



ST. FRANCIS SOLANUS SCHOOL

OFFICE.....222-4077

Fax.....222-5049

Julie Radel, Principal

Kristin Eyler, Secretary (school@stfrancissolanus.com)

Lindsey Carrier, Secretary (lcarrier@stfrancissolanus.com)

ST. FRANCIS SOLANUS BEFORE AND AFTER SCHOOL DAYCARE

TBA, Director

ST. FRANCIS SOLANUS PARISH OFFICE.....222-2898

Fr. Steven Arisman, Pastor (church@stfrancissolanus.com)

Sue Holbrook, Administrative Assistant, (bills@stfrancissolanus.com)

Krista Putman, Administrative Assistant, (bulletin@stfrancissolanus.com)

The *St. Francis Solanus School Parent/Student Handbook* can be reviewed online at
www.stfrancissolanus.com

St. Francis Solanus School - Faculty and Staff

<u>Name</u>	<u>Grade</u>
Julie Radel	Principal
Catherine Bruening	Preschool – 3 & 4 yr. olds
Sarah Hull	Kindergarten
Julie Bice	Kindergarten
Lesley Failor	1 st Grade
Jamie Marshall	1 st Grade
Linda Dawson	2 nd Grade
Michelle Herman	2 nd Grade
Rebecca Wear	3 rd Grade
Marsha Collins	3 rd Grade
Amy Wiewel	4 th Grade
Kelly Wheeler	4 th Grade
Brian Miller	5 th Grade
Roseann Stuckman	5 th Grade
Kathy Baum	6 th Grade
Lydia Spillman	Religion
Rochelle Neuman	7 th Grade
Jeff Zanger	7 th Grade
Raymond Rivera	8 th Grade
Shaun Carey	8 th Grade
Stacey Arnold	P.E.
Gary Clayton	Technology Director
Josh Crawl	Music
Jackie Hummel	Art
Marissa Knight	Preschool Teacher's Aide
Natalie Powell	Kindergarten Teacher's Aide
Jane Ann Petty	Kindergarten Teachers' Aide
Rhonda Gianfriddo	Librarian
Martha Kovachevich	Cafeteria Manager
Christina Soebbing	Cafeteria
Ashlynn Pieper	Cafeteria
Rhonda Gianfriddo	Before & After School Daycare
Jamie Parrott	Title I Math and Reading
Tiffany Steinhauser	Intervention Specialist
Linda Rodemich	Reading Recovery
Mark Kovachevich	Custodian
Kristin Eyler	Administrative Assistant, School
Lindsey Carrier	Administrative Assistant, School
Fr. Steven Arisman	Pastor
Liz Alonzo	Director of Religious Education
Sue Holbrook	Business Manager, Rectory
Krista Putman	Administrative Assistant, Rectory
Sara Reuschel	Director of Marketing for QCES

ST. FRANCIS SOLANUS TIMELINE (Updated 5/17/22)

SPIRITUAL:

- *Faculty Prayer at the Beginning of Each Meeting- 2013-2022
- *Morning and Afternoon Prayer, Prayer Intentions, Prayer at the End of Assemblies, and Prayer in the Lunchroom after Meals- 2013-2022
- *Principal and All Teachers Attended Diocesan Retreats at Blessing Conference Center/ Parish Center- 2013-2021
- *Principal and Some Teachers Attended Parish Retreat/Mission 2015- 2020
- *Prayer Tables Established in Every Classroom- 2015
- *Increased Catholic Identity in the School Hallways and Faculty Lounge- 2015
- *Incorporated Over-All School Theme for the Year, “Love God, and Love Your Neighbor as Yourself”-2015
- *Principal and Some Teachers Participate in the 3 Year Timeline of the Bible Study as Part of Catechist Enrichment- 2013-2015
- *Incorporated Over-All School Theme for the Year, “Trust in the Lord With All Your Heart”- 2016
- *Principal and Some Teachers Complete the Sacramental Program, “The Celebration of the Christian Mystery”- 2016
- *Priests in All Classrooms for Religious Instruction/ Prayer Services/ Faith Experiences- 2016-2020
- *Incorporated Over-All School Theme for the Year, “Anything is Possible with God”- 2016-2017
- *Incorporated Over-All School Theme for the Year, “This is the Day the Lord Has Made, Let Us Rejoice and Be Glad”- 2017-2018
- *Principal and Faculty Completed Coursework for “Forming Intentional Disciples”- 2017
- *Entire School Visited Nursing Homes and did Stewardship Projects as a Lenten Activity-2017-2019
- *Incorporated Over-All School Theme for the Year, “Forever Rely on God!”- 2018-2019
- *Incorporated Over-All School Theme for the Year, “I Can Do All Things through Him Who Gives Me Strength”/ We Are a SHARP School -2019-2020
- *Incorporated Over-All School Theme for the Year, “Thy Will Be Done” – 2020-2021
- *Incorporated Over-All School Theme for the Year, “I am the Vine; You are the Branches”-2021-2022
- *Blessing of the Back Packs Prayer Service- 2018-2021
- *Prayer Walk to Pray Throughout School Building- 2018-2020
- *Pet Blessing (Annual) – 2017-2022
- * Principal and 2 Teachers Attended the CSC Parish Retreat- 2018
- *Restored Order: Confirmation in 3rd Grade-2019
- *On-Line Daily Mass/Sunday Mass- 2021
- *Third Grade Students will travel over to the Cathedral in Springfield for the Sacrament of Confirmation and First Holy Communion- 2022

ACADEMICS:

- *Grant Funding Acquired (\$30,000) to Update Textbooks in the Areas of K-3 Science Fusion, Grades 4, 5, and 6 English, Grades 6, 7 and 8 Math- 2013
- *Regular Monthly Faculty Meetings- 2013-2014
- *Provided Detailed Teacher Formal Evaluations with Affirmation Letters- 2013-2022
- *Created a Detailed Curriculum Binder for Grades K-8 to use as a Resource for Prospective Parents- 2013-2022

- *Grant Funding Acquired (\$35,000) to Update Textbooks in the Areas of Grades 4, 5 Science Fusion, Grade 6 English, K-5 Go Math, Professional Development and Hired an Intervention Specialist to Work with Students that have IEP's and 504's- 2014-2015
- *Regular Weekly Faculty Meetings- 2014-2022
- *Established Weekly Grade Checks for Athletes (As well as Quarterly Deficiency Reports for All Students)- 2013-2022
- * iPads for all 8th Grade Students- 2014
- *Chrome Books were purchased for 7th Grade- 2015
- *New P.E. Equipment was purchased with Memorial Funds- 2015- 2016
- *Curriculum Mapping was Established for English Language Arts- 2015
- *iPads for all 7th Grade Students- 2015, Chrome Books moved to 6th Grade Students-2015
- *Genius Hour, Student Council, and Kindness Club Established- 2016
- *Grant Funding Acquired (\$30,000) for Marketing, Intervention Specialist, and Youth Group- 2016
- *iPads for Grades 6, 7, 8 and Chrome Books moved to Grades 4 and 5- 2016
- *Guided Reading Books for Grades K-4, purchased with \$20,000 donation- 2017
- *Social Studies Discovery Education Tech Book Purchased-2017
- *Spanish Offered to Grades 6-8 Once a Week- 2017
- *Updated iPads for 8th Grade Students with \$10,000 donation- 2017
- *New Software Program for Library/ Catalog and Distribution/ New Scanner System-2017
- *6th Grade Class Participated in BizTown with Junior Achievement- 2017-2019, 2022
- *Purchase of ALEKS Math Enhancement Program for Grades 6-8- 2018-2022
- *Purchase of REFLEX Math Enhancement Program for Grades K-5 -2019-2022
- *Curriculum Mapping completed for the Science Curriculum- 2019
- *Grant Funding Acquired (\$20,000) for Intervention Specialist-2018
- *Grant Funding Acquired (\$3,000) for STEM Enrichment Class offered to 7th Grade Students-2018
- *New Novels Purchased for Grade 6-2018-2019
- *Golden Apple Award for 2nd Grade Teacher- 2019
- *Grant Funding Acquired (\$40,000) for Reading Recovery- 2019-2022
- *Grant Funding Acquired (\$30,000) for Intervention Specialist, and New Science Materials 6-8th – 2019-2020
- *Grant Funding Acquired (\$6,000) for Family Dinner Project- 2019-2020
- *Grant Funding Acquired (\$5,000) for Curriculum Mapping- 2019-2022
- *Curriculum Mapping Completed for Social Studies-2020
- *Grant Funding Acquired (\$30,000) for Intervention Specialist, and PreK-2 Science Textbooks and Materials- 2020-2021
- *New Assortment of Books Added to Guided Reading Materials (purchased with Title Funds)- 2019-2023
- *New Title 1 Math and Reading Resource Materials (purchased with Title Funds) 2020-2023
- *Google Virtual Reality 3-D Purchased for Social Studies Classes- 2019
- *Curriculum Mapping Completed for Math -2021
- *Golden Apple Award for 4th Grade Teacher- 2020
- *Grant Funding Acquired (\$30,000) for Intervention Specialist, 6-8 Math, and PreK-4 Social Studies-2021
- *Distance Learning- All Students are now 1:1 with Technical Devices-2021
- *MAP Testing – Implemented 3 Times a Year: Fall, Winter, and Spring-2021
- *Curriculum Mapping Completed for Math-2021
- *ISBE/Diocesan Review Completed and Passed for 2021
- *Grant Funding Acquired for K-5 Big Ideas Math, Intervention Specialist 2022-2023

