

MISSION STATEMENT

St. Christopher Catholic School is committed to all student learning who are entrusted to our care to be a spiritual member of the Catholic faith, an academically successful student, a socially responsible citizen and a life-long learner by teaching the necessary knowledge and skills within a school that fosters excellence, mutual respect, creativity and the joy of learning with an effective, caring staff in partnership with the home and community. Through our participation in the liturgical, sacramental, prayer and service life of the parish, we lead our school community to be an integral part of the larger community of St. Christopher Parish, the Archdiocese of Chicago, and the Universal Church.

VISION

St. Christopher School's vision is to create a safe, spiritual learning environment in which all students make major gains in academic achievement, development of character and sacramental life.

PHILOSOPHY

St. Christopher School strives to prepare children for future academic excellence by providing a loving atmosphere with specifically stated objectives using varied modes of instruction. The school strives to educate each child spiritually, socially and intellectually so that he may take his place in the world. The teaching staff will educate students for the future by challenging every individual to continuously learn, achieve and act with purpose and compassion.

Because each student is a unique gift of God, having different and varied needs, it is in meeting these needs that the uniqueness of each child shall be enhanced and perpetuated.

Since the family is the prime educator and the school is an extension of the family, this extension encourages open communication and cooperation in student learning and school activities.

The school's philosophy is stated in the parent handbook. A parent meeting is held at the beginning of each school year to reinforce the school's philosophy and to encourage home-school communication.

By providing examples of love, concern, and respect in our own actions, the faculty believes that students will reflect Christian values and attitudes in their own behavior.

POLICIES

PARENTAL RESPONSIBILITY:

It is expected that each family becomes actively involved in St. Christopher School and Church in order to reinforce the values and attitudes for living a truly Christian life. St. Christopher School operates under the auspices of the Archdiocese of Chicago. Therefore St. Christopher School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Parents, as prime educators of the child, must be witnesses and models of a prayerful and faith-filled people. Special responsibility lies in sacramental preparation and participation at home as in school.

The academic growth of each student is also dependent upon parental involvement in the educational program of St. Christopher School. We sincerely believe that an important part of having a good year is that the home and school work together towards common goals, thus supporting each other, and promoting growth and successful achievement in students' lives.

A Parent/Teacher/Student conference is required at the conclusion of the first trimester of the school year. Parents who wish to meet with an individual teacher at any other time may do so by contacting the respective teacher, and Principal if necessary, by note or phone for a mutually agreed upon appointment. Communication on all levels is highly encouraged and necessary

CURRICULUM

Our curriculum is aligned with both State and Archdiocesan standards. A copy of the written curriculum is available online on the school website under the “Academics” tab. A Catholic atmosphere is fostered through the curriculum, using a variety of techniques and teaching strategies. St. Christopher School offers all core subjects, including Reading, Mathematics, Science, Language Arts, and Social Studies. Special classes include Library, Physical Education, Art, Music and Computer Classes. Computers are available for both classroom and individual use. The students are given use of the Library (which includes the Accelerated Reader Program) as well as the Computer lab on a weekly basis, and the teachers and students are free to utilize the lab as a resource center. Each Kindergarten through 8th grade student has an assigned Chromebook in which they can utilize their digital textbooks and resources. Religion is an integral part of the curriculum and the parents, the principal, teachers and students work together in a faith community, building a strong foundation for their future role in society. Band instruction is offered once a week for students. St. Christopher School enriches the curriculum by including afterschool art club, drama club, math club and science club.

ACADEMIC REQUIREMENTS

Students desiring entrance to our school are not accepted on the basis of academic achievement or natural intelligence. All students are expected to do quality work. The student and teacher are required to agree on the norms of quality work. Occasionally a student is found to have special needs which cannot be met in our educational program. The parents of that child will be requested to have the child tested in order to determine if there is a more productive environment available for the child.

STUDENT ASSESSMENT TESTING

As directed by the Archdiocese, the school will conduct the i-Ready diagnostic and benchmark tests in grades K-8. The i-Ready assessments will be given during the fall, winter, and spring.

In addition, students who receive an Empower Illinois Scholarship must take the Illinois Assessment of Readiness (IAR).

POWER SCHOOL

All parent (s) or guardian (s) have access to your student (s) grades, missing assignments, and attendance through PowerSchool online at: www.archchicago.powerschool.com/public. A student Access ID and password will be provided at the beginning of the school year with instructions as to how to register for the Power School. Once you have registered to the PowerSchool parent portal you will not have to register every year.

E-LEARNING DAYS

In the event of the school closing and/or a cohort is quarantined, the Learning Management System (LMS) for virtual learning will be through the classroom teacher's Website. The Archdiocese of Chicago has adopted an E-learning Day policy for the 2020-2021 school year. E-Learning Days are defined as days that include online instruction, independent research projects, and other document- based learning, etc. Students in grades Pre-K will have some planned academic requirements on these days but may be limited in scope.

Students can be expected to watch videos on educational websites, read leveled readers or complete tasks using materials that are developmentally appropriate to their grade level. Teachers will be available to answer questions via email throughout the day up until 3:00 p.m.

Students in grades 1-8 will complete assignments posted on our school's website or Google Classroom. All assignments will be posted by 9:00 a.m. with teachers available to answer questions via email throughout the day up until 3:00 p.m. It is understood that students will have a wide variety of responsibilities at home during e-Learning Days and that some may not have access to the internet. Teachers understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.

TEXTBOOKS AND SCHOOL SUPPLIES

Non-consumable textbooks , as well as library books, are used by the students during the

school year and returned to the school in good, usable condition when collected by the teachers at the end of the school year. Students are responsible for returning textbooks and library books in good condition so they can be used the following year. Textbooks and library books that are lost or returned to the school in a non-usable condition because they have been written in, torn or otherwise damaged, cannot be returned to the school and the student will be charged the cost of replacing the book in the school's inventory. School supply items are not provided by the school, are listed on the school supply list and must be purchased by the student as indicated on the supply list.

BOOK CARE

Books must be covered. Parents will be billed for the replacement of student books that are lost or damaged through other than normal use.

LIBRARY POLICIES

Books may be borrowed during assigned class library periods, immediately before or after school, or as the classroom teacher permits. The general policy for circulation is: "One student, one book, one week." Exceptions to this rule may be arranged for students doing class research projects. Books may be renewed, unless another student is waiting for the same title. Overdue fines are not collected, but a student is not allowed to borrow additional materials until the overdue book is returned, or if lost, paid for in full. If needed materials are unavailable at St. Christopher, the school librarian can generally direct students to those materials in a local library or through interlibrary loan.

ADMISSION

"Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admissions requirements in accordance with applicable state and federal laws to the extent that such antidiscrimination statutes do not conflict with the teaching of the Roman Catholic Church." Resources for Migrants and Refugees (Office of Human Dignity and Solidarity)

St. Christopher School admits students of any race, color, sex, national, or ethnic origin to all rights, privileges, programs, and activities generally made available to the students in the school.

A maximum of thirty children for grades one through eight. This figure could fluctuate slightly at the Administrator's discretion.

- Students applying for kindergarten must be five years old before September 1st and those entering first grade must be six years old before September 1st. If a transfer student has completed a state-approved kindergarten program in another school and all other admission policies are fulfilled, the student may be placed into the first grade.

Students will be accepted based on the following priorities:

- Children from families of registered, active parishioners.
- Children from families living within the parish boundaries but who are not registered in the parish.
- Children transferring from other Catholic Schools.
- Children of non-parishioners.

St. Christopher School will admit non-Catholic students provided these students do 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.

St. Christopher School reserves the right to require preliminary testing or to admit a student on a probationary basis.

- The school admits students of registered parishioners of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school.

ADMISSION RECORDS

St. Christopher School requires the following records to be submitted at the time of registration for any grade:

1. Official transfer from previous school (if applicable)
2. An official copy of both the birth and baptismal certificates
3. Sacramental records (Holy Communion and Confirmation where applicable).
4. Health records: physical exam record, which includes all up-to-date immunizations; a dental record. It is important that the school be notified of any health problems such as diabetes, poor eyesight, hearing loss, etc. so that necessary arrangements can be made in the best interest of the child.

