



Parent and Student Handbook

2025 - 2026

Watch your child grow,
from seed to sunflower

The following set forth policies govern the general operation of the school. Statements in this handbook are subject to amendment with or without notice. The school will make every attempt to keep families informed of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

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MISSION STATEMENT

Inspired by faith in Jesus Christ, St. Frances of Rome School provides a Catholic education in the classical tradition of the liberal arts. Proclaiming Jesus Christ through the integration of wisdom, virtue, and faith, St. Frances of Rome School provides the intellectual and moral foundation needed for students to become leaders, saints, scholars, and disciples of Christ. With the grace that comes only from God, St. Frances of Rome School fulfills this mission when students are inspired to seek the truth, goodness, and beauty who is Jesus Christ.

With enlightened minds and zealous hearts, the students of St. Frances of Rome School will seek to transform their community and the world.

PHILOSOPHY

St. Frances of Rome School is an integral part of the parish community. Adherent to Catholic tradition and rooted in Gospel values, the School strives to create an educational environment enriched by faith and committed to creating a just society.

The School shares with members of the Parish a sacramental relationship to Jesus Christ. We endeavor to create a strong Catholic community that provides multiple opportunities for the faculty, students, and their families to develop and share their faith, with the expectation that they will become active members and leaders in the Church.

We strive for academic excellence, believing that children learn best when they are engaged in a rich and diversified school culture. The faculty of St. Frances of Rome School provides a Catholic education in the classical tradition of the liberal arts. Teachers use educational strategies that will enable students to reach their full potential academically and make them morally responsible citizens of a global society.

We aim to build a community based on mutual sharing of gifts and respect in actions and words. At St. Frances of Rome School, we value each student's unique qualities but work toward a shared spirit and purpose. This unity includes not only students and their families but also teachers, staff, parishioners, alumni, and donors.

GOVERNANCE

St. Frances of Rome School operates under the auspices of the Archdiocese of Chicago. Therefore, the school fully adopts all policies outlined 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 adhere to all policies of the Archdiocese. Additional local policies may be developed to manage the school's operation, but they must not conflict with the policies and procedures established by the Chicago Archdiocese.

ILLINOIS STATE RECOGNITION/ADOPTION OF STATE REQUIREMENTS

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

PILLARS OF EXCELLENCE

Catholic Spirit

Students are called to become holy by witnessing to the Gospel message. They learn the traditions of the Catholic Church to help them grow in their faith. Students and staff are actively involved in the life of the parish, attending the Sunday celebration of the Eucharist in conjunction with their involvement in the various parish organizations.

Academic Excellence

St. Frances of Rome School is a beacon of excellence in the Archdiocese and the western suburbs of Chicago. Students are challenged to pursue wisdom and truth. St. Frances of Rome offers academic programs that inspire the intellect and maximize the potential of each student to gain the requisite knowledge, concepts, and skills to become critical thinkers, creative problem solvers, and productive, responsible citizens.

Collaborative Leadership

St. Frances of Rome School inspires leadership among students, parents, teachers, and staff. Uniquely, teachers and administrators reflect the leadership to which all are called in a Catholic school. St. Frances of Rome School is a sought-after teaching institution that exemplifies the highest professional standards and innovative instructional practices. Both faculty and students are challenged to assume leadership roles, not only in the school, but in the parish and the surrounding community.

Classical Liberal Tradition

St. Frances of Rome School values the significant contributions to the arts and sciences passed down through the ages. Student learning is enriched by great minds and classic works of the past, especially those that have contributed to the intellectual heritage of Western Civilization. Curriculum and instruction are modeled around the seven liberal arts, ordered as Trivium (grammar, logic, rhetoric) and Quadrivium (arithmetic, geometry, music, astronomy/physics). These disciplines, along with philosophy and theology, provide the intellectual formation of students.

Community Focus

St. Frances of Rome is committed to fostering a just community where all members are heard, supported, and involved. Involved parents uniquely serve as catalysts to unite the community in support of the education of children. St. Frances of Rome is an inclusive community where people from diverse cultural, ethnic, and racial backgrounds learn, live, and work together in mutual harmony and respect, without compromising their beliefs or identities.

Commitment to Service

Students, parents, and staff share a belief in the dignity of the human person created in the image and likeness of God. From this, we believe that all have been created for an eternal purpose and destiny. This inspires our call to Christian service. As members of a faith community, we acknowledge the many talents and skills of our brothers and sisters. We give thanks to God for His generous gifts to us. Unselfishly, we share those gifts in service, and especially to those in greatest need of them.

SFR GRADUATE PROFILE

1. SAINTHOOD

A graduate of St. Frances of Rome School seeks to understand God's loving plan for their life, embracing it in freedom and gratitude. A saint recognizes their God-given talents and gifts and is open to developing them for the service of God. Though constantly growing in a life-long process of faith and maturity, the graduate already:

Loves God

- Knows God loves him or her.
- Desires to return that love.
- Believes that God provides the means to know and love Him.

Believes in God's Purpose

- Realizes that life is constantly unfolding in God's hands.
- Discerns his or her God-given purpose by exploring his or her own faith.

Prays

- Experiences God in prayer.
- Utilizes various methods of prayer.
- Expresses gratitude in prayer.

Shows Gratitude

- Learns to be grateful for talents.
- Gives thanks for the world and everything in it.

Is Open to Growth

- Purposefully develops God's gifts.
- Trusts God's guidance for his or her personal growth.
- Humbly accepts limitations.

2. SCHOLAR

A graduate of St. Frances of Rome School trusts the intelligibility of the world as created by God. Intellectual inquiry brings students to a deepened understanding of the natural and supernatural order, along with a thirst to know more. The Catholic scholar couples this sense of inquiry with humility, generosity, compassion, and reverence for God and the created order. Though constantly growing in a life-long process of knowing and loving God, the graduate already:

Loves Learning

- Looks at the world with wonder, and asks thoughtful questions.
- Realizes there is always more to learn.
- Discovers enthusiasm and joy in learning.

Takes responsibility for his or her learning

- Expends time and effort in the pursuit of knowledge.
- Embraces the challenge of learning unfamiliar content.
- Persistently pursues knowledge and wisdom despite obstacles.

Works Cooperatively

- Mentors others.
- Considers ideas from multiple perspectives.

Utilizes Resources

- Literature.
- Numeracy.
- The arts.
- Catholic Tradition.
- Scientific investigation.
- Logic and critical thinking.
- Thoughtful, intentional communication.
- Current technology.

3. DISCIPLE

A graduate of St. Frances of Rome School is defined by his or her relationship with God. True to their formation, the graduate becomes a disciple of Jesus who exemplifies His teachings in thought, word, and action.

Though on a lifelong journey of discipleship, the graduate already:

Contemplates

- Sees everyday life through the lenses of Sacred Scripture and Tradition.
- Allows their faith in Christ to determine life choices.
- Sees and loves the face of Christ in others.

Speaks

- Communicates the love of God with a heart filled by the peace of Christ.
- Embraces and spreads the teachings of Christ, bringing others closer to the Lord.
- Uses vocabulary informed by the Catechism of the Catholic Church in sharing the Good News.

Acts

- Demonstrates a love for others by acting as a living example of Christ's teachings.
- Brings peace to the world by treating others as brothers and sisters in Christ.
- Acts justly on behalf of those who are marginalized in society.