BUILDING AND GROUNDS:

- *Boiler Replacement- 2013-2014
- *2nd Floor Restroom Renovation- 2013-2014
- *Entire School Summer Cleaning- 2014-2022
- *Student Older Files Weeded and Organized- 2014-2022
- *West Parking Lot Spaces Numbered to Assist Fire Drill Locations- 2014
- *Updated Faculty Lounge with New Furniture-2014
- *New Trophy Case to Display Older Treasured Trophies- 2015
- *Seasonal Décor/ Benches Added for the Outside of the School- 2015-2016
- *New Desks were Purchased for the 6, 7, 8 Math Classroom- 2015
- *New Desks were Purchased for the 6, 7, 8 English Classroom- 2015
- *Tuesday Club Room was Renovated and Turned into a Play Area/ Game Room- 2015
- *Kindergarten Play Equipment was Repainted (after a fire and new gravel replaced the rubber mulch)- 2015
- *New Desks for a 3rd and 5th Grade Classroom- 2015
- *Building Stars Contracted for Cleaning Services- 2015
- *Floors Refinished in Several Classrooms, Library Painted -2015-2016
- *New Chairs for Library, Purchased with \$2,000 Donation- 2017
- *New Painting in 6th-8th Hallway, and Entry Way- 2017
- *Lockers in 6th-8th Hallway-2017
- * 3rd Floor Restroom Renovation- 2017
- *Mission Statement Banner Purchased for Front Lobby and 3rd Floor- 2017
- *New Desks were Purchased for 4th Grade Classroom- 2017
- *New Cleaning Crew Contracted for Cleaning Services- 2017
- *New Painting of 3rd Floor- 2018
- *New Chairs for Computer Lab, Purchased with Memorial Donation- 2018
- *Lead Testing for All Consumable Water Sources, Modifications Made if Needed to Comply- 2018
- *New Chairs for Faculty Lounge, Purchased with Kleinlein Memorial Donation- 2018
- *New Awning- Holy Name Donation-2018
- *New Bench and Landscaping Donated by Graduating Class- 2019
- *New Garden Tower in Cafeteria- 2019
- *New Storage Shed for Outdoor Toys- 2019
- *Classroom Floors Restored, Rooms Painted- 2019-2020
- *New Carpet Purchased for the Music Room- 2019
- *New Games Painted on Sidewalk in Front of School for Recess- 2019
- *New Painting of Kindergarten Room, 6-8 Math Room, 2nd and 4th Grade Rooms, and Computer Lab Remodeled- 2020-2021
- *New Isolation Area Constructed for Ill Students- 2020
- *COVID Safety Signs, Direction Arrows, Markers for Desks 6 Feet Apart- 2020
- *Plexiglas Dividers for Reading Tables in Various Rooms-2020
- *Bottle Fillers on Fountains on all 3 Floors-2020
- *Street Closure on College Avenue for Safety of Students- 2021
- *Updated Computer Lab-2021
- *Parking Lot Resurfaced – 2021
- *West Parking Lot Re-done and Resurfaced- 2021
- *Additional Parking Added on College Street- 2021
- *New Buddy Bench, in honor of Judy Patterson- 2022

SAFETY:

- *Fire Extinguisher Professional Demonstration/Participation by Fire Department for Faculty and Staff- 2013, 2018
- *Smoke House Demonstration by Firefighters for Grades 3 and 5- 2013-2021
- *Created Code Red Evacuation to Quincy University Policy- 2014 (Evacuation Plan Practiced Annually)
- *Updated Fire Drill Procedure, Using Red and Green Cards, Walkie Talkies for Better Communication and Better Routes for Students- 2014
- *All Teachers and Visitors are Required to Wear an ID Badge- 2014-2022
- *All Parents and Visitors are Required to Sign In- 2014-2022
- *Self-Defense Classes Taught by Professional, Robert Bentley for Faculty and Staff- 2014, 2018
- *Safety Drills/ Rapid Response Training by Quincy Police Department for Faculty and Staff- 2014-2016
- *Safety Emergency Bags (Including bandages, first aid supplies, etc.) for Every Classroom-2014
- *Safety Emergency Buckets (Including items for a portable restroom) for Every Classroom- 2014
- *Lunch Hour Divided into 3 Sections for Fewer Students on Play Ground- 2015
- *Several Teachers and Staff participated in CPR/AED Training- 2015, 2020
- * Enhanced Security System- Phones in Every Classroom, Keyless Entry, Additional Cameras- 2016
- *Fire Alarm System Replaced and Enhanced- 2016
- *Crisis Plan Established and Implemented with Police and Fire- 2015-2021
- *New Parking Lot Safety Features-Supervised Crosswalk, Traffic Signs, Temporary Fencing- 2016
- *Student Crossing Guards Trained- 2016-2022
- *All Faculty, Staff, Parents Wear Safety Vests While Supervising Children Outside- 2017-2022
- *Detailed Recess Rules Created for Supervising Parents- 2017
- *Safety Committee Established for Parish/School- 2018
- *Principal Attended an Administrative Academy on School Safety- 2018
- *Safety Backpacks that Contain Bandages, Gloves, Emergency Phone Numbers for Playground Areas- 2018
- *Relocating Students to Grassy Lot behind Parish Rectory for Recess Instead of the Street- 2018
- * Stop Sign added to 17th and College Intersection to Slow Traffic in front of School -2018
- *Bull Horns Purchased for Rapid Re-Entry -2019
- *Principal Participated in Administrative Academy on Mental Health and Wellness for Schools- 2019
- *New Security Cameras Added to the St. Francis Solanus Church, Grassy Lot- 2019
- *All Teachers and Staff Required to Participate in Asthma Training- 2020-2022
- *All Teachers Participated in First Aid Training-2020
- *Temperatures Taken Before Entering/Masks Worn by All Who Enter/ COVID-19 Safety Guidelines- 2020
- *New Safety Plan Implemented for COVID-19- 2020
- *New Drop Off and Pick-Up Procedure for Parking Lot-2021
- *Additional School Zone Signs on 17th Street for Safety- 2021
- *Updated Law Enforcement Drill (Public Act 102-0395)- 2021

FINANCE:

- *Purchase Ordering System Used in the Office for Better Organization- 2013-2022
- *\$15,000 Scholarship Fund Established Through a Donor- 2014
- *Over \$100,000 Scholarship Fund Established Through a Donor- 2015
- *Faculty Input on Budgetary Process-2015-2022
- * Personal Thank You Notes Written for Various Donations- 2013-2022

- *Principal Involved in School Budgetary Process-2016-2022
- *Budgetary Process Specified- Several New Line Items Created- Field Trips, Special Events, Professional Development, Long-Range Planning- 2017
- *Hot Lunch Items Purchased in Bulk with Other 4 Catholic Schools for Better Pricing- 2017
- *FACTS Tuition Assistance On-Line- 2018
- *12 Little Angels Tuition Assistance Fund Over \$14,000- est. 2019 (On-going assistance)
- *Parish Business Manager Assisting with Billing for the School-2019
- *On-Line Monthly Statements of Lunch Bills-2019-2020
- *On-Line Monthly Statements of Pre-School Bills-2020
- *On-Line Monthly Statements of Daycare- 2020

ORGANIZATION:

- *Established a “Taking Care of Business” Day in August for Forms Completion for Families- 2013
- *Established a Seating Chart for All School Masses- 2013
- *Created an Internal School Calendar with All Important Dates on a Monthly Basis- 2014
- *Class by Class Dismissal for Assemblies- 2013-2022
- *Assisted in Creating a 5 Year Long-Range Plan for the School that Focuses on Catholic Identity, Finances, Marketing and Enrollment, Building and Grounds, and Academics- 2015, 2020, 2022
- *Prepared Files and Materials for an Illinois State Board of Education / Diocesan Review – 2013-2015, 2019-2021
- *Cleaning and Organizing Storage Areas of School (Faculty Workroom, Balcony in Gym, Children’s Clothes Closet, Book Storage Room, Parking Lot Shed, etc.) 2016-2022
- *New School Board Policy Manual Created- 2016 (Updated, 2020, 2021)
- *Established a Gym Usage Policy- 2017
- *Established Rules for 8th Grade Trip, and Locker Usage- 2017
- *Established an Admissions Check List for Visiting Families-2017
- *Online Enrollment -2019
- *Established Substitute Binders- 2019
- *Established a Detailed Wellness Policy Including Concussion Protocol, Asthma Training, Covid-19, and Medical Marijuana Use- 2020
- *Created a New Purchase Order System for Tracy Family Foundation Grant Funds-2021
- *Created a New Digital Curriculum Advisory Committee -2021-2023

COMMUNICATION:

- * School Reach is frequently used to Inform Parents of Important Information, Such as School Closings, or Other- 2013-2015
- * Parent Letters are sent in Mid-Summer and at Other Times to Inform Parents of Calendar, Policy Changes, Important Information- 2013-2022
- *Principal leads Student/Faculty Assemblies, School Christmas Programs, and Other School Events as the Leader of the School-2013-2022
- *Principal provides Morning and Afternoon Announcements over the PA system to Inform Students, Staff, and Teachers of Important Information 2013-2022
- *School Stationary and Business Cards were developed with St. Francis Logo to Represent the School- 2014
- *Updated Student/Parent Handbook and Incorporated Required Diocesan Policies-2014-2022
- *Updated Faculty Handbook and Incorporated Required Diocesan Policies -2015-2022