TRANSFER RECORDS

Elementary schools may, on occasion, be contacted by families who are enrolled in other Catholic elementary schools and are considering transferring (either during or at the end of the academic year). In such cases, the Principal shall contact the Principal of the family's school of origin and inform them that such contact has taken place. This communication should occur before the family is permitted to enroll in the school.

Once the communication with the prior school has occurred, all applicants and their parents/guardians must arrange for an appointment with the Principal and are encouraged to "shadow" in their appropriate grade. The Principal will evaluate all records including IEP's (Individual Education Plan) and other reports. New students must meet the same requirements as enrolled students to enter the next grade level to be able to participate in extracurricular activities.

Upon acceptance, the school will notify parents/guardians at which time all required fees must be

paid and the required documentation submitted for registration to be considered complete (Birth certificate, Baptismal certificate & registration forms).

All new students are placed on academic and behavioral probation subject to review during the first two trimesters of the school year following acceptance.

Families who are transferring between Catholic elementary schools shall meet any/all financial obligations with their school of origin before being allowed to attend a new Catholic school.

TUITION, INSTRUCTIONAL FEES, AND CONTRIBUTIONS

PAYMENT

- A. The School Board based upon the recommendation of the Budget Committee will determine tuition, instructional fees, and contributions.
- B. Payments will be collected according to the schedule outlined by the Budget Committee and approved by the School Board.
- C. Tuition and fees (except registration fee) are payable through FACTS tuition company. All families are required to create a FACTS account and set up a yearly payment plan. Payments are processed through a secure electronic funds transfer. Automatic payments can be made from a checking or savings account or from a variety of credit cards. If paying by credit card, there will be a convenience fee. There is an annual FACTS fee. If tuition is paid in full by September 30 there is no fee.
- D. Failure to meet these obligations will result in non-admittance of child(ren) to the school. Financial obligations must be met before child(ren's) re-admittance. Also, records/diplomas will be held until all financial obligations are met.
- E. No child will be admitted for the school year until registration fee and the previous year's financial obligations have been paid in full.

HARDSHIPS:

- A. For currently enrolled families experiencing extreme difficulties in meeting these financial obligations, a meeting must be scheduled in March through the Principal before the upcoming school year.
- B. Immediate written notice with a plan of payment must be made to the Principal for families experiencing unexpected difficulties in meeting the financial obligations during the school year. If and when necessary, the following procedure will take place:
 - 1. The designated members of the School Board Budget Committee and the Principal will confidentially meet with the parents to arrange mutually acceptable terms of payment.
 - 2. Strict adherence to this policy is required unless a written plan for your payment is submitted, approved, and will be kept on file in the school office. On the following dates, October 15, January 31 or March 15, if a significant amount of tuition is owed without having arrangements made, students may be excluded from classes until such time as an agreement suitable to the school has been made.

DAILY SCHEDULE

7:50 a.m.	Arrival and First Bell
8:00 a.m.	Second Bell
8:05 a.m.	Class begins with Prayers and Pledge
11:05 a.m.	Lunch for Grades PreK through 2nd
11:40 a.m.	Lunch for Grades 3 through 5
12:15 p.m.	Lunch for Grades 6 through 8
3:00 p.m.	Dismissal

The school does not assume the responsibility for supervising students on the school grounds before 7:50 a.m. or after 3:00 p.m. Children not picked up by 3:05 p.m. will be taken to the Extended Care Room where a charge will be added.

The drop off entrance, door 212, will be locked at 8:00 a.m. - NO EXCEPTIONS. Students arriving after the doors have locked will need to be *ACCOMPANIED BY AN ADULT TO THE MAIN OFFICE TO BE SIGNED IN (Front of School)*. A Tardy slip will be issued to the student.

ELECTRONIC DEVICES

Students may bring electronic devices and/or accessories (i.e. cell phones, tablets, headphones, chargers, etc) into the school building, but they must be turned off and put in the collection bin upon entering the building. They will be returned at departure. Under no circumstances should an electronic device be on their person or in their belongings during the day. If they do not follow this procedure and are caught with their electronic devices, they will be issued an automatic detention. Please encourage your student to leave his/her phone at home unless it is absolutely necessary to bring it to school.

Electronic devices may never be used for picture taking, game playing, Internet use, e-mail, instant messaging, or making purchases. No threatening or harassing of another person via the device is acceptable; whether in or out of school.

That being said, any student caught with an electronic device, whether it is out (even though it is off), ringing, or being used in any way, will have the device taken away. The device will be sent to the office and may be picked up at the end of the day, and a detention given for a first offense. If a student violates this policy a second time, more serious disciplinary action will be taken. In the event of a school emergency, the teacher's cell phone will be used.

Under no circumstances are electronic devices to be used for **any** events, activities, or field trips during school hours or school-sponsored events or activities.

EMERGENCY CLOSING

As a rule, school will be open and classes in session unless severe weather or other unforeseen circumstances necessitate closing. St. Christopher will notify local radio stations and television stations and post school closing on the school website. www.stchrisschool.org

Please do not try to call the school, convent or rectory for this information. You can consult the school website (www.stchrisschool.org) for closing information.

In the event of a tornado warning during regular school hours, students will remain in the school building until the weather permits them to leave. Please do not come to school to get children.

Our school has a Weather Alert Unit connected with the National Weather Service radio transmitter through which we receive information.

EXTENDED DAY

An Extended Day program for parents who need to bring their children to school prior to the start time or pick them up after dismissal is offered. The policies in this handbook apply to the Extended Day Program. In addition, an Extended Day handbook is available for families who use this service.

FIELD TRIPS

Field trips are educational in purpose and are an important part of the curriculum. Educational trips are encouraged at each grade level. The school requires written consent of the parent before a child is permitted to participate. A form requesting permission will be sent home well in advance of the trip and it should be returned promptly. A telephone call is not accepted in place of a signed form. A student who has not returned a permission slip does not participate in an activity or trip. The teacher in charge will carry a cellular phone to be used in emergencies.

The school administration may deny the privilege of a field trip to any student or class, because of either poor behavior or lack of cooperation and/or responsibility. Students should be well-behaved and courteous. Chewing gum is not permitted on school grounds or on buses during field trips. The bus must be left in the same condition as when the students board.

CHAPERONES ON FIELD TRIPS

Only parents, guardians or grandparents may chaperone field trips if they are in compliance with Archdiocese Policies regarding the “Protecting God’s Children” program.

In order to be compliant one must complete all of the following:

1. Virtus Training
2. eApps documentation
3. Cants form
4. The Code of Conduct form

All of the aforementioned documentation must be approved by the different agencies.

All forms can be accessed on the Archdiocese website www.archchicago.org, and then selecting “Protecting Children”

Non-attending brothers and sisters are not permitted on field trips.

Chaperones are asked to follow the teacher's directions regarding the purchase of food and the use of the gift shop!

FUNDRAISING

In order to maintain low tuition fees, each St. Christopher School family will be required to meet a fundraising fee. If the fundraising obligation is not met, families must pay the difference owed. Payment can be made by cash/check. Families will have opportunities throughout the year to fulfill their obligation through various school sponsored fundraisers. Information about these will be sent home as it becomes available including dates and percentage earned.

If a family does not want to participate in the fundraisers they will have the opportunity to pay the fee up front. This payment is non-refundable. If the family participates in any of the planned fundraisers, profits will not be back credited to their obligation.

A report stating fundraising obligation balances will be sent to families during the school year.

LOST AND FOUND

A lost and found box is provided for the students in the school office. Articles turned into the office will be kept for one month. At the end of that time they will be disposed of as deemed necessary. *Parents are encouraged to mark your child's name on all articles of clothing and supplies.*

LUNCH/BREAKFAST/RECESS

Students are expected to bring lunch daily unless they participate in the hot lunch program. Forgotten lunches must be “brown bag” lunches. ***No fast food lunches are to be provided.*** On a daily basis, milk is served if ordered; *soft drinks are not allowed at any time.*

Breakfast is served to those at extended care around 7 a.m. (no earlier). **HOT LUNCHES FROM FAST FOOD RESTAURANTS FOR ANY STUDENT ON ANY SCHOOL DAY ARE NOT PERMITTED.**

Lunchtime behavior requires that students respect and respond to the requests of the lunch monitors, remain seated while eating, speak and conduct themselves in an orderly manner, and follow other procedures and rules as set forth by the classroom teacher and lunch monitors. Lack of respect for the lunch monitors will not be tolerated.