4. LEADER

A graduate of St. Frances of Rome School is a person who leads by the example of his or her life, inspires others to carry out their Christ-centered vision. Although leadership develops over time, the graduate already:

Looks to Christ

- Has a moral compass that comes from Christ's call to follow Him.
- Derives patience, humility, integrity, honesty, justice, courage, and perseverance from Christ.

Sees like Christ

- Habitually perceives the common good and sets goals to achieve it.

Collaborates and Inspires

- Leads by example.
- Is trustworthy and accountable.
- Recognizes, respects, and encourages each individual's contribution in the Body of Christ.

Uses Sound Judgment

- Analyzes problems, organizes solutions, delegates tasks, makes timely decisions, and evaluates outcomes.
- Perseveres to accomplish a goal.
- Is flexible, but holds firm to values.

ABUSED AND NEGLECTED CHILD REPORTING ACT (P.A. 81-1077)

School personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report their suspicion to the Illinois Department of Children and Family Services (800-252-2873). All school personnel are required to abide by this law.

ADMISSION POLICY

St. Frances of Rome School is a Catholic elementary school serving students from Preschool through Grade 8 and operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty, and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese and Office of Catholic Schools, outlined in the Handbook for School Administrators. Local school policies and procedures, as outlined in the St. Frances of Rome School parent/family/student and faculty handbooks, are additional directives developed to address the school's local needs and may not contradict Archdiocesan and/or Office of Catholic Schools directives.

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

St. Frances of Rome School admits students of any race, color, sex, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. St. Frances of Rome School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school-administered programs.

St. Frances of Rome School is open to all children whose parents want academic excellence, traditional discipline, and a total religious education program. Preference for admission will be given to registered members of St. Mary Frances of the Five Wounds Parish.

A child entering St. Frances of Rome School must comply with the age requirements of the State of Illinois:

Children entering PreK-3 must be three years of age on or before September 1; children entering PreK-4 must be four years of age on or before September 1; Children entering Early Learner 5 must be five years of age on or before September 1; Children entering First Grade must be six years of age on or before September 1.

Students with special needs are welcome in our school. Final admission decisions will be made based upon consultation with the family and the resources available for the child's success. Once admitted, a plan will be put in place to monitor and review the student's progress.

To be considered for admission to St. Frances of Rome School, parents/guardians are asked to contact the Admissions Office at info@sfr-school.org to receive the application form.

The application should be returned to the school office with these items:

- Report cards from previous school (if applicable)
- Most recent math and reading standardized testing scores (if applicable)
- Recommendation Form (if applicable)
- IEP (Individual Education Plan, if applicable)
- \$200 registration fee

Once the application packet is complete, families will be asked to meet with a member of the school's administration team to review the school's policies and practices.

When a student's admission is confirmed, the following documents are also required:

- Birth certificate
- Medical and dental records, including allergy plans if applicable
- Baptismal certificate (if applicable)

We are proud of our school and are committed to the growth and success of all our students. In turn, it is expected that all students who become part of the St. Frances of Rome School family follow the standards, guidelines, and policies in our handbook.

New Students

- Within 30 days of enrolling at our school, parents/guardians must present a certified copy of the child's birth certificate or other reliable proof of the child's identity, as determined by the Illinois State Police. The school will retain a copy and return the original to the parents.
- If a birth certificate (or other acceptable proof) is not turned in, the school is required to notify the Illinois Department of State Police. A written note will be sent home alerting parents that they have an additional ten days to comply.
- Parents must also produce records of compliance with state and local health (including dental) requirements and exams. If students are not in compliance or do not have records, parents will be notified, and the children will be excluded from school until compliance is shown.
- If a child has attended another school before, a credential from that school must be presented. The office will request official transcripts.
- A baptismal record, if applicable, is also requested.

Transfer Students

We welcome students to our family at any time during the school year. Certified copies of transfer students' records are requested within 14 days of enrollment. St. Frances of Rome School sends unofficial records of students transferring to other schools within 10 days of the request. Official records are sent once all financial obligations have been met.

The following guidelines apply to children coming in after October 1:

- Recent records from the prior school, such as a report card or progress report, and the most recent standardized testing scores in math and reading, must be brought in at the time of enrollment. IEP/ISP documents, if applicable. Official transcripts will be requested from the other school by the office.
- The student and parent will meet with the teacher and principal to discuss school guidelines and expectations. After this meeting, the family will be notified within 48 hours if the student is accepted.
- Once accepted, the student may start as soon as all necessary forms are received.
- Students are expected to adhere to the school dress code immediately.

- Every effort will be made to get students on the hot lunch program (if applicable) from their first day. If this is not possible, children are to bring lunch from home.
- Students are expected to follow the standards of St. Frances of Rome School.

Progress, both behavioral and academic, will be continually assessed. Significant problems and/or issues may result in probation or permanent exclusion.

Students who transfer in during their 7th and 8th grade years are accepted on a probationary basis for the first 45 days of the school year. Students who fail to follow the school's guidelines during this period will be asked to leave.

Health Records

Upon entrance to St. Frances of Rome School, a child's health record must be current. A record of a physical exam, dental examination, and appropriate immunizations is required upon entrance into Preschool, Early Learner 5, and 6th Grade. Students in Early Learner 5, 2nd, and 6th grades must also have current dental records. Students in Early Learner 5 must have a current vision test. Students transferring into St. Frances of Rome must also have proper medical/dental records on file.

If a child is not in compliance with the health and immunization requirements, he or she may be excluded from school until the child presents proof of having had the health examination and having received the required immunizations.

Tuition Policy

Families registering or re-registering at St. Frances of Rome School are entering into an agreement with the school to pay the fees and amounts as set forth in the tuition schedule for that school year. St. Frances of Rome School uses **FACTS** Management Systems to collect all tuition and incidental fees. Incidental fees include before and aftercare charges, charges when volunteer hours are not met, and charges resulting from failure to turn in candy fundraising receipts. **Families must maintain a valid and active account throughout the agreement term.** Failure to do so can result in an interruption of attendance for the child(ren). FACTS uses an automatic payment system set up by the family using one of these three methods: checking account, savings account, or credit card.

Payments are normally due on the 5th or 20th of each month unless a family requests a different payment date. Tuition payments should not be made in the school office.

Delinquent Accounts

- Any family that wants to make changes to their payment schedule must contact the tuition manager
- Any family that is delinquent in their account must contact the tuition manager immediately and make necessary arrangements to bring the account up to date.
- If an account remains delinquent after 10 consecutive school days, an interruption of attendance will occur for the student(s) on the eleventh day unless arrangements to pay the balance have been made with the tuition manager.
- School families who fail to pay the balance due or make suitable alternative arrangements with the school will be informed that their child(ren) will not be readmitted.
- St. Frances of Rome School reserves the right to impose appropriate consequences in those situations where delinquent balances persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, restricting student participation in extra-curricular activities, and withholding of transcripts, report cards, diplomas, and cumulative records as prescribed by law.

The following rules are in effect:

- **A late fee of \$30 will be assessed by FACTS for payments that are not received on time.**
- **A bank charge of \$30 for checks returned due to insufficient funds will be added to the outstanding tuition balance.**

ATHLETICS

St. Frances of Rome offers an athletic program for student-athletes. Representing the school as a member of an athletic team is both a responsibility and a privilege. Each student athlete is expected to maintain a good academic and behavior record in school, and appropriate demeanor is required in athletic practices and competitions. Failure to fulfill any of these expectations will result in the athlete's suspension or removal from the athletic program.