- *Frequent Articles in the Parish Bulletin to Inform Community and Parish Members of School Activities- 2013-2022
- *Weekly Newsletters to Parents about Important School Information- 2013-2022
- *RenWeb is Established to Improve Parent Communication- 2016
- *Electronic Newsletter is Created by 6th, 7th, 8th Grade Students- 2016
- *School Stationary and Business Cards are updated with New Logo Provided by Marketing Team-2017
- *School Website is Updated with Curriculum Information-2019
- *Social Media Page (Facebook) is Created by Teachers for St. Francis School- 2019
- *New Family Packet is Created to Help Families Adjust to St. Francis-2019-2020
- *Weekly Parent Letters Sent by Principal During Distance Learning for Parent Communication-2021
- *Virtual Open House and Parent Teacher Conferences- 2021

MARKETING AND ENROLLMENT:

- *Largest Enrollment Increase in the Area Catholic Grade Schools in 2013-2015
- *Open House Program Provided Parent and Student Witness, Student Guides, Financial Aid Information, Refreshments, and Principal and Pastor Greetings- 2013-2018
- *Marketing Materials Ordered (Cups and Lanyards with the St. Francis Logo) to Promote the Image of the School- 2015
- *New Marketing Materials- Logo, Tag Line, Branding Rules Were Developed as Part of the 5 Year Plan- 2016
- *New Mission Statement Adopted- 2016
- *New Marketing Video Created-2017-2018
- *Christmas Cards Designed and Ordered to Send to Donors as a Thank You for Their Support All Year- 2017
- *Large Banner Display Inside School Lobby of Revised Mission Statement- 2017 (Second Floor, 2018)
- *New Folders, Inserts, Business Cards for Visiting Families- 2018
- *New Marketing Materials as Gifts for Visiting Families (cups, rulers, pens, sunglasses, balls, post-it notes, keychains, mugs, pencils)- 2018
- *New Business Cards for Faculty and Staff- 2018
- *New QCES Marketing Video Created- 2019
- *New Sign to Advertise School Events- 2019-2020
- *Read Night Established With Guest Readers to Market School- 2019-2020
- *Family Dinner Project- 2 Dinners Held to Market School-2019-2020
- *Fine Arts Night Established to Engage Families- 2020-2021
- *New QCES Commercial Created to Market All Schools- 2020
- *New Banners Purchased and Displayed to Advertise PreK Enrollment- 2021
- *Long-Range Plan Developed by the Leadership Team Committee – 2019-2022

DISCIPLINE:

- *Established a Specific Discipline Policy with Behavior Plans and Detention Forms for Teachers to Use to Correct Student Behavior- 2014
- *Supported Individual Teacher Reporting for Various Students to Monitor Behavior- on a Daily Basis -2014-2022
- *Sent Letters, Parent Phone Calls, Held Parent Meetings when Necessary to Help Remediate Student Behavior- 2013-2022
- *Pro-Kids Assembly Held to Foster “People Respecting Others” Goals in the School- 2016
- *New School Wide Behavior Policy Implemented- 2016

- *Students (5th -8th grade) travel to QU Chapel to listen to Speaker, Ray Heilmann, on the topic of St. Francis, Inclusion, Acceptance and Bullying- 2017
- *SHARP Theme (Self-Control, Honesty, Appreciative, Respectful, Prayerful) to Encourage Proper Behavior- 2019-2020
- *A Team of Teachers and Principal Trained on VBRD (Virtue Based Restorative Discipline) with Lynne Lang -2021-2022
- *Teachers and Principal Trained on “Tips for the Challenging Child” through Professionals from Chaddock School- 2021-2022
- *Trauma Team in place from Training with Chaddock Professionals- 2021

PROFESSIONAL DEVELOPMENT:

- *Principal and Some Teachers Attended an All-Day Technology Observation at Brown County Schools-2013
- *Principal and All Teachers Attended an In-Service on Common Core- 2013
- *Principal and Some Teachers Attended an In-Service on Common Core in Action at Brown County- 2013
- *Principal and Some Teachers Attended an In-Service on Differentiation, Sponsored by QPS – 2013
- *Principal Attended an In-Service on Technology at the Diocese of Springfield- 2014
- *Principal Participated in a Principals’ Networking Webinar: Technology in Our Schools- Revisited- 2014
- *Principal Participated in a Webinar “It’s an iPad World, So How Do I Live, Teach, and Lead in It?”- 2014
- *Principal Attended an In-Service on Iowa Assessment Testing Training at the Diocese of Springfield- 2014-2017
- *Teachers Attend Reading Conference- 2013-2021
- *Some Teachers Attended the Technology Conference in Springfield and St. Louis- 2013-2019
- *Principal and Some Teachers Attended a 2 Day Technology/School Observation In-Service in Kansas City at Turner School District -2014
- *Principal and All Teachers Attended a Safety In-Service at Quincy Public Schools, “Safe Schools and Healthy Children”- 2014
- *Principal and All Teachers Attended the DAEC Conference in Decatur- 2014-2019
- *Principal and All Teachers Participated in a Webinar by the Diocese of Springfield on Reading Iowa Basic Tests- 2014-2016
- *Principal Attended 2 Day Diocesan Leadership Retreat in Springfield- 2013-2016
- *Principal Attended 1 Day Diocesan Leadership Retreat in Springfield- 2017-2020
- *Principal and All Teachers Attended an In-Service on ADHD and Sensory Issues- 2015
- *Principal and All Teachers Attended Quincy Conference 2.0 - 2015-2019
- *Several Teachers Attended the Technology In-Service held in Brown County on Smart Boards- 2016
- *Several Teachers Attended In-Services such as: What Great Educators Do Differently, CEC Chapter 99, METC Conference, Early Childhood Interventions, Illinois Reading Council, IETC Conference, Children’s Literature Across the Curriculum, DAEC- 2016-2019
- *Teacher Attended Google Boot Camp Level 1 -2017
- *Principal and All Teachers Attended the National Catholic Education Association Conference (NCEA) in St. Louis- 2017
- *Principal and All Teachers Attended Diocesan Regional Retreat- 2013-2021
- *Principal and All Teachers Attended Rick Wormeli In-Service on Standard-Based Grading- 2018

- *Principal Attended Administrative Academy, “School Security: A Proactive and Holistic Approach”- 2018
- *Principal and All Teachers Attended a Google In-Service on Virtual Reality- 2018
- *Principal Attended Administrative Academy, “Responding to Crisis: Attending to Mental Health and Wellness in Schools Today”- 2019
- *7th Grade Teacher Attended a JDO Conference in Rome- 2019
- *Principal and All Teachers Attended an In-Service on Facebook Basics (Presented by Marketing Director of Blessing Hospital) 2019-2020
- *PreK and Kindergarten Teachers Attended Kindergarten Conference -2019-2021
- *All Teachers Attended an In-Service on MAP Assessment with QCES Teachers- 2020-2022
- *All Teachers Attended an In-Service on “Raising the Challenging Child” and Trauma with Chaddock Teachers- 2021-2022
- *A Teacher Attended the Illinois Education and Technology Conference (IETC) as a virtual participant - 2021

PERSONNEL:

- *Hired a New Principal- 2013
- *Hired a New Secretary- 2013
- *Hired an Additional Maintenance Man- 2014
- *Hired a New Social Studies Teacher- 2014
- *Hired a New Technology Person - 2014
- *Hired a New Second Grade Teacher - 2014
- *Hired a Cafeteria Supervisor- 2015
- *Hired an Intervention Specialist to Assist IEP and 504 Students- 2015
- *Hired a New Pre-K, Social Studies, P.E., 4th, 5th, Kindergarten Teacher and IT Person, 2015-2016
- *Hired a New 2nd Grade Teacher, and Intervention Specialist, Head Cook- 2017
- *Hired a New Music Teacher, 3rd Grade Teacher, 6-8 English Teacher, 6-8 Religion Teacher, Kindergarten Teacher, Maintenance Man- 2018
- *Hired an additional 6-8 English Teacher, and an additional Cook- 2019
- *Hired a 6-8 Math Teacher, 6-7 ELA Teacher, Intervention Specialist, Assistant Cook, Cafeteria Manager, and Attendance Secretary- 2020
- *Hired a 3rd, 4th Grade Teacher, Intervention Specialist, PreK Aide, 6-8 Religion Teacher and new cook- 2021
- *Hired an Intervention Specialist, Daycare Supervisor, and Principal- 2022

COMMITTEES: (PRINCIPAL IS AN ACTIVE MEMBER)

*QCES Leadership Team Committee 2013-2022 2013-2016	*QCES Technology Committee
*Home and School Association 2013-2018 2019	*Parish and School Safety Committee-
*Parish Oversight Building Committee 2013-2015	*THINK Tank Committee- 2019
*Parish Council 2013-2021 2019-2022	*Parent Teacher Organization –
*IESA Athletic Committee 2013-2016	
*School Board, Area Principal Meetings, Faculty Meetings 2013-2022	
*Parish Staff Committee 2013-2022	
*Long-Range Planning Committee 2014-2016, 2019-2022	

