forms, except the CANTS form, are available in English, Spanish and Polish.

SAFETY

School Security

All visitors must use the main entrance and sign-in at the School Office. Anyone seeking to gain entrance to the school building must ring the bell, identify themselves, and wait for the buzzer to sound before opening the door. Students are not permitted to open the door for any visitor to the school, even if the student knows the visitor.

Anyone picking up a child after school must wait for the child outside of the school building. No one will be permitted to wait in the building.

Safety Patrol

Parents/guardians are responsible for the safety of the child traveling to and from school. Chicago Crossing Guards are stationed at the corners of 47th and Harding, 47th and Pulaski and 49th and Pulaski.

Parking

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 49th Street and Harding Avenue, and across Harding Avenue just south of the school parking lot.

No traffic is permitted on Harding Avenue from 49th 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 49th Street heading north into the parking lot, or by entering the alley off 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.

SCHOOL SCHEDULE

7:50 a.m.	First Bell
7:55 a.m.	Tardy Bell
8:00 a.m.	Prayers/Announcements/Classes Begin
11:00 – 11:20 a.m.	Lunch for Pre – K 3 and 4 year olds
11:30 a.m. – 11:50 p.m.	Lunch for K, 1 and 2
11:50 p.m. – 12:10 p.m.	Lunch for 3, 4 and 5
12:15 p.m. – 12:35 p.m.	Lunch for 6, 7, 8
2:30 p.m.	Dismissal For Pre-K 3 & 4, Kdg., Grade 1
2:35 p.m.	Dismissal Grades 2 - 8

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

Children arriving for breakfast must line up along the office wall on Harding Avenue at 7:25. They will be admitted into the building at 7:30 a.m. Children at Morning Care will be sent to breakfast at 7:30.

If a child is not picked up at 2:45 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 shortened day of school will be at 11:30 a.m. At this time, there are Extended Day services on shortened days.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct.

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension 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.

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

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 from 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. 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 the completed form is due at school. A copy of the form is located in the Appendix of this handbook.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

TELEPHONE

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

TESTING

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 instructional programs and goals. The testing program is one element of the assessment and evaluation process at St. Bruno School.

TRANSFERS

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.

UNIFORM POLICY

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 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 sleeve pullover sweater with St. Bruno logo. White, black or gray socks that have no logo must be worn.

The girls' uniform for K – 4

consists of a burgundy/gray plaid V-neck 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, gray or burgundy socks that have no logo or white, black, gray 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, gray or burgundy socks that have no logo or white, black, gray or burgundy tights must be worn.

School Shoes

for all students, both boys and girls, must be a solid color of black. Soft, crepe soles are required. 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/or a gray St. Bruno T-shirt. White socks that has no logo must be worn with gym shoes that fit securely when fastened with laces or Velcro.

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. Earrings must be worn in matched pairs, one earring per ear. Necklaces must be worn inside the uniform shirt. 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.
- No other St. Bruno attire (i.e. sports sweatshirts, fleece vests or jackets, promotional tee shirts, etc) is considered part of the St. Bruno uniform.

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 is earned and parents/guardians notified directly when the uniform code or dress code is disregarded the third time. In addition, if the uniform code is flagrantly disregarded, a student will be kept in the office until a parent or parent designate brings a uniform to school and the student is dressed in keeping with the uniform code. Frequent violations may be handled as seen fit by the School Administration.

VISITORS

Adult visitors are welcome to observe daily routines at our school. Visitors should call the Principal or office 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.

WAIVER

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.



APPENDIX

CONTENTS:

- ❖ Medication Authorization Form
- ❖ Parent/Guardian Permission and Authorization
- ❖ Physician Request for Self-Administration of Medication
- ❖ Field Trip Permission Slip
- ❖ Photo/Academic Work Release Form
- ❖ Technology Acceptable Use Form
- ❖ Child Pick-Up Authorization Form Pre K 3 – Grade 4 & Permission for Walks
- ❖ Permission to Walk Home Form Grades 5 – 8 & Permission for Neighborhood Walks

MEDICATION AUTHORIZATION FORM
St. Bruno School Chicago, Illinois

Student's Name (Last, First, M.I.)	Date of Birth	Grade	Today's Date
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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

Medication/ Health Care Treatment	Dosage	Time(s) to be Administered
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Intended Effect of this Medication	Expected Side Effects, if any
---	--------------------------------------

Other Medications the Student is Taking
--

May the student self-administer medication under the supervision of school personnel who do not have medical training?