To participate in school athletics, students/families must:

- Represent the school values at all times.
- Have an annual sports physical. This can be done during a regular doctor visit.
- Provide parent/guardian permission in writing.
- Acknowledge receipt of the concussion information sheet. The school follows the Archdiocesan and State of Illinois concussion protocols.
- Adhere to the eligibility requirements established by the school.

Note: 6th graders who have submitted the required Physical Exam are exempt from the sports exam requirement, provided that the physician has indicated on the form that the student is physically able to participate in athletics.

Absence from school on a given day mandates absence from participation in athletics that day.

St. Frances of Rome School allows a student athlete to modify his or her athletic or team uniform for modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences, provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic or team uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform, and the student shall not be required to receive prior approval from the school for such modification.

ATTENDANCE

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades EL5 to 8 at St. Frances of Rome School are required to attend school daily.

The responsibility for compliance with the law and the school's policy belongs to the parents/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 school year.

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school daily for the school term, unless an absence is excused.

A student is considered absent from school when they are not physically present on a required attendance day. A student is considered tardy if they are not physically present at the posted opening of a regular required student attendance day.

Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 708-652-2277 or email jgarcia@sfr-school.org within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardiness. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused.

The school will contact the parent/guardian if a student is absent, and a notice of absence is not received within 60 minutes of the opening of the student's attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may require the provision of medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above, as an excused absence. Students will lose credit for assignments on school days or for classes for which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students who arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival.

After reporting to the office, the student will be permitted to join their class. Tardies are recorded in the school office and are noted on the student's report card. Excused tardies are not counted.

Students may accrue up to 5 each semester. Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action, including loss of financial aid.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 708-652-2277. Students to be dismissed early from school will be picked up from the school office.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year, including both excused and unexcused absences. We will periodically review our student absence data to identify any students with excessive absences. If necessary, we will contact the parent/guardian to discuss the reasons for these absences. Additionally, if appropriate, the school may provide the parent or guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation from the student or parent/guardian with the school's efforts for their child, the student may lose financial aid or be withdrawn from the school.

BEFORE-AFTER SCHOOL PROGRAM

The Before-After School Program is a program for students that takes place outside of instructional hours and serves students whose parents are unable to drop off or pick up their child at the designated start or end of the school day.

Unlike extra-curricular activities, Extended Day programs do not focus on a specific athletic, social, or academic activity. St. Frances of Rome School offers an Extended Day Program that provides supervision for students before and/or after the instructional school day.

Only students enrolled in the school are eligible to participate in this program, unless permitted by their regional director.

Extended Day Programs may be offered through an approved third-party provider or directly by the school. In either circumstance, Extended Day employees must comply with the Child Protection policies of the Archdiocese (see §415.00).

Extended Day programs shall utilize a defined program/curriculum that provides for constant supervision, enriching activities, and time for students to complete homework.

Students shall only be signed in/out of Extended Day programs by an adult listed as a parent/guardian or emergency contact.

Extended Day Programs shall maintain an accurate record of the times, dates, and responsible parties for when students were signed in or out. If the school utilizes a third-party provider for Extended Day, the identity and contract terms of the provider must be approved by the OCS and the Legal Department of the Archdiocese. The school remains responsible for ensuring a safe and positive environment when utilizing a third-party provider.

The program at St. Frances of Rome School is available from 7:00 – 7:45 am and 2:40 – 6:00 pm when school is in session. Registration forms and cost information are available in the Main Office. A late fee of \$1 per minute is charged for pick-ups after 6:00 pm.

BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying based on actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential parental status, including pregnancy, association with a person or group with one or more of those as mentioned above actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school, if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or staff member receives a report that bullying through this means has occurred, and it does not require a school to staff or monitor any non-school-related activity, function, or program.

Definitions

From Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying using technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that one or more persons may access if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school, including, without limitation, school administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

Bullying is contrary to State law and the policy of this school. However, nothing in the school's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Students are encouraged to report bullying immediately. A report may be made orally or in writing to the School Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the School Complaint Manager or any staff member. Anonymous reports are also accepted and may be made to the School Complaint Manager through the contact information provided below.

Formal disciplinary action will not be taken solely based on an anonymous report.

Complaint Manager:

Name: Nancy Rivera

Address: 1401 S. Austin Blvd. Cicero, IL 60804

Email: nrivera@sfr-school.org

Telephone: 708-652-2277

Consistent with federal and State laws and rules governing student privacy rights, the Principal or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, psychological services, other interventions, and restorative measures.

The Principal or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation processes.
- c. Notifying the Principal or designee of the report of the incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation with information about the investigation and an opportunity to meet with the school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction, and the school shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

The School shall use interventions to address bullying, which may include, but are not limited to, restorative measures, social-emotional skill building, counseling, and community-based services.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other school policies.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other school policies.

CARE OF BOOKS

All books issued by the school are to be properly cared for. The cost of replacing a lost or damaged book will be charged to the family's FACTS account.

CELL PHONES/PERSONAL DEVICES

Reconocemos que nuestros estudiantes usan ampliamente sus dispositivos electrónicos personales y los traerán a la escuela. La Escuela Santa Francisca de Roma no permite el uso de dispositivos personales en el campus y ha implementado las siguientes políticas:

- Personal electronic devices are not to be used on school grounds, including the classrooms, the playground, extended day rooms, and the gym.
- Students are not allowed to wear their smart watches in school.
- Devices for students in Grades 5-8 must be secured in the cell phone locker located in each homeroom at the start of the school day. Students in Grades 4 and below turn their devices in to their homeroom teacher.
- Devices are returned to the students at dismissal, whether this is at the end of the school day, extended care, or an extra-curricular event.
- If a child is caught with an electronic device during the school day, including in extended care, the device will be confiscated by the teacher or staff member. It will only be returned to a parent/guardian. For a second offense, the phone will be turned in to the principal's office, and a parent conference will be required. This includes devices found in the student's backpack, purse, pencil case, pocket, etc. Repeated offenses may lead to disciplinary action, including loss of financial aid.
- Both the parent and the student must sign a separate letter outlining the cell phone policy, and then return it before the phone can be brought to school.
- The school is not responsible for personal devices brought onto the campus.

CHEWING GUM

Chewing gum is not permitted in the school.

CODE OF CONDUCT / SCHOOL DISCIPLINE PHILOSOPHY

Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and called upon us to “love one another as I have loved you.” Within the context of this commandment, our Lord has given us his expectation that all adults and students in our school show mutual kindness and respect, modeling Christian love for one another.

General Guidelines for Conduct:

- Follow the directions of teachers and staff.
- Listen to instruction attentively.
- Be polite to teachers, classmates, staff, and visitors to our school.
- Speak when recognized.
- Care of school property and the belongings of others.
- Be helpful to others.
- Be honest in our work and friendships.
- Show trust and compassion to classmates, teachers, staff, coworkers, and volunteers.
- Be reverent and prayerful in Church, and during times of prayer and worship.
- Use language, words, and actions that foster friendships and not fights or teasing.