TABLE OF CONTENTS

St. Francis Solanus School - Faculty and Staff	2	What is bullying?	27
ACKNOWLEDGEMENTS	15	What is cyberbullying?	28
MISSION STATEMENT	15	Harassment	28
OUR VISION	15	Catholic School Instructional Arrangements	29
OUR STORY	15	Care of Property	29
OBJECTIVES	16	Cell Phones (DP 4311)	30
PHILOSOPHY	16	Change of Address	30
ST. FRANCIS SCHOOL POLICIES	16	Communication	30
Our Values	16	Phone Calls	31
Academic Expectations/Goals	17	Conduct (Inside/Outside of School)	31
Administrator	17	Conflict Resolution	31
Admissions	18	Crisis Management Plan	32
Age Requirements For Admission	18	Daily Schedule	32
Statement on Non-Discrimination	20	Discipline	32
Students with Disabilities:	20	St. Francis Solanus Discipline Policy	32
Agreement To Abide by the Handbook	20	Behavior Expectations	33
Arrival, Attendance, Absences Procedures	21	• Cheating	33
Student Arrival	21	• Bullying	33
Tardy	21	• Threats	33
Truancy	21	• Gum Chewing	34
Documentation	21	Cafeteria Rules	34
Attendance	21	Playground Rules	35
Absences	22	Detention	35
Checked Out	22	In-School Suspension	35
Leaving During the School Day	22	Suspension	36
Vacation During the School Year	22	Expulsion	36
Record Keeping for Absences	23	Dismissal	37
EXTENDED CARE	24	Dress Code	37
Asbestos Management Plan	26	Girls	37
Assaults on School Personnel	26	Boys	38
Birthday Celebrations/Holiday Parties	26	Everyone	38
Bloodborne Pathogens Control Plan	27	Non-Dress Code Days	39
Books-School-Owned Texts, Novels, Etc.	27	Dress Code Violations	39
Bullying/Harassment Policy (DP #4310)	27	Drop Off and Pick Up Procedure	39
		Arrival	39
		Dismissal	39

Bus Transportation	40	Dispensing of Medications	49
Bicycles	40	Medical Marijuana	50
Other Transportation	40	Fever/Vomiting	50
Drugs/Alcohol/Tobacco Products	40	Head Lice	50
Drug/Firearms Violations	41	Health Records and Immunizations	51
Educational Program	41	Illinois Sex Offender Registry	51
Electronic Toys/Devices	41	Pregnancy/Parenting	51
Emergency Procedures	41	Abandoned Newborn Infant	51
Evaluation/Achievement/Grading Scale	42	Vision Examinations	51
Grading Scale	42	Vision and Hearing Screening	52
Honor Roll	43	Parent / Teacher Organization	52
Standardized Testing	43	Homework	52
Promotion and Retention	43	Homework for Absent Students:	52
Graduation	43	Hot Lunch Program	53
Extra-Curricular Activities	43	Lunch Ticket System	53
CYO Sports	44	Paying for Lunches	53
IESA	44	Lunch Food Items	54
PMO Band	44	Parents Playground Duty Obligations	54
PMO Choir	44	Playground Rules for Students &	
Scouting Programs	44	Supervisors	55
Field Trips	44	Outside Recess	55
8th Grade Trip	45	Integrated Pest Control Plan	55
Finances	46	Technology, Internet, and Social Media	56
Tuition	46	Acceptable Use of the Internet of Things	
Quincy Catholic Elementary School		(IoT)	57
2022-23 Tuition	46	Social Media	57
Tuition Payment Options	47	St. Francis School	57
Registration	47	Parents	58
Instructional Fees	47	Library	58
Technology Fees	47	Lockers	58
Financial Assistance	47	Lost and Found	59
Outstanding Finances Due	47	Non-Custodial Parents (DP #4303)	59
Tuition Reimbursement Policy	48	Parent Cooperation	59
Grievance Procedures	48	Parent Approval Form	59
Hall Passes	48	News and Articles	59
Health and Safety Policies	48	Classroom Instruction	60
Asthma Patients	49	Parent's Role in Education	60
Communicable Diseases	49	Personal Safety Training	61
Concussion Policy	49	Plagiarism	61
Dental Examinations	49	Police Questioning and Apprehension	61

Principal's Right to Amend the Handbook	62	Parent/Guardian Calling Form for Student Use	70
Religious Development	62	Release/Request Form for Standard Activity	71
FACTS ParentAlert Notification System	62	Release/Request Form for Hazardous Activity	73
School Board	63	Dress Code Communication	74
School Picnic	63	Notice of Dress Code Violation	74
School Property	63	Parents As Partners	75
School Supply List	64	Students As Partners	76
Search and Seizure	64	Health Forms	77
Service Hours	64	Request for Administering Medication at School and Release from Liability	77
Student Accident Insurance	64	Statement of Physician	78
Student Photos and Names	65	MEDICATION LOG	78
Student and Staff Support Services	65	Physician Request for Self-Administrator of Asthma/EpiPen Medication	79
Reading Recovery	65	Parent Agreement for Child to Carry and Self-Administer for Asthma Medication	80
Speech	65	Self-Administrator of Asthma Medication	81
TITLE I Programs	65	Concussion Information Sheet	83
Tutoring	65	The Quincy Catholic Elementary Schools Illinois Elementary School Association Handbook	84
Intervention Specialist	65	Who is St. Francis Solanus?	89
Student Records	65	St. Francis Solanus School History	90
Flagging Records-Missing Children	66		
Transfer of Student Records	66	Decree: Promulgating the amended Family School Agreement Policy	92
Student Service Opportunities	66	Catholic Diocese of Springfield in Illinois	95
Altar Boys and Girls	66	Catholic Diocese of Springfield in Illinois	96
Community Outreach	66		
Cafeteria Workers	67	DIOCESAN STUDENT HANDBOOK CHECKLIST	97
Use of School Grounds	67		
Visitors	67		
Volunteers	67		
Weather-Related Early Dismissal and School Cancellation	67		
Wellness Policy	68		
Wellness Policy Suggestions	68		
Healthful Food and Beverage Options for School Functions *	68		
Quincy Catholic Schools Sports Policy	69		
Ineligibility	69		

ACKNOWLEDGEMENTS

(Board Approved 3/11/2015)

It should be understood that although we have tried to cover several areas that are important in the administration of St. Francis Solanus School, a more comprehensive document should be referred to if the reader has additional questions. The “Handbook of Catholic Education Policies” is a comprehensive document developed by the Office for Catholic Education, Diocese of Springfield, Illinois. (Revised and effective September 2011.)

MISSION STATEMENT

To provide a Christ-centered academic environment that empowers students to serve God and others.

OUR VISION

For every child to reach their full spiritual, social, and academic potential so that they may become faithful servant-leaders in the world.

OUR STORY

St. Francis Solanus School is a special place where students, faculty, and staff are given the opportunity to live our Catholic faith each day. We strive to deliver the quality of education that inspires all families to send their children to our school. This is accomplished by collaboration between our parents and teachers, high academic and behavioral standards for our students, and maintaining a strong focus on our Catholic identity.

St. Francis Solanus School was established in 1862 as a Roman Catholic elementary school. Today we serve pre-kindergarten through eighth grade. We are centrally located in Quincy, Illinois, and next door to Quincy University, a Catholic, independent, liberal arts institution of higher learning in the Franciscan tradition. St. Francis Solanus School faculty members are academically qualified and highly motivated. All of our teachers are certified by the State of Illinois, or have a professional plan in place to become certified. Franciscan priests provide additional religious education to help develop students’ understanding of God and our Church.

Our focus at St. Francis Solanus School is on a well-rounded education that includes extracurricular activities and fine arts programming, as well as the spiritual, academic, moral, emotional, and physical growth of our students. By investing our time, talents, and treasures in our students, we can provide them the opportunity to become future leaders, molded in the teachings of Christ.

Academic preparation at St. Francis School emphasizes education of the whole child. To achieve this, our curriculum includes mathematics, science, social studies, language arts, and religion and is enriched with programs in physical education, technology, music, art, and library. Students regularly score above the national average on standardized tests.

Robust extra-curricular activities such as Building Club and the spring play allow students to develop their unique God-given talents and abilities. Students are encouraged to participate in athletics programs of the Catholic Youth Organization (CYO) and Illinois Elementary School Association (IESA), and instrumental and choral programs of the Parochial Music Organization (PMO). Students are also invited

to participate in active and excellent Boy and Girl Scout programs that help build character, train students in the responsibilities of participating in citizenship, and develop personal fitness.

At St. Francis Solanus School, we welcome all students and families willing to share our mission to provide a Christ-centered academic environment that empowers students to serve God and others. This includes students of any race, religion, color, national, and ethnic origin. Join us as we inspire faith, knowledge, and service in the leaders of tomorrow.

OBJECTIVES

Once the child is enrolled, parents agree to cooperate and communicate with, maintain interest in, and support the school in every possible way.

Self-discipline is basic to living and learning. Prayer, good example, positive encouragement, and firmness of purpose constitute the most effective means of instilling spiritual and moral values and are expected of everyone. Respect and reverence begin with God and oneself and extend to all other persons and things. Student participation and good behavior are essential to learning. Here at St. Francis, we hold as a high priority and value, the development of our children into mature, healthy, and competent worshipping Catholics. The end product of Christian education is the loving, intelligent person and the responsible citizen actively witnessing Christ in the world. Parents agree to send their child to school each day prepared to meet these objectives.