While outdoors, students are expected to play in an orderly and safe manner in the designated area for their grade level. Rough play is unacceptable. The signal given to end recess alerts students to quickly and quietly line up and proceed by class to their respective classroom. Students are expected to come to school prepared for outdoor recess. In the winter months, all children should have a warm coat, hat and gloves. Only those days when the weather is extremely inclement, snowing or raining or when the parking lot is determined to be unsafe, will the children remain indoors for recess. Gym shoes must be worn during recess.

PICK-UP AND DROP OFF-PROCEDURES

A diagrammed procedure for pick-up and drop-off will be issued to parents annually in the family packet. For the safety of students, strict adherence to these procedures is expected from all.

The dismissal bell rings at 3:00 p.m. All children will be dismissed at this time. Please use the school parking lot when picking up or dropping off children. Please do not drop your children off or pick up your children on Keeler Avenue at dismissal time.

When bringing your child(ren) to school or coming for them at dismissal time, give your child(ren) the opportunity to get to their classrooms on their own from the drop-off point, and give them the opportunity to leave school in line with their fellow classmates. PLEASE DO NOT WAIT FOR THEM AT THE SCHOOL ENTRANCE. Drivers should never back up in the parking lot as you cannot see small children through the rear-view window. Drivers must wait in the parking line until teachers dismiss them.

By police and fire department ordinances, cars may not be parked near the school building. The parking lot behind the East Wing of the school building is reserved for the faculty members only. Parents/Guardians may not use this parking lot for dropping off or picking up children.

For the safety of the students, the following traffic rules are to be obeyed during arrival and dismissal of students:

Arrival to School Procedures

All cars must enter the parking lot from Karlov Avenue, whether dropping off or parking. For drop off, parents should pull through as far as they can to the end of the cones. Children should exit on the cone side and head to the glass/gym doors. Parents must not get out of their cars to assist children as this slows down the drop off process and is dangerous. If your child needs to be walked into school or you need to assist them, please park in the designated parking area behind the church. Parent should then drive to the exit on Keeler Avenue. Please use caution and drive safely when dropping off your children!

Dismissal from School Procedures:

All students must be picked up from the parking lot and NOT from Keeler Ave. All cars will enter via the Entrance and pull up in separate rows. Once all students are dismissed from school, cars will be released one row at a time by our patrols and teachers. Parents are not allowed to exit the parking lot prior to their row being released, as this is dangerous to the other students, patrols, and teachers. If you arrive as cars are being dismissed, please pick up your student(s) at the main school entrance on Keeler. Please use caution and drive safely!

PATROL

The school operates a safety patrol system at established street crossings. This system is

designed specifically for the purpose of protecting children on their way to and from school, and for this reason it should be given primary consideration by both parents and students. Respectful obedience to patrols is necessary for the successful operation of that system and for the safety of the children.

Parents 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. Christopher Catholic 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 a crossing.

FOR THE SAFETY OF ALL CHILDREN, DOGS ARE NEVER ALLOWED ON SCHOOL PROPERTY.

PHYSICAL EDUCATION

This program provides the children with an opportunity to develop physical skills. If for any reason your child cannot participate in the program for one class, please notify his/her teacher by note. If the student needs a long term absence (more than two weeks) or occasional release from class, a note from an attending physician is required.

ATTENDANCE

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Students enrolled in Grades K-8 are required to attend school daily.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance.

The attendance record is placed in the student's permanent file each year.

Any student absent during any part of the school day is not allowed to attend or participate in extracurricular activities including sports, scouts, band that day or evening. Professional appointments are excluded, but note on the professional's stationery with the signature and date must accompany the student when they arrive at school.

Please make note of the following rules regarding attendance:

1. A written excuse OR phone call to the office from the parent or guardian must be presented upon return of an absentee.
2. Any child absent because of a communicable disease, or absent for five or more consecutive days, must have a doctor's release to be admitted to classes. (because of Covid 19 more than 2 days absent will require a doctor's note.

3. Parents are required to telephone the school office before 8:00 a.m. to report an absence for that day. If the office is not notified by that time, and the student has not reported to school, the school will contact the home or the parent's place of employment.
4. Students are responsible for making up any work missed while absent. Time limit for missed assignments will be arranged with individual teachers.
5. Avoid scheduling medical or dental appointments for the student during school hours.

ABSENTEEISM

1. Truancy is absence from school without parent's/guardian's permission. Truancy is regarded as a serious misdemeanor. Once truancy has been confirmed, a conference with the Principal, teacher, and the parents shall be arranged immediately to discuss the nature, cause, and consequences of the truancy.
2. Students must be punctual and attend school regularly. If a student must be absent, the parent should notify the school giving the reason for the absence. The telephone call should be placed sometime between 7:30 and 8:00 a.m. each day of the absence except for extended illness. An annual record of the attendance is maintained in the student's file.
3. After any absence, a student will be readmitted to class only upon presenting a note from the parent or guardian stating the reason and dates of absence.
4. Excessive absences could prevent a student from being promoted to the next grade.
5. If a student is to leave school before the time of regular dismissal, the student must submit a written request from the parent or guardian to the school office. At the time of dismissal, the parent or guardian or some other designated adult must meet the child in the office and "sign out" the student in the provided notebook.
6. When it is necessary for a student to leave school because of illness or other reason, the school office will notify the parent or guardian, or person indicated on the student emergency card, who will arrange to pick up the student. The parent, guardian, or other designated adult must meet the child in the office area and "sign out" the child in the provided notebook.
7. St. Christopher understands that sometimes it is just not possible to take family vacations in the summertime and during other school vacation times. The school strongly discourages parents from taking their children out of school for extended periods of time during the school year. Vacation absences are unexcused. It creates a very difficult situation whereby your child may fall behind in their academic progress. The teachers change lesson plans when classes may need more or less instructional days on a certain topic, so they might not be able to let your child know exactly where they are going to be in a week. The school will work as best as we can with you and your children in these circumstances, but it is at the discretion of the individual teacher as to whether or not advance work may be issued.

EXCUSED ABSENCE

An excused absence constitutes missing all or a portion of the scheduled school day for an acceptable reason as authorized by the Principal. Acceptable reasons may include the following:

1. Student illness

2. An organized outing sponsored by a recognized school group (i.e. Altar Servers, Girl Scouts, Band).
3. Family member's funeral/memorial service.
4. Shadow Days at high school for 7/8 grade students.

In all cases, the Principal and teacher should be made aware of the absence beforehand in writing by the parent for acceptance by the Principal.

TARDINESS

Any student who is not fully organized in the classroom by 8:00 a.m. will be issued a tardy slip to be presented to the teacher. A parent or designated adult must accompany the student(s) to the office and "sign-in" the child(ren).

Recurring tardiness will necessitate a conference with the parent(s)/guardian(s), student, and principal. Students who are tardy 5 times (more than 5 minutes late) will get a call/letter home. After 5 tardies a detention will be given for students in grades 4 through 8.

TELEPHONE CALLS

Only in emergency cases are teachers or students called to the telephone. Students may use the office phone in cases of emergency. Students may not call home for forgotten assignments, gym shoes, etc. Students are not permitted to use cell phones during school hours.

Cell phones must be turned in upon arrival at school. Cell phones will be confiscated if found on a person or in the classroom setting. A parent/guardian will be notified and will be required to pick up the cell phone at the end of day and students will be given an automatic detention for first time offenses.

UNIFORM CODE

The school uniform is purchased from specific companies as set forth by school administration. All school uniforms must be purchased through these companies. Different colored gym shoes are only acceptable on days that students have gym class. The school uniform must be worn at all times, unless a "Dress Down Day" is announced. On the "Dress Down Day" students may wear jeans with no holes or rips, and appropriate Christ-friendly apparel.

Dress Code Policies

- Torn or sagging pants and shorts, or pants and shorts with any type of logo are unacceptable.
- Short shorts are unacceptable attire.
- Make-up may not be worn.
- Store bought nail polish of the same color may be worn, fake nails are not allowed.
- Head covering of any kind, including baseball caps or bandanas, are not to be worn in the

building at any time. This also includes picnics, field trips, etc.