The St. Frances of Rome School community works to ensure that each child has the opportunity to learn and develop to his/her fullest potential. Students will not be allowed, therefore, to deprive themselves or others of the opportunity to learn in a safe and orderly environment conducive to learning.

Should a student fail to observe a rule or policy, disciplinary action will be taken.

Discipline Procedures

All teachers maintain a classroom management plan for their classroom that is reflective of the philosophy and mission of St. Frances of Rome School. Discipline is instructional in nature, allowing students to recognize and learn from their mistakes. Parents are advised of classroom procedures by each teacher at the beginning of the school year.

Detention System

St. Frances of Rome School employs a school-wide detention system to enforce student discipline. The system will be primarily used for students in grades 5-8. Any faculty or staff member can issue and monitor an after-school detention to a student who is not adhering to acceptable standards of conduct. The family will be responsible for an after-school fee.

Multiple and/or Grave Offenses

Teachers will make contact with parents to advise them of continued misbehavior or serious misconduct. Any subsequent behavior issues during that marking period will result in a conference with the principal, parent/teacher. If behavior does not improve, disciplinary consequences may include suspension, expulsion, or revocation of financial aid.

Grave offenses will result in an automatic suspension or expulsion. Grave offenses include the use of profanity towards a staff member or classmate; violence towards a teacher/staff member/student; the possession of drug materials, weapons, alcoholic beverages, or smoking materials; behavior that includes the use of gang-related symbols, insignias, clothing, hair, make-up designs; theft of and vandalism to school or staff property. All such offenses will result in an automatic suspension or expulsion.

The principal will make decisions regarding suspension and expulsion.

Threats

All threats made by students will be treated seriously. Any threat of violence made by a student will result in the following:

- Parental notification.
- Notification of the police.
- Notification of the Archdiocese Office of Catholic Schools.

Gangs

Gang-related activities are not tolerated in a Catholic School that promotes a Gospel-based spirit. St. Frances of Rome School takes gang-related behavior very seriously. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school grounds that may be gang-related.

- Any conduct that may be gang-related during school-sponsored events or activities.
- Students wearing clothes/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps, and other forms of clothing.
- The display of gang-related signs/symbols or style of writing on paper, notebooks, assignments, textbooks, or other possessions.
- Gang hand signs

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are victims of gang-related activity. Local law enforcement will be notified. Gang activity may result in probation, suspension, revocation of financial aid, and/or expulsion.

Weapons

Students shall not carry, possess, display, or use weapons in school or on school premises. Students will be expelled. The definition of weapons for which students can be expelled includes, but is not limited to, knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.

All property of the school, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School authorities are permitted to inspect and search personal effects left in those areas by students without prior notice or consent, and without a search warrant. The school will report weapon and controlled substance violations to the local police.

Drugs

Possession, use, or distribution of drugs or alcohol in school, on school property, or at a school function by a student will not be tolerated. Such behavior may result in an immediate suspension, revocation of financial aid, and/or expulsion from school.

St. Frances of Rome School Officials reserve the right to inspect all school and/or personal property on its campus.

Conduct of Parents/Guardians

As partners in the sacred mission of Catholic education, parents and guardians are expected to conduct themselves in a manner that consistently reflects the teachings, values, and moral standards of the Catholic Church. This obligation applies to all interactions with school personnel, students, and volunteers—whether on school property, at school-sponsored events, or in any context associated with the school community. The conduct of parents and guardians must be guided by Christian charity, respect for the dignity of every person, and a spirit of cooperation and humility, in accordance with the Gospel of Jesus Christ and the principles of Catholic social teaching. Behavior that is contrary to the school's moral and spiritual mission will not be tolerated. Such behavior includes but is not limited to: actions or speech that oppose Catholic values; any form of disrespect, harassment, verbal or physical abuse; threats, intimidation, or any conduct that disrupts the peace, order, and Christian witness of the school environment.

Should a parent or guardian engage in conduct that, in the judgment of the Principal and Pastor, seriously undermines the mission or well-being of the school community, and after consultation with the assigned Director of School Operations (DSO), the school reserves the right to take the following actions: Restrict or revoke the parent/guardian's right to be present on school property, either temporarily or permanently. Dismiss the student(s) of the parent/guardian from the school, either on a temporary or permanent basis.

It is recognized that the dismissal of a student due to the conduct of a parent or guardian is an extraordinary and regrettable action, as it deprives the student of the opportunity to be formed in the Catholic faith as part of their educational upbringing. For this reason, principals and pastors are encouraged to consider the gravity, duration, and nature of the misconduct, its impact on the school community, and the likelihood of recurrence before making such a decision. Dialogue with the parent/guardian should be sought whenever possible, with a view toward correction, reconciliation, and restoration.

School Incident Reporting System (SIRS)

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

COMPREHENSIVE HEALTH CURRICULUM

As mandated by the State of Illinois, St. Frances of Rome School provides health education in grades K-8 at age-appropriate levels.

The program addresses many aspects of wellness, human ecology, body systems, human sexuality, growth and development, personal hygiene habits, mental health, available help resources, information on communicable diseases, safety, substance abuse, and information on HIV/AIDS.

Topics are introduced at age-appropriate levels and may be integrated into the Science, Physical Education, and/or other appropriate curriculum areas

Parents/Guardians may choose to have their child/children excluded from some topics on Human Sexuality.

CUSTODY

If parents are divorced or separated, the school presumes that both parents have access to the children, as well as educational information. Unless the custodial parent provides the school with proper court documentation, the school has no recourse but to allow the child to go with the other parent or share educational information with the non-custodial parent.

A grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

DISMISSAL

PreK - Early Learner 5: 2:35 pm
Grade 1 - Grade 4: 2:40 pm
Grade 5 - Grade 8: 2:45 pm

Pre-Kindergarten and Early Learner 5 classes will be dismissed through the main doors of the school facing Austin Blvd. All other students will exit from the door facing the south parking lot.

Gr. 1 - Gr. 8 teachers will escort students outside at the end of each school day.

EMERGENCY / ACCIDENT PROCEDURES

If an accident involving a student occurs, the child is sent to the Main Office. If there is any doubt as to whether the child should be moved, the Main Office will be contacted, and 911 will be called.

Please note: by signing the “Medical and Emergency Notification Information” form, you have authorized the School Principal or an authorized staff member to obtain necessary medical services that may be required for a child if parents or guardians are unavailable. The school is not authorized to provide medical care. By signing the form mentioned above, you have agreed to assume responsibility for any diagnosis/treatment and/or for medication deemed necessary.

Parents will be informed if their child is involved in any serious accident at school. It is of paramount importance that all personal information listed on the Emergency Cards be accurate and up to date. All injured students requiring medical attention will have an Accident Report Form sent to Gallagher-Bassett Insurance Company. The Main Office will handle the filing of the report.

EMERGENCY CONTACT CARDS

At the beginning of each school year, parents must complete an emergency card listing adults to be contacted in cases of emergency or illness when a child’s parents cannot be reached. Cards must be in the office by the 1st Friday after school begins. These cards must be updated when phone numbers and/or addresses change. Please provide phone numbers that will allow us to reach you in case of an emergency.

If your cell phone is the number where a parent can most likely be reached, please list this as the primary number.

EMERGENCY SAFETY DRILLS

Fire, tornado, lockdown, evacuation, and crisis drills are essential. They are designed to teach students and staff procedures to follow in case of an actual emergency.