PHILOSOPHY

St. Francis Solanus School is a Catholic elementary school in the Springfield Diocese, which is dedicated to the educational missions of the Church – to proclaim God’s Message, to build community, to enter into prayer and worship, and to motivate to service.

ST. FRANCIS SCHOOL POLICIES

Our Values

FAITH

- Love for God and His church
- Christian ideals and virtues
- Participation in the Liturgy
- Scripture and Prayer
- Preparation for the reception of the Sacraments
- Christian community and love for others
- Devotion to Mary and the saints

KNOWLEDGE

- Thoroughness and excellence in all things
- Solid instruction, hard work, leadership, creativity, and responsibility
- Read fluently and with understanding
- Communicate clearly and correctly through speaking and writing for a variety of purposes
- Effective use and application of computational skills and mathematical concepts
- Effective use of scientific method and concepts
- Effective use of Technology and Remote Learning, when necessary

- Express creativity through fine arts
- Demonstrate personal and social skills needed for spiritual, physical, and emotional wellness
- Work both independently and cooperatively

SERVICE

- Love of God is basic to good citizenship
- Mutual respect
- A warm heart and helping hand
- Good manners
- Understanding of the democratic process, history, and cultural diversity needed to become active citizens within our country and the global community
- Demonstrate a respect for legitimate authority in the school and community
- Kindness, honesty, integrity
- Every child has unlimited potential for goodness, happiness, and life

Academic Expectations/Goals

In order to achieve the mission of St. Francis Solanus School, students will:

- ◆ Model their lives on the teachings of Jesus through prayer, respect for life, the practice of self-discipline, responsible decision-making.
- ◆ Participate in the life of the Church, especially in the Sacraments, liturgy, and service.
- ◆ Demonstrate knowledge of Catholic Church teachings, traditions, and history.
- ◆ Demonstrate the ability to read fluently and with understanding.
- ◆ Demonstrate the ability to communicate clearly and correctly through speaking and writing for a variety of purposes.
- ◆ Demonstrate the effective use and application of computational skills and mathematical concepts.
- ◆ Demonstrate the effective use of scientific method and concepts.
- ◆ Exhibit the knowledge of our country's democratic process, history, and cultural diversity. needed to become active citizens within our country and the global community.
- ◆ Express themselves creatively through fine arts.
- ◆ Work both independently and cooperatively.
- ◆ Demonstrate the personal and social skills needed for spiritual, physical, and emotional wellness.
- ◆ Demonstrate a respect for legitimate authority in the school and community.

Administrator

The Pastor is the Chief Administrator of the school and parish. In addition, he is responsible for the maintenance of an effective religious education program for the school. The immediate direction of the school and its instructional program is delegated to the Principal. To assure effective communication between the school and home, the correct line of communication to be followed is **Teacher-Principal-Pastor**. The Principal has the right to amend all policies and procedures, in cooperation with the Pastor, at any time during the year.

Admissions

St. Francis Solanus Admissions Policy

St. Francis Solanus Catholic School accepts only students who desire both religious and academic formation. St. Francis Solanus Catholic School admits students in accordance with all policies established by the Diocese of Springfield as outlined in the “Handbook of Catholic Education Policies.” In choosing to attend St. Francis Solanus, parents pledge their full cooperation to the school in preparing our students to be disciples of Jesus Christ. It is our collective responsibility to nurture students in their faith journey.

St. Francis Solanus Catholic School admits eligible students of any race, color, gender, national origin, ethnic origin, and disability, which can be reasonably accommodated, in the administration of its educational policies, admission policies, scholarships and loan programs and athletic and school administered programs. Students with disabilities will be accepted on a case-by-case basis in order to evaluate the capacity of the school to meet the needs of the student.

For all applicants, the following information will be taken into consideration for possible admittance to St. Francis Solanus:

- Academic Readiness (Kindergarten)
- Previous academic records
- Previous attendance records
- Previous behavior records
- In good standing, including financials, upon exit from previously attended school

If the information gathered indicates that St. Francis Solanus does not have the educational program which best serves the needs of the student, the student will not be accepted.

Upon acceptance, a comprehensive set of school records from the previous school is required as part of the enrollment process. The following documents are also required: an official, certified birth certificate, baptismal certificate (if Catholic), current immunization record and proof of required medical exams including dental and vision. The school notifies the parents or guardians that such documentation must be submitted within 30 days of enrolling the student.

Age Requirements For Admission

A student entering kindergarten must be 5 years of age by September 1 of that year. An official birth certificate and a Baptismal certificate must be presented at the time of registration unless the child was baptized at St. Francis Solanus Church. The school notifies the parents or guardians that such documentation must be submitted within 30 days of enrolling the student. A student entering first grade must be 6 years of age by September 1 of that year.

Early Admission Policy:

Students not fulfilling the age requirement for kindergarten or first grade may be considered for early admission if they meet the required criteria. In order to qualify, the student would need to have adequate

testing, and the classroom teacher would then determine if the child has sufficient maturity and the necessary skills to enter kindergarten/first grade. The child would then be allowed to begin kindergarten/first grade and would be monitored for six weeks. After that, a conference will be held and the school will recommend whether the student continues in that grade or returns the following year. It is the responsibility of the parents to arrange for the testing. Normally, early admission is not encouraged.

Registration Policy:

St. Francis Solanus School tries to limit class sizes to 25 students. Therefore, we will register students in the following priority:

1. Those who are participating St. Francis parish members with a sibling at St. Francis School.
2. Those who are participating St. Francis parish members and are new to our school.
3. Those who are not participating St. Francis parish members with a sibling in St. Francis School.

ELIGIBLE STUDENTS:

A. Children of parishioners or legal guardians who:

1. Are registered in the parish.
2. Have an active and financial commitment on record with the parish.
3. Are willing to cooperate with the school by supporting the staff, policies, and procedures.

B. Children of new parishioners or legal guardians who:

1. Satisfy requirements 1, 2, & 3 of A above.
2. Produce Baptismal certificate, if not baptized at St. Francis.
3. Produce birth certificate at the time of registration.

C. Children of non-parishioners or legal guardians with the consent of the Pastor and the Principal of St. Francis.

1. Catholic

- a. Payment of charged tuition.
- b. Are willing to cooperate with the school by supporting the staff, policies, and procedures.

2. Non-Catholics

- a. Payment of charged tuition.
- b. Are willing to cooperate with the school by supporting the staff, policies, and procedures.

Once admitted to St. Francis Solanus, continued enrollment in our school will be based upon the fulfillment of all academic, financial and other required obligations of both students and parents. For students entering from a non-certified private school or from a homeschool, St. Francis Solanus Catholic School reserves the right to complete an evaluation to determine proper placement.

Statement on Non-Discrimination

In accordance with the Diocese of Springfield in Illinois St. Francis Solanus School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in Administrator of its educational policies, admission policies, scholarships and loan programs, and athletic and school administered programs. Appropriateness of educational programs, students in good standing, and/or the availability of space may be legitimate factors affecting admissions. A student's enrollment status may be changed or discontinued at any time during the year, as determined by the Principal and the Pastor. It is a privilege, not a right, to attend St. Francis School. Transfer students must be in good standing as indicated on our records transfer form to continue enrollment. Furthermore, we do not discriminate against immigrant children lacking in legal status.

Catholic School does not discriminate against immigrant students lacking legal documentation/status, via Plyler v. Doe.

From the ISBE probe for reviews:

E3(b) Relevant case law including *Plyler v. Doe*, 457 U.S. 202, 102 S.Ct. 2382 (1982)

Students with Disabilities:

St. Francis Solanus School shall do everything in its power to provide Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. Present state statutes require that public school districts accept part-time attendance, via dual enrollment procedures, students who are enrolled in non-public schools and who are in need of special education and related services not available in the non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school. Children with physical limitations will be decided upon on an individual basis, depending on the severity of the disability. St. Francis students must live within the Quincy Public School district to qualify for dual enrollment.

Agreement To Abide by the Handbook

The *St. Francis Solanus School Student and Parent Handbook* contains the school's policies and procedures which pertain directly to the students and parents of St. Francis Solanus School and are in conformity with the Diocese of Springfield. The school is in compliance with the Illinois school code as well. The handbook is updated yearly and may change from one year to the next.

Since support to the entire educational process of St. Francis Solanus School is essential for the success of the students, students and parents need to be familiar with and follow the policies and procedures. Therefore, all students and parents are asked to sign a statement to show that they have read the handbook and agree to follow the school's policies and procedures. This form will be kept on file for the duration of the school year.

Arrival, Attendance, Absences Procedures

Student Arrival

School begins at 8:20 a.m. Students are not to arrive before 8:00 a.m. (unless they are enrolled in the *Before and After School Program*. *If enrolled, please use the West Lot entrance*). Students arriving between 8:00 a.m. – 8:10 a.m. are to go directly to the cafeteria. The school doors will open at 8:00 a.m. PreSchool begins at 8:20 for both age groups.

Tardy

Students who arrive at school after 8:20 a.m. (except for bus riders) will be marked as tardy. Students who arrive after the morning bell within the first 40 minutes (up until 9:00 a.m.) of the instructional day are recorded as tardy. (Students who arrive after 9:00 a.m. will be recorded as ½ day attendance/absent.)