- Backless shoes, sandals, flip-flops, clogs, crocs, or boots are not acceptable. Heels on shoes must be no higher than 1½ inches.
- No jewelry is allowed except one pair of small post earrings on girls **only** and one finger ring on girls or boys. Students may wear a scapular or cross around their neck; otherwise, no bracelets or necklaces are allowed during the school day, assemblies, or sports. No earrings may be worn in the cartilage of the ears. No gauges are allowed. Smart watches are not allowed.
- Tipped, dyed, streaked, or bleached hair is unacceptable for both boys and girls. Hair must be **one** natural color (i.e. no pink, purple, green, blue, etc.)
- No razor designs (graphics), hair tattoos, or excessive ornamentation (i.e. ribbons woven into hair) is acceptable for both boys and girls.
- Boy's hair is to be neat and trimmed as follows: Tapered and shaped above the top of shirt collar in back and above the ears, and no longer in front than middle of the forehead.
- Boys' shirts and girls' blouses must be tucked in at all times.
- Girls may substitute black slacks for the skirt or jumper. However, they must wear uniform slacks, no black denim or leggings.
- Students who are out of uniform on gym days will not be allowed to participate.
- During winter months, girls may wear black leggings (no logos) to the ankle under skirts during arrival and dismissal. This list is subject to change at the discretion of the administration.

Dress Down Day Policy

- Students may dress out of uniform on Dress Down Days/Spirit Days & certain Dress Down Days/Spirit Days may encourage students to wear specific colors or spirit wear.
- Students are allowed to wear jeans or other appropriate bottoms. However, the following guidelines must be observed:
 - Tops or dresses should have a minimum 1-inch strap.
 - No clothing with rips, tears, or inappropriate or indecent messages.
 - No exposed midriffs, spaghetti straps or strapless tops.
 - No short shorts, running shorts, volleyball shorts or short mini-skirts.
 - Walking length shorts are preferred. Waistband of pants must reach natural waist.
 - No yoga pants including Victoria's Secret/PINK brand.
 - Leggings may be worn, but tops must be of an acceptable length to cover appropriately.
 - No flip-flops or soccer slides.
 - No hats are allowed to be worn during school hours.
 - No hair dyes or make-up.

The Administration reserves the right to deem a student's outfit inappropriate. A student can be asked to call home for a change of clothing immediately. This change of clothing will be the full school uniform. In the event a parent /guardian cannot be reached, the student will be given school uniform items from Uniform Resale stock.

Please note – Students in Grades 4-8 who do not follow the uniform regulations will receive an out of uniform notice. Upon receipt of the third notice, students will receive a behavior detention for failure to comply with the school policy.

Uniforms Boys K-8

ITEM	STYLE	COLOR
Trousers – no labels (must be proper length and worn around the waist) with a black belt	Plain or pleated	Black
Shorts – optional	Dress Shorts	Black
Dress Shirts/Polos	Short or long sleeve, knit	White or gray
Sweaters	V-neck pullover or sleeveless vest or cardigan	Burgundy
Sweatshirts (optional)	Official St. Christopher with logo	Black
Socks	Dress socks	Black or Brown
Shoes – No boots, no sandals, no flip flops	Dress Shoes or all black gym shoes	Black or Brown

Uniforms Girls K-4

ITEM	STYLE	COLOR
Jumpers Black uniform pants are an acceptable option	Pleated or straight	Burgundy and Gray Plaid
Shorts – optional (weather permitting)	Dress Shorts/Uniform Shorts/appropriate length	Black
Blouses/polos	Short sleeve, round collar (cotton)	White or Gray
Sweaters – (weather permitting)	Cardigan	Burgundy
Sweatshirts (optional)	Official St. Christopher with logo	Black
Socks	Dress socks, knee highs, or tights – socks must cover the ankle bone	White, Black, Gray or Burgundy
Shoes – No boots, no sandals, no flip flops	Dress	Black or Brown

Uniforms Girls 5-8

ITEM	STYLE	COLOR
Skirts – length of skirt must touch the top of the knee Black uniform pants are an acceptable option	Pleated, wrap-around, or split skirt	Gray Plaid
Shorts – optional (before October 30 th and after April 15 th)	Dress Shorts/Uniform shorts/Appropriate length	Black
Blouses/polos	Short or long sleeve, pointed collar (cotton) or knit shirt	White or gray
Sweaters – (after October 30 th and before April 15 th)	V-neck pullover or sleeveless vest or cardigan	Burgundy
Sweatshirts (optional)	Official St. Christopher with logo	Burgundy
Socks	Dress socks, knee highs, or tights – socks must cover the ankle bone	White, Black, Gray or Burgundy
Shoes – No boots, no sandals, no flip flops	Dress shoes or all black gym shoes	Black or Brown

Gym Uniform Boys and Girls K - 8

ITEM	STYLE	COLOR
Gym Shorts	Official St. Christopher Shorts (weather permitting)	Red
Shirt	Official St. Christopher Shirt	Red
Sweatshirt	Official St. Christopher Sweatshirt	Red
Sweatpants	Official St. Christopher Sweatpants	Red

*Students are allowed to wear shorts under sweatpants. Shorts can be worn during gym, students must put sweatpants on for the duration of the school day.

PLEASE LABEL ALL UNIFORMS!

REPORT CARD SCHEDULE

Report cards are on a trimester schedule. Report card envelopes are to be signed by the parent(s) and returned to school.

Progress reports will be sent home mid way through each trimester.

Formal parent/teacher/student conferences are held after the first trimester of the school year. Parents are required to attend the first trimester conference.

Grading System

The following is our grading system for grades 1 through 8:

A	100-93
B	92-85
C	84-73
D	72-65
F	64-

HONOR ROLL (GRADES 4-8)

The honor roll is meant as recognition for the student who has achieved high academic standing demonstrating a disciplined work ethic that is worthy of the recognition.

Academic and/or behavior checks can/could/may/exclude a student from honor roll. Three missing homework assignments equal a check on the report card that could exclude a student from the honor roll.

FAILURES

Students who fail any two trimesters in the same core class have to attend summer school and show the office proof of completion and success in order to progress to the next grade. Core Classes consist of the following subjects: Reading, Math, Language Arts, Science, Social Studies, and most importantly, Religion. In cases of 8th grade graduation, students will have to attend summer school and show the office proof of completion and success in order to receive their diploma. If a student fails two core classes, they will have to complete both classes in summer school. Please note that summer remediation will not be provided by the school; parents will have to obtain services through a third party provider and have these services approved by the administration in order to receive credit.

In all cases, student proficiency is determined on an individual basis and the determination of a student's academic eligibility is at the principal's discretion.

HOMEWORK POLICY

Homework gives an opportunity to help fulfill an individual student's needs by reinforcing classroom teaching. Parents are expected to take an interest in their children's homework by giving encouragement and by providing conditions that are conducive to study. Students of all ages, but particularly younger ones, at times, need someone to help drill vocabulary, spelling

words, and math facts such as times tables. We rely on parents to help in these aspects of responsibility for completing a child's assignments.

We remind parents that unsatisfactory completion of homework assignments affects a student's daily grades and ultimately the report card marks. Please note that incomplete, late, or missing work may result in a loss of credit and may affect a student's overall grade. More specific guidelines may be found in your student's classroom policies.

ABSENT CLASS WORK

If a student is absent for any reason, a parent may call the office and request their student's work for the day. In cases of absences or early dismissal due to illness, each student is given one day extension upon their return to complete their work. The work will not be due on the day that they return. In cases of prolonged absence, each teacher will arrange when the student will complete any missed work and quizzes/tests.

In the case of a student being dismissed early either due to illness or otherwise, that student must turn in all work due for that day to their homeroom teacher before leaving for home.

If a student is tardy or absent, the parents/student may consult the Daily Assignment/Homework Site on the school's website (www.stchrisschool.org) to see what subject matter was covered in each class for that day. Parents may also see what was assigned for homework for that night for the next day. Tests and quizzes are also indicated on the site.

GRADUATION AND PROMOTION

Any student who receives two F's in a given subject or an F in the third trimester will not be promoted into the next grade level until the F's are made up. These will be addressed on a case-by-case basis by the classroom teacher and administration.