Crisis folders and maps for evacuation are in each classroom. Emergency drills shall occur regularly. Students **MUST** follow the rules during emergency safety drills, which include:

- always following the directions of the teacher or administrator
- staying with one's class; if a student becomes separated, he/she must go to the nearest adult
- silence is required so all can hear emergency information.

We ask that parents/guardians remind their students of the importance of their behavior during drills so that they are well prepared if an actual emergency were to occur.

Bomb Threat

If a bomb threat is received, school officials will notify the police department immediately. The school officials will announce an “Unscheduled Fire Drill” to evacuate the school. The building will be evacuated using the same procedures used for fire drills. Students and staff will proceed to the Church and remain there until the building is determined to be safe.

Fire Drills

When the first bell is sounded, the children walk in silence. The teacher, carrying the class roster, leads the class to their designated exit. The last child closes the classroom door (all doors are to be closed). The teacher will take attendance to make sure everyone is out of the building. No one goes back to school without being given the “all clear” signal.

EMERGENCY SCHOOL CLOSINGS

If conditions require school closures, two methods will be used to communicate the decision. Parents and students can check local media, including radio stations (WMAQ, WGN, WBBM) and TV channels (CBS, NBC, WGN, FOX, CLTV). Parents can also visit St. Frances of Rome School's Facebook page at <https://www.facebook.com/SaintFrancesofRome> and the website, www.EmergencyClosings.com. The school may also send an email or make a phone call.

Information stating that school will be closed will be posted on the television, radio, and Internet by 6:30 am. If no announcement is posted, school is open.

EXTRA CURRICULAR ACTIVITIES

St. Frances of Rome School provides numerous opportunities for students of all ages to engage in activities outside the classroom. Participation in these activities is a privilege; students must uphold both their academic performance and behavior. The school discipline policies apply to all extracurricular groups, events, and teams. Parental or guardian permission is required before students can participate.

- At all events, students are expected to represent their school with the highest level of respect and sportsmanship. St. Frances of Rome's parents and guardians are expected to do the same.
- Separate information is provided before the program starts. Parent permission must be obtained in writing before a student can participate in the activity. Failure to follow school and team guidelines may result in suspension or expulsion from the activity.
- Moderators and coaches are responsible for students only during a practice, event, or competition. A parent or guardian is responsible for the student at all other times, including transportation to and from the activity.
- Students participating in after-school extracurricular activities at the gym must check in with the aftercare staff first. Any students who stay after the practice or activity has ended must go to aftercare, and families will be charged the aftercare fee. Students cannot walk home without written permission.
- Students are not allowed to leave school grounds during practices. Once they leave the school or gym, they cannot come back.
- Families will be asked to help as volunteers for extra-curricular programs.

Sports Teams

The school offers a range of sports teams. Being part of a team carries responsibilities – to commit to the team fully; to attend practices and games; to be on time; to respect your coaches, teammates, and opponents at all times. To participate in school athletics, students/families must:

- Represent the school values at all times.

- Have an annual sports physical. This can be done during a regular doctor visit.
- Provide parent/guardian permission in writing.
- Acknowledge receipt of the concussion information sheet. The school follows the Archdiocesan and State of Illinois concussion protocols.
- Adhere to the eligibility requirements established by the school.

St. Frances Rome allows students to modify their athletic uniform to accommodate their religious, cultural, or personal modesty preferences. If a student chooses to modify his/her athletic or team uniform, the family is responsible for the costs of the modification. The student does not need prior approval from the school for the uniform modification.

FIELD TRIPS, CHAPERONES, AND VOLUNTEER REQUIREMENTS

As part of fostering the whole child, St. Frances of Rome School offers educational field trips during the school year. Parents are responsible for covering the cost of these trips. The expenses will be billed to the parents' FACTS account, minus any fundraising contributions made by the class or HSA. A parental permission slip must be signed and returned to the school before a child can participate.

If a child does not participate in a field trip, he/she is expected to be at school on that day and will be assigned to another classroom for the duration of the trip. **Parents are responsible for the cost whether the child attends or not.**

Parents wishing to serve as chaperones for field trips and other school-sponsored clubs and events, as well as any other adult who volunteers to chaperone or coach children, must fulfill all the necessary Archdiocesan requirements for volunteers. All such volunteers must be at least 21 years of age and comply with the following Safe Environment requirements:

- Criminal Background Screening (online form).
- Code of Conduct Personnel Acknowledgement Form.
- Child Abuse and Neglect Tracking System (CANTS) paper form.
- Mandated Reporter Online Training
- Safe Environment (Virtus/Protecting God's Children)

Your understanding of this policy and adherence to these requirements are greatly appreciated. A volunteer packet with updated requirements will be distributed to all families at the beginning of the school year.

HOME-SCHOOL COMMUNICATIONS

Classroom Newsletters and Wednesday Weekly

Teachers regularly communicate with parents through classroom websites, newsletters, and email. Additionally, the school keeps parents informed via our "Wednesday Weekly." Published every Wednesday afternoon and emailed to parents, the Wednesday Weekly provides timely news and important information for school families.

Parents

Parents are always welcome in the school. They must, however, schedule an appointment if they are going to meet with their child's teacher or visit their child's classroom.

Parents and Special Deliveries

Delivering school supplies or lunches forgotten at home is highly discouraged.

Being prepared for school is essential for a successful day. We expect our students to come with their needed materials daily. Items, including books forgotten at home, lunch, and classroom materials, are never to be delivered to the classroom. The school considers instructional time sacred, avoiding any unnecessary disruptions to the learning environment.

Conflict

Differences of opinion can arise within a diverse school setting. When a parent disagrees with a teacher's decision, the following guidelines should be followed:

- The teacher should not be disagreed with or criticized in the presence of the child.
- The parent should communicate with the teacher as soon as possible and seek to resolve the conflict.
- Should a disagreement ensue, an administrator (usually the principal) may be contacted (by teacher or parent) to mediate the situation.

Communications

As soon as a problem or potential problem is recognized, a teacher should initiate communication with parents. It is important to contact the parent early so that the problem can be addressed while still in the early stages. Communication with parents regarding the child's progress or behavior can be done by the following means:

- Phone calls or email.
- Progress reports.
- Parent access to the Student Information System and electronic Grade Book.
- Homeroom behavior reports.
- Informal conferences.
- A student's work/test is signed by the parent.

Effective communication between parents and teachers helps to ensure the success of all students.

FINANCIAL AID

Overview. The St. Frances of Rome financial aid program provides financial assistance to families with children from Preschool to 8th grade who cannot afford full tuition. Awards are determined based on family financial need and availability of funds. Financial aid awards are made for one academic year and are applicable toward tuition only. Parents must reapply each new school year.

Timeline. The application process opens for current families in January and closes in March. New families can apply on a rolling basis. Award notifications are sent on May 1st. New families applying after May 1 will be notified within 8-10 business days. A signed acceptance letter must be returned to the school by the requested reply date. Failure to reply by the due date is considered a refusal of aid.

Process. All families requesting financial aid must apply through FACTS at <https://online.factsmgt.com/signin/428DQ>. All required documentation must be submitted to FACTS online or by fax at 866-315-9264. After the application is complete, an application fee must be paid with a credit card or an automatic withdrawal from your checking account.