Please note: 4 tardies equals one day inexcusable absent, 9 inexcusable absences will result in the Attendance Officer of the Regional Office of Education being contacted, and students absent more than 18 days will be considered for retention. Students are expected to attend the 8th grade class trip, as it is NOT considered a free day. The end-of-year school picnic is also a day of attendance, and students are expected to go. It is not a free day.

Truancy

The Attendance Officer may be called regarding students who have a pattern of chronic or excessive tardiness or absenteeism.

Documentation

A written note **MUST** be on file for any appointment (doctor, dentist, other) and a physician's note **MUST** be on file for 3 consecutive days of absences, including chronic absences.

Attendance

The school requires students to attend **daily** during the entire regular school term. Daily attendance is required by St. Francis Solanus School and is essential to the students' academic growth. Further, it is the law! Since absence from school interferes with his/her progress, parents are asked to cooperate in keeping absences at a minimum. Daily attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life. Each class or each day your child misses school is a day that cannot be fully made-up. Made-up assignments cannot fully recover what was said and actually taught during the class period. If your child is doing poorly in her/his schoolwork, poor attendance might be the first place to begin an improvement.

If it is necessary to take a child from school for an appointment, the parent or designated person taking the child must report to the office to sign the student out when *they* leave the premises. When a student has returned to school, the parent/guardian must also report to the office to sign the student in.

Students who develop a pattern of chronic tardiness or absenteeism may be referred to the Attendance Officer of the Regional Office of Education. The combination of unexcused absences and tardies constitutes the definition for truancy. If the number of absences/tardies equals or exceeds 5% of the school year (approximately 9 days), it is considered excessive by state standards. If truancy is chronic, a truancy officer must be contacted according to state law. Students need to arrive at school **by 8:20 a.m.** After 9 absences, the teachers and administration reserve the right to determine whether or not a student

may attend school sponsored activities based on his/her attendance record. School sponsored activities include but are not limited to field trips, fine art events, athletic events/contests, etc.

Absences

Please call the school office (222-4077) between **7:30 a.m. and 8:20 a.m.** if your child will be absent for the day. Because we are concerned about our students' safety, parents **MUST notify the school by 8:20 a.m.** when their child is absent. If the school is not notified by 8:30 a.m. that their child will be absent, the school will call the parent.

St. Francis Solanus School abides by the following guidelines set by the Illinois State Board of Education for absenteeism.

- ❖ A **full day** of instruction is considered to be 300 minutes (5 clock hours) or more. A student who is present 300 minutes or more for instruction each day is claimable for a full day of attendance.
- ❖ A student who is present 150-299 minutes for instruction each day is claimable for **one half day** of attendance.
- ❖ A student who is present 0 to 149 minutes for instruction each day is not claimable for attendance.
- ❖ Any student who misses **two and ½** instructional hours of the school day will be marked as **½ day absent**.

(Minutes of instructional attendance do not include lunch/recess, and are per Illinois School Code.)

Please note: *Students absent more than 18 days may be considered for retention.*

Checked Out

A student is considered **CHECKED OUT** if he/or she is gone to an appointment for 40 minutes or less of instruction time. If a student is gone 41 minutes or longer during instructional time, the student is marked as a ½ day absent.

Leaving During the School Day

Students who must be excused for appointments during the school day must bring a written notice, in advance, stating the time and reason for the absence. Students must be signed out in the office by a parent or guardian and must sign in at the office upon return. Students who leave during the school day due to illness must also be signed out by the parent or guardian who picks him or her up. Parents who are picking up students during the school day for any reason should report to the main office upon arrival.

Also, see *Drop Off and Pick-Up Procedure* for additional information.

Vacation During the School Year

Vacations during the school year are **highly discouraged** and are considered as an ***unexcused*** absence. If a vacation must be taken causing a student to miss several days of school, please notify the teacher(s) and the office prior to the vacation. A parent or guardian must send in a hand-written note, signed with details of why the student will be absent. We cannot accept verbal communication from a *student* regarding an absence. If possible, the teacher **may** give a portion of the assignments in advance. Teachers are not required to give assignments in advance for vacation purposes. (Any homework given in advance is due upon the date of return.) The majority of the assignments, however, will be issued upon the return of the

student so that the teacher is present to give the appropriate instruction and explanations.

Record Keeping for Absences

All absences are recorded as ***excused, unexcused, or truant***. The Principal may use his/her discretion in all matters of attendance. (All absences - excused or unexcused and tardies are recorded on the report card, FACTS and in a student's permanent record.)

A definition of a valid cause for absence in accordance with Section 26-2a of this Code.

“Valid cause “ for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student , as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

EXCUSED ABSENCE

Valid causes for absence from school are:

- Personal illness, including the mental or behavioral health of the student
- Death in the immediate family
- Family emergency
- Other situations beyond the control of the student, as determined by the Board of Education in each district (or nonpublic school administration)
- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student
- Observance of religious holidays
- Medical appointment for students
- Civil court appearance

Principal may require a doctor's excuse after three (3) days absence or longer.

UNEXCUSED ABSENCE

All other reasons for absence not listed above can be considered unexcused/truant.

Below is a list (by no means comprehensive) of ***some*** unexcused absences.

- A parent or other family member ill
- Family vacations/out of town trips
- Missed bus
- No transportation/car trouble
- Hair appointment
- Resting
- Oversleeping
- Medical appointments for other members of the family

The diagnostic procedures to be used for identifying the causes of unexcused student absences, which shall, at a minimum, include interviews with the student, his/her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem. The QPS Attendance officer may be contacted regarding students who have excessive tardiness or absenteeism. A follow up letter and/or conference with parents will determine further or future actions.

TRUANT

There is no contact from the parent and the school is unable to make contact.

St. Francis School will make supportive services available to truant or chronically truant students to improve their attendance. As per the law, ...these services shall include, but need not be limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

St. Francis School may consult parish priests, Catholic Charities counseling, or other local counseling agencies for support assistance.

Incorporation of the Chronic Absenteeism report and support provisions of School Code

In accordance with Section 26-18 of the school code, St. Francis School will collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The review shall include an analysis of chronic absence data from the attendance secretary and FACTS. This data will be collected on a regular basis in order to identify the students who need support and how best to support them. (updated October 18, 2022) Policy updated every two years. (105 ILCS 5/22-92(b))

HOMEWORK

Ordinarily, all assigned work and tests announced prior to a student's absence are made up the day the student returns; the number of days allowed for other make-up work equals the number of days absent. **Homework assignments may be picked up at the school office between 3:00 p.m. and 3:30 p.m. or if requested, may be picked up at extended care.**

EXTENDED CARE

- **PHILOSOPHY**
 - The objective of this service is to provide child care for St. Francis students in a convenient location with the safest physical care possible in a Christian atmosphere.
 - The service is designed to assist working parents of the parish while encouraging them to spend as much time as possible with their children.
 - This service should alleviate the problem of children spending unsupervised time on school grounds before school opens, and being home alone while the parents are at work.
- **OPERATING SCHEDULE**
 - The service will be available all days school is in session from 6:30 a.m. until 8:10 a.m. in the morning, and from 3:00 p.m. until 5:30 p.m. in the afternoon.
 - On days that school is dismissed early for any reason, there will be no extended care.
- **ENROLLMENT – ATTENDANCE POLICIES – COST**
 - Enrollment is available only to St. Francis students, 4 yr. Preschool through Eighth grade. Students from other schools will not be allowed.
 - Students must be enrolled in the program in advance, with the complete enrollment forms and a \$20.00 per family annual registration fee submitted at the time of enrollment.

- When enrolling a child, the parent will be required to fill out a schedule of days and hours the child will be at the extended care center. The parents may revise a child's scheduled attendance for a given week no later than Monday of the week prior to the week of the attendance change. This is necessary since staff hours will be scheduled a week in advance. If the schedule you have planned has changed on a given day, please call the school office so that we can notify Mrs. Truitt of the schedule change for the day. If your child will be attending aftercare on an unscheduled day or your child does not need care on a regularly scheduled day, please call the school office before 2:00 p.m.
- Cost of the service will be \$3.50 per hour per child.
- There will be a \$5.00 penalty (per child) for any child not picked up by 5:30 p.m. In addition to the \$5.00 penalty, \$2.25 will be charged for each 15 minutes after closing time.
- Amounts owed for a month will be posted by the sign-out sheets on a monthly basis. Payment is expected at that time, by check or cash. (Unless prior arrangements have been made, in advance, with the Director and/or Principal.) Failure to make payments within one month may result in an additional charge, and children may not be allowed to return until payment in full is made. Make checks payable to St. Francis Extended Care.
- PROGRAM ADMINISTRATION – STAFFING
 - No less than one staff member will be scheduled for every twenty students scheduled for a given morning or afternoon session.
 - The service will employ a Program Director and several part-time staff. Staff members' hours may vary from week to week depending on the number of children scheduled.
 - A complete reference and background check will be required on all applicants prior to hiring.
 - Day to day staffing and supervision of part-time personnel will be the responsibility of the Program Director. The Pastor, Principal, and Program Director will approve all new employees.
 - The Program Director will be responsible for all bookkeeping, except for payroll, which will be handled by the Parish Business Manager.
 - The daily communications with parents will be handled either directly by the Program Director.
 - The Program Director will be responsible for coordinating the planning and purchasing of the snacks.
- DAILY ACTIVITIES
 - Parents must sign children in when they drop them off and sign children out when picking them up.
 - Each day at the beginning of the after school session, the supervisor on duty will check the list of expected students against the report of absences from school. If a child was not absent from school, and was scheduled to attend the extended care services, but does not arrive, an attempt will be made to locate the child on the school premises. If the child is not located, the parents will be called. For this reason, parents should always notify the Director in advance if a child is scheduled to attend an afternoon session and will not be there.
 - Breakfast is not offered, but children can bring a light snack.
 - Homework time will not be required, however, an area will be provided for children wishing to do their homework.
 - Children will be responsible for keeping track of their own possessions. The service cannot be responsible for misplaced or broken items, clothing, school projects, books, etc. No electronics, cell phones, or toys from home are allowed.