A student who fails to maintain an acceptable average in any core subject may be promoted to the next grade level on the condition that he/she successfully completes an additional summer instructional program. The student will be required to attend the course(s) deemed necessary by the teacher and the principal. A student must pass the State and Federal Constitution Tests. Parents of primary grade students will be required to meet with the teacher if promotion or summer school / tutoring programs need to be discussed.

VOLUNTEERS

All volunteers must be fully compliant with the Archdiocesan requirements. This includes the successful completion of Virtus training and background check. All volunteers are required to have up-to-date CANTS and a Code of Conduct forms on file. If these requirements are not met, a parent will not be allowed to volunteer for the school.

SCHOOL ADVISORY BOARD

The St. Christopher School Advisory Board works to support, strengthen and improve our school in its mission providing students an excellent academic education enveloped in the values of Jesus Christ.

Our school advisory board meets once a month. All meetings are open to the public and we invite all school parents and friends of the school to attend. All visitors are asked to follow our Visitor's Policy (see below). If you have any questions about the visitors' policy, please contact the school principal or the school advisory board president.

Visitors Policy for School Board Meetings

All St. Christopher School Board meetings are open to members of the school and parish community and visitors are welcome. Meeting times and dates will be publicized in advance. The agenda for board meetings will be posted on the school web site the week prior to the meeting.

At any point during a board meeting, any board member may request that the board invokes an executive session. The board will then vote on this request. If the request passes and the board invokes an executive session, visitors have to leave for the duration of the executive session. Visitors may return to the meeting once the executive session is completed.

Visitors are to sit in the designated visitors' area of the school board meeting room. Procedures for Visitor Comments:

Visitors observe the board while it is in session. They do not engage in the discussion nor do they actively participate in the agenda either through comments or by offering their opinions on the topic being discussed, unless specifically requested to do so by the chair.

At the end of the meeting, there will be a period for visitor comments. The visitor has one opportunity to express an opinion on matters covered during that meeting's agenda. Each individual may speak for a specified amount of time (2-3 minutes) on matters that concern the advisory board.

If a visitor wishes to bring up an item that is not on the agenda, they must submit a request to the principal and school board president 48 hours before the start of the school board meeting, detailing the item they wish to bring up.

There is no discussion or debate between the visitors and the members.

All members listen to the visitors. If necessary, either the chair or someone designated by the chair can assist in clarifying the question or topic.

The chair thanks the visitors for their comments and informs them that someone will get back to them later.

The chair and the members are cordial to the visitors. It is understood that the issues raised will not be handled at the meeting. If appropriate to the parameters of the board's responsibilities, the issue may be addressed at a future time. Ordinarily, the visitor's comments are related to the matters considered on the agenda. Personnel issues and individual family or student's needs are not discussed. Questions of a general nature, however, could be referred to the appropriate person, e.g., pastor or principal.

The chair assures the visitors that the matter will be taken under consideration by the board, the pastor or the principal. It is important that the chair not "promise" that the issue will be dealt with at the next month's agenda because it may not be possible to do so. The chair does not necessarily address some of the issues raised. It may be appropriate for the pastor or principal to respond to the individual's question, issue or concern later.

FAMILY SCHOOL ASSOCIATION

Family School Association assists with educational and social communication as well as helps with the coordination of parent-school projects and activities. They also hold potential fund raisers which will enable the school to purchase special school equipment.

Family School Association Board Meetings are typically held on the first Monday of every month. Any interested parent is welcome to attend the board meeting. The Family School Association sponsors various events throughout the year. Michelle Friedl is the FSA coordinator and can be reached at mfriedl@stchrisschool.org.

DISCIPLINE

In order to be effective, schools must ensure that all students are given the opportunity to learn and that all teachers are given the opportunity to teach. Students must be taught that classroom learning demands that individual actions be tempered and limited. The essence of Christian discipline is self-discipline. The student is free to choose one form of behavior or another, and also be accountable for the consequences of that behavior.

It is expected that high standards of conduct will be maintained at all times - in the classroom, in the school, and on parish property. Work should be done quietly so that others are not disturbed. Respect should be shown for school property and the personal property of others.

We consider students attending school-related functions to be representatives of St. Christopher School. Student behavior should, therefore, reflect the school's values. Students are expected to model good Christian behavior at all times.

All disciplinary measures issued by the staff and administration must be adhered to in order to remain as a student in the school. Non-compliance will result either in an increase in the severity of consequences or dismissal from the school as determined by administration.

Parents with students in Grades 4 and 5 should refer to their respective disciplinary policy.
Parents with students in Grades 6 and 8 should refer to their respective disciplinary policy.

SEXUAL HARASSMENT REGULATION

Every student attending St. Christopher School has the right to an education in an environment free from unwelcome comments and advances. Sexual harassment includes, but is not limited to, the following behavior:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect
- Unwelcome sexual comments, including jokes or stories.
- Any conduct of a sexual nature either direct or indirect that contributes to an overall offensive or intimidating environment.
- Sexual harassment by one employee to another, by an employee to a student, or by one student to another student or teacher is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.
- Retaliation in any form against an employee or student who exercises his right or her right to make a complaint under this policy is strictly prohibited and will be cause for appropriate disciplinary action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth below.

Procedure:

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

Disclaimer: The above is not all inclusive.

BULLYING

Bullying is contrary to the goals of a Catholic school and the teaching of Jesus to love one another. Any student found bullying another student, as defined by the school administration, would be subject to disciplinary action.

Bullying includes, but is not limited to:

- Repeated physical abuse including hitting, kicking, pushing
- Repeated psychological abuse including teasing, name calling, harassing, taunting, and threatening
- Repeated social abuse including spreading rumors, intentional exclusion, and enforcing social isolation

- Repeated cyber bullying including the use of emails, text messages, instant messages, all social media sites and other websites

Disciplinary action may include a detention, suspension, or expulsion, depending on the severity of the situation. In addition, the student may be required to make reparation and/or attend counseling.

BEHAVIOR OUTSIDE OF SCHOOL

Any enrolled student who publicly displays inappropriate or unlawful behavior including social media behavior outside of school may be subject to disciplinary action.

COMPUTER LAB

The use of computers and other technology tools in school are a privilege that comes with special responsibilities. Violation of the guidelines of the Acceptable Use Policy (AUP) will result in a loss of computer use as well as computer instruction. In cases such as these, alternative assignments will be given in order for students to receive credit for the class. However, violations of the Acceptable Use Policy (AUP) outside of school hours can negatively affect members of the school community (students, faculty and parents) and the schools catholic image. As a result, violations of the above outside of school that come to the attention of St. Christopher School personnel may be treated in a disciplinary manner.

DISCIPLINARY RESPONSE TO MISCONDUCT

When a student chooses to act in an inappropriate manner, possible corrective measures include detention, suspension, probation, and expulsion. These measures are not listed in rank order; they may be imposed separately or progressively at the discretion of the administration.

PROBATION

Probation is the supervision and evaluation of a student by the principal for a specified period of time. The length of the probationary period will be determined by the principal. The principal will decide if the student may continue for the rest of the school year or may return for the next school year. If, at the end of the probationary period, the student has not displayed a willingness to comply with school policy, the principal determines whether the student has forfeited his or her option to attend St. Christopher School.

Probation will be used when a student displays a consistent disregard for school policy. During the probationary period, the student will not be allowed to participate in any school-related activities.

DETENTION

Disrespect, gum, horseplay, unsafe conduct, insubordination, discourtesy, possession of electronic devices, instigating a conflict, improper use of school equipment and/or property, misrepresentation or lying, repeated classroom disruptions, and general misbehavior regarding school rules and classroom procedures will result in a detention. These infractions are not all inclusive. Detentions may be given for behaviors which impede the orderly operation of the classroom.

Detentions will be served after school and monitored by a teacher during Power Hour (detention cost is \$10) or a pre-arranged/agreeable time. The date and time of the detention will be decided upon by the teacher or administrator. Parents will receive prior written notice of the detention. The detention slip is to be returned to school with a parent signature.

Parents are expected to ensure that the student serves the detention at the designated time and place. Parents are also responsible for the student's transportation.

EXCEPT IN CASES OF ILLNESS, FAILURE TO SERVE A DETENTION AT THE ASSIGNED TIME WILL RESULT IN IN-SCHOOL SUSPENSION THE NEXT SCHOOL DAY.