Conditions. Financial Aid is determined by a family's ability to meet educational expenses; it is based on need only and not on a willingness or unwillingness to pay.

Only complete applications will be processed. Incomplete applications will delay a family's application and suspend financial aid consideration until the required documentation is submitted.

Applications will not be considered if there is a past due balance on the current year's tuition/fees. The financial aid committee reserves the right to request additional information or documentation to verify and/or further clarify a family's financial profile. All financial aid information is kept confidential. Funds are limited; it is important to meet application requirements by the published deadlines.

HOT LUNCH PROGRAM

St. Frances of Rome School offers a hot lunch to its students. Our food service provider is FSP.

- As part of our food service program, students get a hot meal during lunch. Snacks are provided for children in the afternoon extended day.
- If a student does not wish to receive hot lunch, he/she must bring a bag lunch to school.
- Outside food cannot be heated up/microwaved at the school.
- Food is not allowed in the classroom outside of the lunch breaks, although exceptions may be made for holidays, parties, etc. Please check with the classroom teacher before bringing any food items to the classroom.
- Students should bring water bottles to school. A water station is available for refilling bottles.
- Parents cannot order food from outside providers.
- We are very mindful of student allergies and keeping our children safe. Please make sure we are aware of your child's allergies. Teachers will communicate regarding prohibited items.

HOURS

School Day	8:00 am - 2:40 pm
Office	7:30 am - 3:00 pm
Before Care	7:00 am - 7:45 am
After Care	2:40 pm - 6:00 pm

Hours - PreK and Early Learner 5 (Kindergarten)

AM Preschool dismisses at 11:00 am. PM Preschool and Early Learner 5 dismisses at 2:35 pm.

ILLINOIS SEX OFFENDER REGISTRY

The registry of sex offenders living in the State of Illinois can be accessed at the Illinois State Police website - www.isp.state.il.us/sor/sor.cfm.

ILLNESS

An ill child will be sent to the Main Office. If a child needs to go home, the Main Office will contact a parent or an adult listed on the emergency card if the parent cannot be reached. The child should be picked up from the Main Office as soon as possible. A child should not return to school until he or she is fully recovered from the illness.

INSPECTION OF ACADEMIC RECORDS

You have the right to look at your child's records maintained in the school file. The school will not disclose anything to third parties from your child's records unless you consent in writing before the disclosure. You have the right to request corrections in your child's records if you believe the information is inaccurate.

INSURANCE

No student accident insurance is offered through the school.

INTERNET PERMISSION AND USE

Today, access to online resources and the use of technology tools have become an important part of many academic programs. To support this aspect of students' education, rules must be established to ensure the safe use of the Internet on school grounds.

At the beginning of the school year, parents will receive a form to be signed and returned to school, permitting their children to use the Internet under teacher guidance and supervision.

The school uses a firewall to prevent students from accessing inappropriate material while using the Internet at school. Any student caught deliberately trying to circumvent the firewall by any means will not be permitted access to classroom computers or the Internet for a specified period determined by the Principal. This will have a detrimental impact on a student's ability to complete needed assignments and could adversely affect his/her grades for a given marking period. Any subsequent inappropriate actions will lead to further disciplinary action that may include suspension from school and loss of financial aid. The firewall is in place to ensure students are accessing only safe, quality materials with a clear application to the school curriculum.

LEARNING DEVELOPMENT SERVICES

Reading Recovery. A Reading Recovery program is available for students in primary grades who are not reading at grade level. Eligibility is determined by school staff. The program teacher is provided by District #99.

Special Education. Teachers will collaborate with parents to identify any special needs or challenges that individual students may have, which could serve as barriers to a child's educational success. Once all reasonable interventions have been attempted at school, children can be diagnosed with a learning disability by School District #99. The process is initiated by means of a parent letter, addressed to the District #99 Director of Special Education, requesting an educational evaluation for the child. The District must respond to the request within 15 calendar days.

LOST AND FOUND

The Main Office maintains a "Lost and Found." Students and parents should check in the Main Office for misplaced items. All student clothing and personal items should be labeled with the child's name and current grade level. Items are given to charity if not claimed.

MANDATED REPORTERS OF CHILD ABUSE

Any member of the St. Frances of Rome faculty and staff who has reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS). This includes the principal, teachers, teacher assistants, the school secretary, custodial staff, school board members, and anyone in the employment of the school.

MEDICATION

No school personnel will administer any prescription or non-prescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the School Principal.

Archdiocesan Medical Cannabis Policy

Students are not permitted to use or possess cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Opioid Policy

In accordance with applicable State law, St. Frances of Rome School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the school and provide or administer them as necessary according to State law.

To the extent that we are able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours in the school office. Upon any administration of an undesignated opioid antagonist, the school must immediately notify the student's parents/guardian/emergency contact. Within 24 hours after the administration of an opioid antagonist, we must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, we must report the required information to the Illinois State Board of Education on the form titled Undesignated Opioid Antagonist Reporting Form. Parents/guardians will be asked to sign a letter holding the school and the Archdiocese harmless in the administering of this opioid antagonist, whether or not notification was given.

PARENTAL COMMITMENT PROGRAM (PCP)

The School Board has instituted a mandatory Parental Commitment Program. This program requires school parents to volunteer 15 hours of their time every school year. All volunteers must complete the Volunteer requirements. Contact Jennifer Garcia at jgarcia@sfr-school.org to start the requirement process.

- Requests for volunteers will be sent home with your child, through the Wednesday Weekly, or SignUp Genius.
- Parents, guardians, or relatives must be over 18 years of age to volunteer.
- Upon arriving at any volunteer activity, record your name, the name of your oldest child, and your time of arrival on the sign-in sheet.
- Upon completing your work, write your departure time on the sign-in sheet.

Note: If you do not sign in and sign out, you will not receive credit for the hours.

Deadline

All Parental Commitment Hours must be completed by **April 25**. No exceptions will be made. For every hour that is not completed, a \$15 charge will be added to your tuition balance.

Incomplete Hours

Any hours not completed by **April 25** will be charged to your tuition account. All money is due **through your FACTS tuition account by May 5**.

A family may choose not to participate in the Parental Commitment Program (PCP) and instead pay the value of their commitment time. The value of 15 hours of volunteer time is \$225 or \$15 per hour. Because PCP hours are part of the Commitment agreement of the school, this payment is not considered a donation.

Approved Activities

All school and Parish activities can count towards the fulfillment of PCP hours. Families will be notified of such activities through the Wednesday Weekly. Families cannot participate in other activities to fulfill their PC requirements before consulting with the school office. **The school office must approve all volunteer activities before volunteering.**

PARTIES

When special parties or holiday celebrations take place, the homeroom teacher should coordinate and plan the event. The academic teachers who have the class at the regularly scheduled time should assist and support the event as needed. **Administration must receive advance notice of these events and grant approval.**

Party invitations are not to be sent to school unless you are inviting the entire class.

If a child wishes to celebrate his/her birthday at school with classmates, parents must make prior arrangements with the classroom teacher. Elaborate parties are not permitted. Parents should consider bringing healthy foods for the celebration. Please bring portioned items – i.e., individual juice boxes rather than a gallon of juice that would require cups and pouring. Certain types of snacks will not be allowed if there are known food allergies in the classroom.