Please Circle: YES NO

Administration Instructions

Please Circle: Discontinue Re-evaluation Follow-up

Physician's / Prescriber's Signature	Date Signed
Physician's/Prescriber's Name (Please Print)	Emergency Telephone Number
Address	City, State, Zip Code

PARENT/GUARDIAN PERMISSION and AUTHORIZATION

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.

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

Medication Authorization Approved this _____ day of _____, 200_____.

School Representative's Signature On behalf of St. Bruno School, Chicago, Illinois.
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PHYSICIAN REQUEST for SELF-ADMINISTRATION OF MEDICATION

Name of Student	Date of Birth
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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:

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

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 CONDITIONS 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

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



4839 S. Harding Avenue
Chicago, IL 60632-3694
773-847-0697
Fax: 773-847-1620
www.stbruno.com

FIELD TRIP PERMISSION SLIP

I/we the parent(s)/guardians of

(Child's Name and Grade)

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

(Place)

on _____.

(Date)

(Parent/Guardian Signature)

(Today's Date)

In case of emergency during the field trip, please list an emergency contact and phone number:

Name: _____

Phone: _____



PHOTO/ACADEMIC WORK PERMISSION FORM

On occasion, St. Bruno School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Please check and sign below:

_____ My child's photo or academic work may be published in any format including group or individual photos.

_____ My child's photo or academic work may **not** be published in any format including group or individual photos.

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Parent/Guardian _____

_____ Date _____

Parent/Guardian Signature



Parent/Guardian Consent Form Acceptable Use of School Technology by Student

I/We have read the school technology guidelines, and have discussed them with my child(ren). In consideration of the privilege of my child(ren) using the school's electronic communication system* and in consideration of having access to the public networks, I/we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitations, the types of damage identified in the **Acceptable Use Procedures (AUP)**.

I/We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system and any other electronic devices and programs.*

I/We have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I/We also understand that any action taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Parent/Guardian: (Please initial in space provided below)

_____ I/We **do give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

_____ I/We **do not give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

Student: (Please initial in space provided below)

_____ I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools.

Name of Student

Grade

Print Name of Parent/Guardian

Signature of Parent/Guardian

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date _____

***Including, but not limited to Internet access, fax, e-mail, stand-alone computer, and telephone.** The parent/guardian is responsible for any damage caused through the student's inappropriate use of the school's Internet system.



PERMISSION TO WALK HOME FORM
5th – 8th Grade

Family Name _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

- I authorize my child/ren (listed above) to walk home after regular school dismissal without adult supervision.**
- I do not authorize my child/ren (listed above) to walk home after regular school dismissal without adult supervision.**

Parent/Guardian Signature

Date

Phone #

Name of Emergency Contact

Phone #

Unless the school has this signed permission slip on file, your child/ren will not be permitted to leave school without authorized adult supervision at the regular dismissal time. A phone call will be made in an attempt to contact you, and your child will be placed in the school's "Extended Care Program." Please be aware that, in this instance, you will be charged a fee for your child/ren's supervision in this program.

Permission Slip for Neighborhood Walks

(Initial here) _____ I give permission for my child to go on impromptu walks with his or her class on or near the property of St. Bruno School/Church. Classes will be accompanied by a teacher and will be supervised at all times.

My initials and signature acknowledge my acceptance of these policies and procedures. I understand that this form will be in my child's file and that I may update it as needed.

Parent Signature

Date



Child Pick-Up Authorization Form Grades Pre K 3 through Grade 4

Family Name _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Your child(ren) will only be released to those authorized by you below. **If you make special arrangements to have a friend or relative pick up your child during or after school, the office, extended daycare, and/or the homeroom teacher must be informed in writing. We may ask the person picking up your child for ID before releasing your child into their custody. If we have not received, in writing, special instructions releasing your child to someone other than yourself, we will not release them until we have made contact with you.** We ask that you take this very seriously as this situation can pose an embarrassment for those you have asked to pick up your child(ren).

List below any person(s) (other than parents) who you authorize to pick up your child(ren) from school during the current school year. **PLEASE PRINT**

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Permission Slip for Neighborhood Walks

(Initial here) _____ I give permission for my child to go on impromptu walks with his or her class on or near the property of St. Bruno School/Church. Classes will be accompanied by a teacher and will be supervised at all times.

My initials and signature acknowledge my acceptance of these policies and procedures. I understand that this form will be in my child's file and that I may update it as needed.

Parent Signature

Date