SUSPENSION

Suspensions are necessary for acts of misconduct whose seriousness or frequency disrupts the learning atmosphere of the school. Suspensions may also be issued when the administration feels that the safety and/or welfare of the student body or the faculty is threatened. Suspension may be implemented when a violation of a rule is chronic. When a school suspension is issued, the parent will be notified by the principal or pastor.

Students who receive a suspension are excluded from all school-related activities for a minimum of one school day. Two types of suspension exist: in-school, with supervision provided by school personnel, and out-of-school, with parent supervision. The length and type of the suspension will be determined by the administration.

When a student has been issued an out-of-school suspension, attendance at any school-related function is forbidden. Upon his or her return to school, the student will be responsible for obtaining and completing any tests given during the time of the out-of-school suspension. School work will be sent home and should be completed and turned in upon the student's return to school.

*THE FOLLOWING OFFENSES MAY BE CONSIDERED FOR SUSPENSION/EXPULSION
THIS LIST IS NOT INCLUSIVE.*

- willful and consistent disobedience/disrespect
- open defiance of any faculty member's authority
- use of vulgarity in speech and/or action
- behavior that poses a threat to safety
- possession or use of any weapon
- possession or use of matches, cigarettes (vapes), or fireworks

- chronic violation of school rules
- stealing, defacement of property, or vandalism; restitution will be demanded
- verbal or written threats, intimidation, or purposeful harm to any member of the school community
- fighting on school property or at school-related functions
- possession or use of alcohol
- possession or use of controlled substances or drug paraphernalia
- social media threats with a weapon or possession of weapons or drugs

The use, possession, or distribution of alcohol or drugs during the school day or at any school-related function will be dealt with as follows:

- 1) Parents (guardians) are notified. Law enforcement officials are contacted.
- 2) Student receives an automatic ten-day suspension.
- 3) Student will receive a diagnostic screening for substance abuse. Participation in any recommended follow-up program is mandatory.
- 4) Student is subject to expulsion at the discretion of the principal. If the student is in eighth grade, participation in the graduation ceremony may be denied.

Suspensions are reported and are permanently included in the student's official school records. This is in compliance with the Archdiocesan School Policy and Illinois Education Law which states that "if a school refuses admittance of a student for a school day, a written report of such refusal must be placed in the student's official records and is to remain there."

EXPULSION

Expulsion is the termination of a student's privilege to attend the school. Transfer to another school is required. Except in appropriate cases and as determined by the principal, expulsion will be imposed after a period of suspension and/or probation. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment or the safety and security of that environment. Police will be notified if the offense warrants such action.

Expulsion, voluntary transfer, or involuntary transfer may be recommended for any student for disciplinary reasons when –

- 1) A new student is accepted on a probationary status and does not cooperate to warrant continued enrollment.
- 2) A student consistently violates school or class regulations and his/her parents are willing to accept a transfer to avoid the likelihood of expulsion.
- 3) A student endangers the safety of other members of the school or engages in stealing or damaging property.
- 4) A student is found to be in the possession of drugs, alcohol, weapons, or other contraband on school property or postings on social media sites
- 5) Inappropriate harassment
- 6) Tampering with protective fire or emergency equipment

ACADEMIC REMEDIATION

Academic remediation will be enacted in order to help students develop skills and provide students with a suitable environment that are necessary in order to meet academic success. Academic remediation is not a behavioral offense; however, a student's inability to acquire these skills may lead to other interventions and parental discussions.

The St. Christopher School Discipline policy is subject to change or adaptation at the discretion of the school. Written notification of all changes will be sent home.

SEARCH AND SEIZURE

OFFICE OF CATHOLIC SCHOOLS' EDUCATION POLICY

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 the interest of society in protecting students 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 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.

SEARCHES OF SCHOOL PROPERTY

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY

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 purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, which may be considered harmful to self or others, the possession of which is prohibited by law or by school policy.

CONDUCTING THE SEARCH

- The Principal must always have another school authority present when a search is conducted. Where possible, one person must be of the same gender as the student.

- If a weapon or other substance is suspected, the school shall contact the local police department immediately.
- If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.
- Appropriate parent/guardian must be informed of the situation as soon as possible.
- If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained under supervision until parents are contacted and they have arrived.

COMMUNICATION

TEACHER APPOINTMENTS

Teachers may meet with a child's parent regarding the child and his/her progress in school. We request that you make an appointment with the respective teacher.

PARENTS ARE NOT PERMITTED IN THE CLASSROOM AREAS WITHOUT THE PERMISSION OF THE PRINCIPAL. Teachers cannot interrupt instructional time for a parent-teacher conference during a normal school day without a previously scheduled appointment.

When parents come to school, they should always enter through the main entrance on Keeler Avenue. If the purpose of the visit is to drop off lunches, gym clothes, books, etc., these things should be left in the vestibule. Parents and visitors are not allowed in the school building (except in emergencies or to see the principal) prior to 8:00 A.M.

GRIEVANCE PROCEDURE

Any and all classroom concerns need to be addressed initially with your child's teacher. If a satisfactory resolution has not been achieved, the principal may be contacted for further consultation. The principal will not hold a meeting with a parent who has not already attempted to discuss the matter with the teacher. If a meeting with the principal is necessary, then both the parent and teacher must be in attendance.

CHANGE OF ADDRESS OR PHONE NUMBER

For the safety of children, parents are to notify the school office as soon as they have a change of address or home phone number or emergency phone number. If a home phone is disconnected, please notify the school office with another number that can be called in an emergency. Changes in phone numbers or addresses should be sent to the school office in writing. It is recommended that you provide the school with a current cell phone number and email address.

FAMILY ENVELOPE

Information is sent home weekly on Tuesday to inform parents of school news and upcoming events in the form of an envelope issued (to the oldest child in the family) containing this important information.

The family envelope should be opened and signed by a parent and returned on the following school day in order to be available for the next set of information.

ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools has adopted Guidelines for School Records. These Guidelines describe your rights to your child's records maintained by the Archdiocese of Chicago Catholic Schools.

These rights include:

Right to inspect: Following local school procedures you have the right to look at all of your child's records maintained in your child's permanent record.

Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless 1) you consent in writing prior to the disclosure, or 2) the information is directory information which you have not requested be kept confidential, or 3) the request for the information meets one of the limited circumstances described in the Guidelines.

Right to request correction: You have the right to present evidence that the school shall amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

This school abides by the provisions of the Family Education Rights and Privacy Act with respect to the rights of non- custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

When necessary, the school administrator shall provide the parent or guardian documentation of

the school visitation which shall include the exact time and date of the visitation.

REPORTING CHILD ABUSE

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

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the attitudes or actions of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of the regular school hours in a monitored setting; the setting may be monitored by the pastor, principal or assistant principal.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- Inform the parent/guardian of their right to be present on school grounds is temporarily or permanently suspended
- dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

Principals should notify the Regional Director if a student has been dismissed from their school due to the conduct of a parent or guardian.

ST. CHRISTOPHER SCHOOL ATHLETIC POLICY

MISSION

St. Christopher School's athletic program provides a sports environment that serves as an extension of the school's academic, physical education and religious programming. All participants will learn the fundamentals of each sport and be given the opportunity to cultivate strong, healthy and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play, and team spirit, as well as facilitate and enhance the moral and ethical development of all those involved.

GOALS

The Athletic program At St. Christopher School seeks to instill the following virtues in its student-athletes.

- ▲ Sportsmanship
- ▲ Teamwork
- ▲ Spirit
- ▲ Discipline
- ▲ Fitness
- ▲ Enjoyment
- ▲ Self-confidence
- ▲ Graciousness
- ▲ Dignity
- ▲ Gospel values

STUDENT-ATHLETE RESPONSIBILITIES

The following standards must be met by student-athletes in order to fully participate in athletic programs:

1. All forms and permission slips must be turned in to the school.
2. All fees must be paid to the office.
3. He or she exhibits academic progress as determined by the classroom teacher(s).
4. He or she displays proper conduct as determined by the classroom teacher(s).
5. He or she must attend school on the day of a game or practice in order to participate.

PROBATION, SUSPENSION, OR EXPULSION FROM THE ATHLETIC PROGRAM

The following list of offenses can have a student-athlete placed on probation, suspended, or expelled from the athletic program at St. Christopher School.