PASSES

A hall pass should be issued by a teacher any time a student is given permission to leave the classroom. At no time should a student be in the hallways without the consent of the teacher and without a hall pass.

PHOTO PERMISSION

A form will be provided to all families, allowing them to request parental permission for the use of student pictures in school publications, including photos posted on the school website. For their protection, students will not be identified by name in these publications.

PRAYER/PLEDGE

Each day is to begin and end with a prayer. After the Morning Prayer, the Pledge of Allegiance is recited.

PROGRESS REPORTS

Progress reports are issued at the mid-point of each trimester. Progress reports are to be signed by the parent(s) and returned to the homeroom teacher on the following school day.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on St. Frances of Rome Church or School may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

The school handbook includes clear expectations for student conduct and behavior as well as statements about notification of parents/guardians regarding inappropriate student behavior on or off school premises.

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual, and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

RELIGIOUS PROGRAM

Curriculum. The primary reason for the existence of St. Frances of Rome School is to provide an environment where Christian values are lived and where sound Catholic doctrine, based on the Catechism of the Catholic Church, is taught. As the primary role models of children, parents are responsible for teaching, modeling, and reinforcing these values at home. Teachers pay special attention to the integration of faith, values, and virtue throughout the curriculum.

Weekly Mass and Daily Prayer. We urge parents to pray with their children and to cooperate with the school and parish community in forming their children into wholesome, Catholic adults. The school provides opportunities for prayer in the classroom daily. Special all-school liturgies are celebrated throughout the school year. Students attend Mass once a week. Consult with your teacher for the schedule. The Sunday Mass is the focus of Christian life for Catholics. Parents are responsible for bringing their children to Sunday Mass.

Sacramental Preparation. Preparation for the reception of First Eucharist, First Reconciliation, and Confirmation will be provided for children whose parents desire this for their children. The normal years for reception of these sacraments is first grade for First Reconciliation, second grade for First Communion, and sixth grade for Confirmation. Students who are out of these grades may still receive these sacraments, including Baptism, through special arrangements and instruction. A student must receive two years of religious education before receiving First Holy Communion and Confirmation.

REPORT CARDS AND GRADES

Report cards are issued three times a year. Please see the school calendar for dates.

Academic Policy

Grading Scale

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Academic Performance

St. Frances of Rome School is required to utilize the PowerSchool Student Information System (SIS) for the purposes of reporting student progress and communicating student progress to parents/guardians.

Teachers will contact parents when a student averages a F on the SIS. The student will receive two weeks to improve the average. If work is still at the F level, the principal will meet with the parents to place the student on Academic Probation. This may require after-school academic coaching at the expense of the parents. Families may lose financial aid during the probation period. A student who fails a subject for a trimester will be ineligible for any extracurricular activity for the next trimester (see Extra Curricular Activities, p. 14).

Eighth Grade Graduation Requirements

In order for a student to graduate and receive a diploma from St. Frances of Rome School, the following expectations must be met:

- A candidate must have completed all academic work.
- A candidate must have achieved a passing grade on the Constitution of the United States and the Constitution of the State of Illinois examinations.
- All financial obligations must be paid in full.
- All materials belonging to the library or any classroom must be returned.
- Detention or suspension time must be served in full.

RETENTION OF STUDENTS

Retention of students in Preschool through Grade 8 will be a collaborative decision made among the teacher, parents, and principal following the procedures of the Office of Catholic Education.

Deciding to retain a student is a very serious decision. It should only happen after thorough evaluation and documentation showing that the student would most likely benefit from repeating a grade. Retention should not be used as a punishment, but only when it is truly in the child's best interest. The following guidelines help avoid misunderstandings. Teachers will implement the following:

- ➔ September/October – Adjust learning program for the child who may be getting a slow start, and notify parents/guardians in writing.
- ➔ November – Reevaluate learning program. Implement process for outside testing, extra help, and further adjustments to the program. Keep parents and principal informed in writing.
- ➔ December – Monitor development. Keep parents/guardians informed.
- ➔ January – Conduct evaluation conference with parent/guardian. Discuss possible alternatives, including retention, with the family and principal. If advisable, refer the child for academic testing or continue to pursue all or some of the earlier recommendations.
- ➔ February – Inform parents/guardians in writing as to the student's progress in light of adjustments made. Provide copy for principal.
- ➔ March – Discuss retention with family and principal. Document the content of the discussion and place it in the student's file.
- ➔ April – Make a preliminary decision regarding retention in consultation with the principal. Discuss further with parents/guardians.
- ➔ May – Make a final decision regarding retention in consultation with the principal. Notify parent/guardian. Place a copy of the notification in the student's file.

School Student Records / Missing Persons Records Act

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

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

SOCIAL MEDIA

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

STANDARDIZED TESTING

St. Frances of Rome School administers the I-Ready test, the academic assessment program of the Archdiocese. These assessments are administered to grades K-8 during August, January, and May of each year. The OCS shall designate specific dates for testing, with an extended "testing window" for schools to provide testing for students who were absent during testing week or who require accommodations (as expressly detailed in their Catholic Educational Support Plan).

STUDENT DROP OFF AND PICK UP POLICY

Double parking on Austin Blvd is not allowed. The school is not responsible for students who arrive before 7:45 am. Students arriving early must go to the Before Care program, and parents will be charged the appropriate fee through FACTS. Doors open promptly at 7:45 am for students who arrive on time.

Arrival: Kiss & Go Line. Enter through the Parish parking lot. Do not get out of your cars. The 8th-grade safety patrol and parents will be available to assist your children out of the car. This line is meant to be a pull-up and drop-off. If you would like to walk your children to the door, please park in the Parish parking lot.

Arrival: Walkers. There will be a gate on the Austin side of the parking lot that you may enter through in the mornings. Please only enter through this gate.

The gate will be in between the kiss and go line and the school building, making it the safest way for walkers to come to school.

Pick Up at Dismissal Time. Teachers from Preschool - Gr. 8 accompany their students outside and dismiss students directly to their parents. Morning Preschool program dismisses at 11 am at the Main Entrance of the school, facing Austin Blvd. The afternoon Preschool program and Kindergarten class dismiss at 2:35 pm, also at the Main Entrance. Students in Grades 1-4 dismiss from the South Entrance at 2:40 pm. Students in Grades 4-8 dismiss from the South Entrance at 2:45 pm.

Students not picked up on time will be sent to the After Care Program, and parents will be charged the appropriate fee through FACTS. Parents must park in the Parish parking lot by Austin and 15th or find street parking and walk to the school parking lot to pick up their children.

SUPERVISION

Children must be under teacher supervision at all times on the St. Frances of Rome School Campus. This is a vital legal responsibility. No child or group of children is, therefore, to be left unsupervised at any time.

TECHNOLOGY USE OUTSIDE OF SCHOOL

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

UNIFORM POLICY

All students are expected to arrive at school appropriately dressed, in clean and fitted clothing that is not torn. A written letter of explanation should be sent by the parent to the homeroom teacher if, for some reason, a child does not come to school wearing his/her school or gym uniform.

New students who have not received their uniforms are expected to dress neatly. All uniforms, including gym uniforms, must be properly labeled with full names.

Daily uniforms can be purchased at any store.

Girls' Skirts and jumpers may be purchased from Schoolbelles at www.schoolbelles.com/myschool/M37/s1368. Uniforms must be purchased at bit.ly/SFR-school-gym-uniform.