Students in grades 6-8 will be allowed to use their iPad for homework in a designated, supervised area. Any student abusing this policy will not be allowed to use their iPad in the future. The iPad will not be used for taking photos or videos, or for games.

Asbestos Management Plan

St. Francis Solanus School has an Asbestos Management Plan, which is on file and is available for inspection during normal business hours. The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The school and the state have accepted the recommendations in the plan. Inspections are held as required by state guidelines on a regular basis.

Notification to the Public Concerning Asbestos within the School District

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and management plans are available for inspection during normal office hours in each school in the district and at the district office. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s). The District will continue its efforts to maintain all remaining asbestos containing material in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

Assaults on School Personnel

Assaults on school personnel will be immediately reported to all necessary law enforcement as required by state regulations.

Birthday Celebrations/Holiday Parties

Birthday celebrations are quite important to children. To share the celebration with their classmates, students may bring a ***simple*** treat. Please check with your student's teacher about allergies. Parents/guardians are encouraged to send **healthy treats** to help support our wellness policy. Wellness Policy Snack Suggestions are listed at the end of this handbook. (Pizza parties, etc. are not considered simple treats). Deliveries such as balloon bouquets, stuffed animals, flowers, etc. ***should not be sent to school***, but rather to the child's home. *Invitations to private parties should not be distributed at school so as not to embarrass children who are not included.*

Classroom parties are celebrated for Halloween and Christmas. These are coordinated by room mothers and teachers. Room mothers should contact the teacher prior to the party, to ensure that he/she is aware of party details.

Bloodborne Pathogens Control Plan

In conformity with the Diocese of Springfield policy and O.S.H.A. regulations, St. Francis Solanus School has on file a "Bloodborne Pathogens Control Plan" which is available for inspection during office

hours. **Universal precautions are used when handling blood and other body wastes for the protection of our students and staff. All Faculty and Staff are trained annually in the proper management of blood spills.**

Books-School-Owned Texts, Novels, Etc.

Students are responsible for the care of their textbooks, workbooks, and library books. A fee will be charged for books that are lost or damaged. Textbooks **MUST** be covered at all times. Books should be brought to school in a book bag to protect them from the weather.

Bullying/Harassment Policy (DP #4310)

Conflict is an inevitable part of interaction. As children learn the give and take of friendship, group cooperation and social interaction develop. Conflict often occurs. St. Francis Solanus School strives to help our students gain greater capacity for empathy, for compromise, for Christian kindness and respect toward others, and for learning the important skills of conflict resolution and problem solving. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying, cyberbullying, or harassment of any kind is unacceptable at our school.

Students at St. Francis Solanus School are expected to:

- ◆ Treat others with respect.
- ◆ Refuse to bully anyone.
- ◆ Refuse to watch, laugh, or join in when someone is being bullied/harassed.
- ◆ Report bullying/harassment to an adult.

What is bullying?

Bullying and harassment is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. Bullying is defined as repeated exposure, over time, to negative actions on the part of one or more students, with the intention of hurting another student. Bullying results in pain and distress to the victim.

Some specific examples of bullying are:

- ◆ Hurting someone physically by hitting, kicking, tripping, pushing, or any use of violence.
- ◆ Stealing or damaging someone's belongings.
- ◆ Teasing, putting others down or ganging up on someone.
- ◆ Spreading rumors about someone, verbal intimidation.
- ◆ Leaving someone out on purpose or trying to get others not to play or associate with someone.
- ◆ Verbal or written threats, name-calling, sarcasm.
- ◆ Teasing others about their appearance, possessions, clothing, etc.
- ◆ Intimidating phone calls, e-mails, or notes.
- ◆ Gestures or body language meant to put others down or exclude them from a group.
- ◆ Racial taunts, racial graffiti, or gestures.

Bullying issues will be left up to the discrimination of the St. Francis Solanus School teachers and Administrator in the following ways:

- ◆ Consultation with students
- ◆ Parent notification by phone
- ◆ Parent conference

◆ Disciplinary action

What is cyberbullying?

Cyberbullying is sending or posting harmful material or engaging in other forms of social aggression using the Internet or other technology. Cyberbullying may include anger, harassment, trickery, or impersonation and even extend to cyberstalking or cyberthreats. The impact of cyberbullying on students can be severe, interfering with education and producing long-term psychological damage.

Engagement in online blogs such as, but not limited to MySpace.com, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Electronic harassment can occur through personal websites, blogs, email, discussion groups, message boards, or cell phones. Although cyberbullying may take place outside of school, it may become a school issue when it affects the educational environment. Cyberbullying issues will be left up to the discrimination of the St. Francis Solanus School teachers and Administrator in the following ways:

- Consultation with students
- Parent notification by phone
- Parent Conference
- Disciplinary action
- If the online material appears to present a legitimate imminent threat of violence and danger to others, school officials should contact law enforcement and initiate a protective response.

Harassment

Discriminatory harassment or mistreatment of others based on race, ethnicity, sex, creed, national origin, ancestry, age, handicap, disability, or other improper consideration is not acceptable and will be subject to disciplinary or other appropriate consideration. Without limiting the scope of this policy, sexual harassment is any unwanted, unwelcomed, and uninvited sexual touch or behavior, including but not limited to, unwanted sexual pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Non-sexual harassment means unwelcome verbal, written, or physical conduct which is directed at an individual based on race, national origin, age, handicap, or sexual orientation. Students, parents, and staff are encouraged to bring to the attention of the Principal, and/or Pastor any instances believed to involve discriminatory and/or sexual harassment for investigation. The Principal will investigate complaints of harassment. If the investigation shows that the harassment did occur, the school's normal disciplinary procedure will be followed in determining the appropriate consequences for the harassment, up to and including expulsion for a student or termination for an employee.

Catholic School Instructional Arrangements

CATHOLIC SCHOOL INSTRUCTIONAL ARRANGEMENTS BK3§506

BK3§506.1 CALENDAR REQUIREMENTS

BK3§506.1.1 Policy

Each school shall draft its own calendar.

Procedure

In cities where there is more than one Catholic school, the principals and pastors should coordinate their schedules so that there is uniformity as to the days of attendance. They should also attempt to coordinate their calendar with the local public school.

BK3§506.1.2 Policy

A copy of the school calendar must be filed with the Office for Catholic Schools.

Procedure

Use the format established by the Office for Catholic Schools.

BK3§506.2 LENGTH OF SCHOOL DAYS

BK3§506.2.1 Policy

The ordinary school day shall consist of a minimum of five and one-half (5-1/2) hours of instruction on a five-day per week basis.

Care of Property

Students are expected to show respect for all school and personal property including iPads, Chromebooks, desks, books, playground equipment, and other school property. Students are also liable for damage to the personal belongings of others. Students will be held responsible for property that is damaged or destroyed through negligence, carelessness, or deliberateness. The damage should be reported to the Principal and arrangements will then be made for the repair or replacement of the property. The Principal and/or Pastor will determine the use of the school facilities.

Cell Phones (DP 4311)

Cell phones may be brought to school or a school activity under the following conditions:

1. Phones must be kept in the **OFF** position and placed in the student's school bag from 8:10 a.m.-3:05 p.m.
2. No cell phones may be used for picture taking, videotaping, or recording.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for text messaging, game playing, video recording, snap chatting, listening to music, watching a video, internet, or email access, gambling, or making purchases of any kind.
5. Those who violate any of the above conditions regarding cell phones may forfeit their privileges of bringing them to school and will face possible consequences.
6. A teacher may collect a student's cell phone if they have it out during class. It may be sent to the office until the end of the day. If this happens frequently, the parent may be called to pick up the phone after school.

Change of Address

The school should be notified immediately of any change of address, phone number, or email address. Other important changes (especially emergency numbers) should also be updated on the child's record.

Communication

Communication between home and school is very important for student success. A weekly newsletter to keep parents informed of school news is sent home with students and is on the school website (www.stfrancissolanus.com) on Fridays or the last day of the school week. Other flyers or information needing to be passed along are sent home with the **youngest/only child of each family**.

Teachers communicate with parents through Dojo, notes, newsletters, emails, and phone calls.

Parents are encouraged to communicate their ideas, concerns, and student grievances. Concerns regarding a child's progress, homework, or a classroom situation **should always be discussed with the child's teacher first**. If you need to speak with a teacher, **call ahead for an appointment** so that you will know when the teacher will be available. Teachers have many meetings and scheduled appointments after school and cannot always be available on a "walk in" basis. We stress that the time before school in the morning is set aside for teachers to prepare for their day and is ***not an appropriate time*** for a parent conference unless previous arrangements have been made with the teacher. **Beginning at 8:00 a.m. teachers are required to be in their classrooms and are not available for conferring with parents.**

If it is necessary to get a message to one of the teachers in the morning, please call or drop by the office and the message will be placed into the teacher mailbox. Please try to contact the teacher at school as they each have families and many activities once they arrive home in the evening.