1. Failure on the part of the student-athlete to adhere to the standards and responsibilities.
2. Using inappropriate language, as deemed by the coach, officials, or school administration.
3. Physical or emotional abuse of teammates, opposing players, coaches, spectators, or officials.
4. Destruction of school facilities and equipment.
5. Disrespect toward any coach or official in games or practices
6. A lack of academic performance, effort, and/or positive behavior in the classroom.

Probation – Probation will be applied when a determination is made by either coaches, faculty, or

administration that a student has violated the standards of responsibilities previously mentioned. The probationary period shall be maintained for one full week, after which a reassessment will be made. It will be the responsibility of the student-athlete to coordinate with the faculty coaches, and administration to be released from probation. Student-athletes on probation may participate in practices but not games or tournaments.

Suspension – Shall be for serious or repeated violations of the athletic policies. The duration of an athletic suspension shall be determined by the school principal or his designate.

Expulsion – Shall be reserved for the most flagrant of violations or repeated violations of the school athletic policy. The school principal shall determine if a student should be expelled from the athletic program. As situations arise that cannot be foreseen in advance the principal reserves the right to amend the school's athletic policy as needed. The principal is the final arbiter in all athletic program issues.

HEALTH & WELLNESS

GENERAL HEALTH

If your child is ill, please do not send him/her to school. Symptoms such as sore throat, cough, skin rash, vomiting, diarrhea, or temperatures of 100 degrees or more may be indications of an oncoming illness. A child with a temperature of 100 degrees or more must remain out of school until it has been normal (approximately 98.6) for 24 hours. A parent must report the illness to the school office. When sending the child back to school, do so with a note explaining the absence. A doctor's release must be provided for any child who has had a communicable illness. Strep-throat is considered a communicable disease and is noted as such through the Cook County Health Department.

EMERGENCY

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

Each child must have an individual Medical and Emergency Notification form on file in the school office. An up-dated form must be turned in each year on the first day of school. Any subsequent changes during the year, e.g. telephone number or health problems, should be reported to the school office immediately. Special health problems (asthma, epilepsy, diabetes, allergies, heart conditions, physical disabilities, etc.) should be noted on the form. This information may be of utmost importance in dealing with emergencies.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS / HEALTH RECORDS

State law requires that children be immunized against measles, mumps, rubella (German measles), polio, whooping cough, diphtheria, varicella (chicken pox) and tetanus before beginning school.

State Law also requires an up-to-date physical examination be provided to the school for each

child entering preschool, kindergarten, sixth grade, and all new students unless the records from previous schools are transferred. Physicals for these students must be completed and submitted to the office or, by law, they are to be excluded from school on October 15th. If immunizations are not completed by October 15th, a note from the physician with a schedule for completion will be accepted with a completed physical form.

DENTAL PROGRAM

At least once during the school year, each child is encouraged to submit a completed dental form signed by the family dentist. Forms are sent home in the summer family packet and are available upon request at the school office. By state law, as of 2004, students entering kindergarten, second and sixth grades must have a completed dental form on file no later than May 1st.

VISION AND HEARING SCREENING

Vision Screening will be done, as mandated, for children in grades 1, 2 and 8. Vision Screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Also, mandated Hearing Screening will take place in K, 1, 2, 3. Children in any grade level will be screened at the request of a teacher.

VISION EXAMINATION

Children entering Kindergarten or entering an Illinois school for the first time are required by the state to have a comprehensive vision exam by an optometrist or ophthalmologist by October 15th.

ADMINISTRATION OF MEDICATION IN SCHOOL

The school office staff will dispense medication, when necessary, only with a DOCTOR'S WRITTEN ORDER. THIS INCLUDES PRESCRIPTION AND OVER-THE-COUNTER MEDICATION. Over-the-counter medications such as cough drops, Tylenol or other similar pain relievers, cold medicines, etc. all need a doctor's written order.

When approved medication will be given, the following is required:

- A signed Medication Authorization Form must be on file in the office for the medication. A parent and the prescribing physician must sign this, and it must be approved by the principal.
- This form must be updated at the beginning of every school year.
- All medicine MUST be in the original bottle labeled with the child's name, dose, and instructions.
- All approved medications will be locked in the office.
- It is the child's responsibility to go to the office at the correct time.

This is to protect your child from consuming more than the recommended dosage of any type of medication. This will also prevent any other student from unknowingly consuming medication.

These guidelines are in conformance with the Archdiocese of Chicago Office of Catholic Schools.

An inhaler may be carried by a child with a DOCTOR'S ORDER FOR SELF-ADMINISTRATION. NO OTHER MEDICATIONS MAY BE CARRIED BY A STUDENT DURING THE SCHOOL DAY.

ALLERGIES

Any child with severe food allergies should have a 'Food Allergy Action Plan' filled out by a physician. This information will be shared with the child's teacher. Any allergy medications will be kept in the school office unless specified by a physician. All school staff will be educated in the use of epi-pens.

Parents are encouraged to send in 'safe snacks' for their child to use at school parties and unexpected school events. Parents should provide a complete list of foods and ingredients to avoid.

A parent is responsible to educate their child concerning their allergy and emphasize the foods that cause the symptoms.

Children with severe food allergies will be provided a safe place to eat lunch. Classmates will be instructed about the student's food allergies with the permission of the child's parents.

MENTAL HEALTH PROTOCOL AND ASSESSMENT

Saint Christopher takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co curricular activities at St. Chris.

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

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

- a. Treat information received from the student/family/treating medical provider confidentially.
- b. All documentation should be faxed or emailed to the attention of the principal or school designee.

POST-ASSESSMENT FOLLOW UP

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

will be excluded for such reasons.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

SAFETY

TORNADOES

Our school is equipped with a civil defense monitor which is in constant operation. This monitor receives disaster warnings from the State Police. We will follow directions for specific situations. During a Tornado Warning, students and teachers are directed to shelter areas. In the event of a tornado warning being announced near dismissal time, students will not leave school but will remain in the shelter area until the all clear is sounded.

BUILDING SECURITY/VISITORS

All doors of the school building will be locked during the school day. The school building is equipped with a doorbell and cameras which are monitored by the person in the front office and the principal. All parents and visitors to the school must use the security doorbell. Upon admittance, one must check in at the office.

All school visitors must register with the office and receive a visitor pass before proceeding to any other area of the building. Regular volunteers should sign the provided notebook before going to the area for service. Any article dropped off by a parent or designated person must be left in the vestibule area.

It is important that no adult or student let any person into the building. This will be the sole responsibility of the person monitoring the door. When a person is admitted into the building, he/she must check in at the office and is never allowed to go to a child's classroom, unless otherwise advised by the principal or secretary.

SAFETY DRILLS

Fire drills take place so that the students are familiar with the necessary procedures to follow in case of fire. Basic procedures are explained and practiced regularly. Lockdown, tornado and earthquake drills are also conducted. At the direction of the state, all students will participate in a bus evacuation drill once a year.

If a bomb threat is received, the police department notified. The Principal will accept the decision of police authorities concerning further action to be taken.

ACCEPTABLE USE OF TECHNOLOGY

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

This document contains the Acceptable Use Policy for your use of the St. Christopher School network.

Educational Purpose:

The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

The Network has NOT been established as a public access service or a public forum. St. Christopher School has the right to place reasonable restrictions on the material students can access or post through the system. Students are to follow the rules set forth in the disciplinary code and the law in your use of the Network.

- Students may not use the network for commercial purposes. This means do not offer, provide, or purchase products or services through the network.
- Students may not use the network for political lobbying, but with teacher approval a student may use the system to communicate with elected representatives and to express opinions on political issues.

Student Internet Access

All students will have access to the Internet and World Wide Web information resources through their classroom, library, or school computer lab. The student and parent must sign a Computer Use agreement to be granted access to the Network. This Agreement must be renewed on an annual basis. Parents can withdraw their approval at any time.

Unacceptable Uses

The following uses of The Network are considered unacceptable:

- Student will not post personal contact information about themselves or other people. (Personal contact information includes address, telephone, school address, work address, etc.)
- Student will not agree to meet with someone they met online.
- Student will promptly disclose to teacher or other school employees any message received that is inappropriate or uncomfortable for the student.