Preschool

Preschool students are not required to wear a school uniform. Wear weather-appropriate, clean, and not torn play clothes.

Boys & Girls 5 years old (Early Learner 5)

- Khaki dress pants.
- Shorts can be worn on warm days.
- Navy blue or white polo shirt.
- Knee-high or over-the-ankle solid white or navy blue socks.
- All-black or all-white low-top gym shoes.

Girls (1 - 8)

- **(1-3):** Navy blue/green pleated jumper or shorts on warm days.
- **(4-8):** Navy blue/green pleated skirt/skort or shorts on warm days.
- Khaki dress pants can be worn on winter days.
- Navy blue or white polo shirt.
- A vest or white undershirt is required if wearing a white polo shirt.
- Knee-high or over-the-ankle solid white or navy blue socks.
- Black or brown dress shoes or all-black or all-white low-top gym shoes.

Boys (1 - 8)

- Khaki dress pants.
- Shorts can be worn on warm days.
- Navy blue or white polo shirt.
- Knee-high or over-the-ankle solid white or navy blue socks.
- Black or brown dress shoes or all-black or all-white low-top gym shoes.

Pants

Can wear pleated-front, twill pants. Pants should fit appropriately and be worn at the waist. No baggy or oversized pants. No skinny pants, jeans, polyester pull-ups, leggings, or corduroy.

Shirts

Can wear short or long-sleeved polo. No pockets, and no logos. Shirts must be tucked in.

Shorts

May wear khaki walking shorts (no short-shorts or cargo shorts) on warm days. Refer to the Wednesday Weekly.

Socks

Knee-high or over-the-ankle solid socks must be worn at all times. No patterns or designs.

Sweaters, Sweatshirts, and Vests

- The vest purchased from Schoolbelles is optional
- St. Frances of Rome School blue sweatshirts are the only sweatshirts approved to wear.
- Plain navy sweaters that zip or button are allowed. Hoodies are not allowed.

Belts (Boys in grades 5 - 8)

Must be dark brown, black, or navy blue with a plain buckle.

Shoes

- Black or brown dress shoes must have a flat heel.
- Gym shoes should not have designs or flashing lights. No other types of shoes are allowed.

Gym Uniform (K - 8)

- Gym uniforms must be worn to school by all students (K-8) on their assigned gym days.
- Students may wear a long-sleeve white t-shirt underneath their gym shirt during cold-weather months **ONLY**
- Students are required to wear standard gym shoes on gym days. See section *Shoes*.

Other Uniform Policies

Hair

Student's hair must be neat, clean, well-groomed, and reflect a conservative style. **Hair length for boys needs to be above the collar and above the ear.** Extreme styles are not acceptable: no tails, no designs of any kind, and no cuts shaved to the skin (full or partial head).

Hair must remain in its natural color. Highlighted, frosted, dyed, etc., hair is not acceptable.

Hair accessories must be gold, black, grey, navy, royal blue, or white to match the uniform.

Boys must be clean-shaven at all times & sideburns may not be below the earlobes or flare at the bottom.

Cultural Hairstyles

As per Illinois PA 102-0360, St. Frances of Rome School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Jewelry

- Wristwatches and appropriate religious medals or crosses are the only jewelry that is permitted to be worn by students. Smart Watches must be placed in the Cell Phone Lock Box during school hours.
- Girls who have pierced ears may wear one pair of small stud earrings. Earrings are not permitted in the cartilage of the ear. Boys are prohibited from wearing earrings.
- Facial jewelry of any kind is not acceptable.
- No other jewelry or piercings, for boys or girls, are allowed.

Tattoos

Tattoos, including washable tattoos, are not permitted.

Hats

Hats are not to be worn in the school building nor to Mass

Make-Up / Nail Polish

Make-up, nail polish, or any addition to natural nails is not permitted. This also applies to out-of-uniform days.

Special Days Dress Codes

Non-Uniform Days. Students are not required to wear their school uniforms on these days:

1. The child's birthday.
2. A day when the child earns a "No uniform day" as a prize or reward.
3. Days in which the school has declared an out-of-uniform day due to a Student Council activity, a holiday celebration, class pictures, or other special occasions.

When students are not in uniform, they are expected to come to school dressed appropriately. Guidelines for hair, make-up/nails, and jewelry apply to out-of-uniform days.

Tight-fitting clothing, as well as T-shirts, buttons, or patches with suggestive or double meanings, is not appropriate dress for school. Halter-tops, short-shorts, tank tops, or excessively loose-fitting clothes should not be worn. Shirts are not required to be tucked in on out-of-uniform days.

Students must wear gym shoes that can accommodate play during recess time. Hoodies are not allowed.

Belts are not required on out-of-uniform days.

The school reserves the right to have a student call home for a change of clothes should he/she be dressed inappropriately for school.

Picture Day. Students must wear nice dress clothes. No jeans, sweatpants, or athletic apparel. Boys should wear dress shirts and nice slacks. Girls should wear dress shirts, nice slacks, skirts, or dresses. Skirts and dresses must be reflective of the uniform length (not more than two inches above the knee).

School Mass Day. A full uniform is required for all students in Grades K-8 at all Liturgies.

School Spirit Days. Throughout the year, students are encouraged to wear SFR gym shirts with their uniform skirts or pants. Students can also wear their full gym uniform.

After-School Activities Dress Code

Students are representatives of Saint Frances of Rome Catholic School both during the school day and at all after-school activities and events on campus. Therefore, students are expected to dress neatly, appropriately, and modestly at all times. When students are not required to wear the school day uniform or school team/athletic uniforms, the regulations, as listed for Non-Uniform Days, apply.

Winter attire

On extra cold days, a winter coat (not sweatshirt fabric) may be worn OVER the school uniform sweatshirt when outside, but it may NOT replace the school sweatshirt.

Jackets, sweatshirts, and sweaters that do not conform to the school dress policy are not to be worn at school or to school Mass.

Uniform Violations

A uniform violation referral form will be sent home with each violation. The form must be signed by the parent and returned to school the next school day to the staff person who sent home the form. The returned forms will be kept on file in the school office. Failure to follow uniform policies may result in detention and/or suspension. In addition, the student will conform to consequences determined by the principal.

VACATIONS DURING THE SCHOOL YEAR

Vacations during the school year are strongly discouraged, as they disrupt learning and can negatively impact a student's progress. Classroom instruction builds sequentially, and missed lessons cannot be fully replaced by "make-up" work. As a result, grades often decline after extended absences.

If parents choose to schedule travel during school days, they must provide the Main Office with written notice in advance, specifying the exact dates of absence. The school is not responsible for instruction missed during this time, and teachers will not prepare assignments ahead of the trip. Upon returning, the student should request all missed work and tests from each teacher. It is then the parent's responsibility to ensure the student completes the work, learns the material, and prepares for any assessments.

VISITORS

For reasons of safety and security, all school visitors, including parents, must first check in at the Main Office and sign the Visitors Log. Parents are not to enter the Principal's Office or classrooms at any time without an appointment or permission from the Principal. Parents must schedule an appointment to formally visit a classroom.

WINTER WEATHER

When the outside temperature and/or wind chill factor is 10 degrees or below, all children stay indoors. When the temperature is above 10 degrees and the air is generally dry, all children are expected to go outside.