Illegal Activities

- Student will not attempt to gain unauthorized access to The Network or to any other computer system through The Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- Student will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Student will not use The Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security

- The student is responsible for individual account and should take all reasonable precautions to prevent others from being able to their account. Under no conditions should the student provide a password to another person.
- The student will immediately notify a teacher or the system administrator if they have identified a possible security problem

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

- The student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- The student will not post information that could cause damage or a danger of disruption.
- The student will not engage in personal attacks, including prejudicial, or discriminatory attacks.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, the student **must** stop.
- The student will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- The student will not repost a message that was sent privately without permission of the person who sent the message.
- The student will not post private information about another person.

Respecting Resource Limits

- The student will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education

and career development activities.

- The student will not download large files unless approved by the teacher. If necessary, the student will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer.
- The student will not post chain letters or engage in "spamming". Spamming is defined as sending an annoying or unnecessary message to a large number of people.
- The student will be limited to the amount of printing done. There is no printing without the permission of a staff member or teacher. All work should be checked and print previewed before printing. Color printing is only to be done when approved.

Plagiarism and Copyright Infringement

- The student will not plagiarize works that they find on the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as if theirs.
- The student will respect the rights of copyright owners. Copyright infringement occurs when material is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If unsure whether or not a work can be used, request permission from the copyright owner. Copyright law can be very confusing, ask a teacher if needed. The consequence for plagiarized material is a zero grade for the paper or project.

Inappropriate Access to Material

- The student will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both the teacher and parent have approved. If inappropriate information is accidentally accessed, immediately tell a teacher or school employee. This will protect the student against a claim of intentionally violating this policy.
- The students will NOT access social networking sites.

Your Rights as it pertains to Technology

Free Speech:

The student's right to free speech, as set forth in the disciplinary code, applies also to communication on the Internet. The network is considered a limited forum, similar to the school newspaper, and therefore St. Christopher School may restrict speech for valid educational reasons.

Search and Seizure:

The student should expect only limited privacy in the contents of personal files on St. Christopher School's system. The situation is similar to the rights of a student in the privacy of their locker.

Routine maintenance and monitoring of the network may lead to discovery of violations of policy, the disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion of a violation of this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Parents have the right at any time to request to see the contents of a student's files.

Due Process:

St. Christopher School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the network. In the event there is a claim that you have violated this policy or disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

Limitation of Liability:

St. Christopher School makes no guarantee that the functions or the services provided by or through St. Christopher School's system will be error-free or without defect. St. Christopher School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. St. Christopher School is not responsible for the accuracy or quality of the information obtained through or stored on the system. St. Christopher School will not be responsible for financial obligations arising through the unauthorized use of the system.

ILLINOIS STATE BOARD OF EDUCATION

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

CRISIS MANAGEMENT AND OSHA

Crisis Management and OSHA policies and procedures are in place to responsibly protect the safety of all in the school. This is to make sure we provide a safe and secure environment in which the students can learn.

ASBESTOS COMPLIANCE

St. Christopher complies with all regulations of current law regarding asbestos. Our school has been re-inspected, and a copy of the inspection report and the management plan is on file in the school office.

BICYCLES, SKATEBOARDS, & SNOWBALLS

Bicycles may be ridden on the school grounds on school days. The school provides bike racks but accepts no responsibility for bikes parked there. Students are reminded to have their bicycles locked and to have them officially registered.

Skateboards or roller blades are not allowed on school grounds nor should they be ridden to or from school.

Snowballs should not be picked up and/or thrown on school grounds.

AMENDING PARENT HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

ELECTRONIC DEVICE POLICY AND USER AGREEMENT

The aim of the 1:1 electronic device program at St. Christopher School is to create a flexible, robust, and collaborative learning environment for all learners. This environment enables teachers to elevate their teaching practice through the implementation of dynamic and interactive lessons, engaging students and promoting the development of self-directed, 21st century learning. Providing devices to every student also allows for St Christopher School and its students to pivot seamlessly to remote learning, if necessary. St. Christopher School supplies each student, K-8, with a Chromebook device. These devices are property of St. Christopher School. The supplied Chromebook devices will provide each student access to required educational materials such as Google Apps for Education and education web-based tools. The supplied device is an educational tool not intended for gaming, social networking or high-end computing. The policies, procedures, and information within this document apply to all Chromebooks as well as school owned computers, used at St. Christopher School or remotely by students, staff, or guests. Teachers may set additional requirements and limitations for Chromebook use in their classroom.

Receiving Your Device

Chromebooks will be assigned to students within the first two weeks of school. All devices will be paired with a charger. Parents and students must sign and return a Chromebook Policy Agreement before the device will be issued to their child.

Taking Care of Your Device

Students are responsible for the general care of the Chromebook/iPad issued to them by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Coordinator or principal. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Devices must be off a student's desk during lunchtime when eating in their classroom.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a desk or wedged into a backpack as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device. Always bring your device to room temperature prior to turning it on.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook/iPad.
- Do not place anything near the Chromebook/iPad that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the Chromebook keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Device

At School

Chromebooks are intended for use at school each and every day. School messages, announcements and calendars may be accessed using the Chromebook, in addition to teacher expectations including but not limited to Google Classroom and Microsoft Suite. Students will not be required to take their device home daily and, depending on the individual teachers' policies, may bring them home only in the case that students are learning remotely.

All Chromebooks will have all Internet activity protected and monitored by the school while in the building. Parents are required to monitor home use to prevent student access to inappropriate content.

Backgrounds and Themes

Backgrounds and themes are standard on all devices and cannot be changed.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is policy that students bring personal headset or 'ear-buds' daily.

Camera

Cameras can only be used when directed by the teacher. In the case of remote learning, students should not use the camera for personal use but can be used as directed by the teachers or for strictly academic purposes. Screenshots of completed work, assessments or other intellectual property should not be taken and shared with others.

Login

Students will log into their device using their school issued Google Apps for Education account. Students should never share their account passwords with anyone other than a parent, unless requested by an administrator. Students should not allow other students to use their device at any time unless permission has been given by the teacher.

Managing and Saving Digital Work

The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Students are encouraged to maintain backups of their important work on a portable storage device or in another cloud storage resource.

Printing

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements.

At Home: The Chromebook will not support a physical printer connection. Instead, students are encouraged to print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint/learn>

Personalizing Your Device

Chromebooks must remain free of any writing, drawing, or stickers. An unaltered identification label with the student's number is the only acceptable exception on the Chromebook. Spot checks for compliance may be done by school staff at any time.

Students may NOT add software, extensions, music, photos, and/or videos to their Chromebook, unless specifically required to do so by school staff. Devices are subject to inspection and must follow the St. Christopher acceptable use policy at all times.

Chromebook/iPad Identification

Devices will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's login username

Under no circumstances are students to modify, remove, or destroy identification labels.

Chromebook Damage or Loss

If a student damages or loses a Chromebook whether at school or home the parent will pay the school for a new Chromebook.

Google G Suite Tools

St. Christopher School is implementing Google Suite (G Suite) with students and teachers on our campus. Students in the classroom are able to utilize Google accounts to allow Gmail, storage of their documents, and access to work online. All stored work will be accessible from home, school, and anywhere there is an internet connection to allow the students to be able to communicate and be efficient with their teachers and schooling altogether. As part of the process the students will be issued a school Gmail account to allow for collaborative sharing using G Suite. This Gmail account will be used solely for school-related projects and purposes. G Suite is a place for students to safely communicate and collaborate online because the Google environment being setup is only accessible by the accounts of the students and faculty of St. Christopher School. SCS Students and teachers will have access to Google Mail, Google Calendar, Google Docs, Google Drive, and other Google Apps. Students and teachers will have training on how to use G Suite tools. Student Acceptable Use Guidelines will be enforced and faculty will monitor student use of application when students are at school. Parents are responsible for monitoring their child's use of applications when accessing programs from home. Students are responsible for their own behavior at all times. Students in our Catholic Schools are called to model appropriate behavior and decision making at all times. Once the account for your child(ren) has been enabled, please familiarize yourself with these new tools. Your child(ren) will be able to assist you with this. Feel free to peruse your child's work periodically. We

appreciate your support of our technology advancements.

RIGHT TO AMEND

The Principal retains the right to amend this handbook at any time during the school year. Parents will be notified of any changes.

Revised July /2025