Concerns or unanswered questions, which the teacher cannot answer, should be taken to the Principal. If a concern is still not resolved, the Pastor may be contacted. **The Pastor should not be the first point of contact.**

Parents are never allowed to confront a student (other than their own child) on school property. If this should happen, the proper authorities will be contacted.

Phone Calls

In case of an emergency, the teacher or office will call the parent. The children may not use any of the phones except with permission or in the case of an emergency. Please be sure to inform your child(ren) of after school arrangements prior to the beginning of the school day. No teacher or child will be called from class except in the case of an emergency. If you have a need to speak to your child during the day, we encourage you to call the main office and we will get a message to your child. Students are not allowed to use their cell phones throughout the school day.

To *instill responsibility*, students will be encouraged **not** to call for parents to bring forgotten homework, lunches, iPads, or for permission to change after school plans. **Please make all after school plans before your child leaves home in the morning, as this will encourage responsibility and organization within your family as well as preventing unnecessary disruptions for school personnel.**

Conduct (Inside/Outside of School)

The student is a St. Francis Solanus student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials and counseling may be required. A student who is accused of a serious wrong may be placed on a home study program pending the outcome of adjudication or investigation, or may be asked to leave St Francis Solanus School.

NOTE: The Pastor and Principal are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Conflict Resolution

A conflict between people is normal. How we manage the conflict makes a difference. Students are encouraged to handle conflict with one another by working together to solve the problem. Faculty and staff members are also encouraged to handle conflicts with one another, with parents, and with students in the same way. Steps to take are as follows: 1. Cooldown. 2. Describe the conflict. 3. Describe what caused the conflict. 4. Describe the feelings raised by the conflict. 5. Listen carefully and respectfully while the other person is talking. 6. Brainstorm solutions to the conflict. 7. Try your solution. 8. If one solution doesn't get results, try another. If the conflict cannot be resolved, agree to disagree. People can get along even when they disagree. Faculty members may be called upon to help mediate the conflict resolution between the students. The Administrator may be called upon to mediate conflict resolution between faculty members or faculty members and parents.

Crisis Management Plan

The school has a Crisis Management Plan in place for various emergencies and crisis situations that could develop. The plan is updated and reviewed yearly. Parents will be notified as needed if a crisis has taken place in the school. In the event that the students must be evacuated, parents will be notified, if possible,

through our FACTS Parent Communication System. If it is necessary to evacuate to another site, we will walk across 18th Street to Quincy University. Students may be picked up by their parents or guardians, who will be required to sign the student out with his or her teacher before the student will be dismissed.

Daily Schedule

6:30 A.M.	Before School Daycare Begins
8:00 A.M.	Doors open for all other students.
8:10 A.M.	Bell rings
8:20 A.M.	Morning Prayer/Announcements. School Begins.
10:00 A.M.	Morning Recess (Grades K-2) to 10:15 A.M.
11:35 A.M. - 12:00 LUNCH– 12:05– 12:30 RECESS	Grades K,1,2,3,4
11:40 A.M. - 12:00 P.M. RECESS– 12:05 - 12:30 LUNCH	Grades 5,6,7,8
2:50 P.M.	Afternoon Prayer/Announcements
2:55 P.M.	Bus Riders Dismissed
3:00 P.M.	Final Dismissal. After School Program Begins

Discipline

CODE OF CHRISTIAN DISCIPLINE AND EDUCATIONAL POLICIES FOR ST. FRANCIS SOLANUS SCHOOL

The essence of Christian discipline is self-discipline. All disciplinary actions should be created to help the student grow in understanding of him/her and his/her Christian responsibilities to others. This is achieved best when the Principal, teachers, and parent(s) or guardian cooperate in guiding the student's growth in Christian attitudes, values, and behaviors. (From the Diocesan Handbook of Education Policies)

St. Francis Solanus Discipline Policy

The Discipline Policy includes rules and regulations as well as the consequences for breaking these rules. Our school rules are set to provide safety and uniformity as well as promote Christian attitudes, values, and behaviors within our students. Our school-wide Behavior Policy focuses on the teaching and modeling of positive behaviors as well as character development.

Individual teachers will deal with most minor behavior problems according to the school-wide Behavior Plan. Corporal punishment is not allowed or used. Parents should be aware that their support and cooperation are important and necessary when their child is having behavior or academic problems at school. Serious acts, including drug violations, firearms/weapons incidents, and attacks on personnel, will be reported to the local law enforcement as well as to the Illinois State Police as required by the State of Illinois.

Behavior Expectations

A listing of the Positive and Productive Behavior Expectations for K-8, will be listed in the Behavior Policy, which will be given to each family. Individual teachers may have specific consequences for poor behavior, in addition to or in place of this general plan. Parents will be notified by the teacher of the consequences in place for their particular classroom. The Administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Some specific character expectations are as follows:

1) BE RESPONSIBLE:

- Students are expected to follow school and classroom rules.
- Students have the responsibility to see that their **academic work is completed and delivered to the teacher on time**. Late work may receive a consequence on the behavior plan, and/or may result in a lower grade. Missing work may receive a zero for a grade, but may still be expected to be completed and handed in.

2) BE TRUSTWORTHY:

- **Cheating**
Cheating is morally wrong and does not promote Christian growth. Any student found to be cheating will receive a zero for the test or assignment and may earn a consequence on the Behavior Plan.

3) BE RESPECTFUL:

- Students shall **respect those in authority** and follow the wishes of the teacher, Principal, or person in charge at all times when he or she is enforcing the rules of the school.
- Students shall be **respectful to one another** and shall conduct themselves as Christians at all times. Pushing, shoving, and horseplay are never permitted. Students must walk at all times in hallways and stairways. **Keep your hands and feet to yourself** and off others at all times. What begins as playing between friends may end up with someone being physically or emotionally hurt.
- **Bullying**
Bullying will not be tolerated and bullies will be disciplined.
- **Threats**
All threats will be taken seriously and be investigated. If after the investigation, the Principal deems it warranted, the school may require a student who threatens himself or others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school. Parents will be responsible for paying for any required psychological evaluation. The student and parents must adhere to post-evaluation therapy strategies (meetings, additional counseling sessions, etc.). The student and parents are responsible for the cost of the evaluation and follow up sessions. A copy of the evaluation and schedule of follow up sessions must be given to the Principal. If the student and his/her parents do not agree to the evaluation and subsequent sessions, the student will not be allowed to attend St. Francis Solanus School.
- No item may be brought to school, which may bring harm to others.

4) RESPECT THE PROPERTY OF OTHERS:

- Students are responsible for the **proper care of all books, iPads, Chromebooks, supplies, and furniture**. Anyone who damages school property or equipment in any way will be required to repair the damage done, pay for the damage, or replace the item. Disciplinary action will also take place, depending on the extent of the situation.
- **Gum Chewing**
Gum chewing is not tolerated on the school premises, which includes the building and playground (special permission may be requested for medical or dental reasons). Gum can

create many problems as well as add to the maintenance work. For this reason, gum should not be brought to school for treats.

5) BE SAFE: in the classroom, hallways, restrooms, lunchroom, recess, assemblies & on the bus

- Keep hands, feet, and objects to self
- Walk always (to your seat, to the classroom or gym)
- Know emergency procedures
- Walk to the right
- Keep your feet on the ground
- Let an adult know if there are any problems
- Stay in your seat
- Stay in the designated area and within barricades at recess
- Enter the building silently and safely
- Follow posted rules in designated areas
- Whisper or use an inside voice
- Walk to the bus
- Always use the crossing guards when crossing the street

Cafeteria Rules

Responsible behavior will be expected in the cafeteria at all times. Talking in conversational tones will be allowed during lunchtime. Students should eat their own lunches in the cafeteria and not ask others for their food. Students will not be allowed to eat their lunch outside or on the playground. Proper table manners are to be used by all. Students are also expected to pick up after themselves and place their trays, milk cartons, and trash into the proper places. Obnoxious noises, improper handling of food, and any other inappropriate behavior will not be tolerated. Any student offending cafeteria policy will be disciplined appropriately and according to the offense (ex: Moved from the table, assigned to pick up the cafeteria, or a consequence on the Behavior Plan).

PLEASE NOTE: Soda has no nutritional value and is not allowed at lunch.

Refrigeration for student lunches is not available. Parent requests may be made in an unusual situation. Students will not be allowed the use of a microwave. Students should be able to open all items in their lunchbox independently. Parents should supply proper utensils, such as spoons, for cold lunch. Food deliveries are not accepted and will be turned away.

Playground Rules

Christian behavior is expected on the school grounds at all times. In order to prevent physical harm, all fighting and wrestling are prohibited. There is to be no littering in or on school property. There should be no snowball throwing on school grounds during the school day as well as before and after school.

Students are not permitted to run in and out of the building during the play period. Entering the building or leaving the school grounds may be done only with the permission of the playground supervisor. Any offenses of school rules will be handled with appropriate consequences. Please refer to the Behavior Policy. Playground equipment will be provided by the school. Students are discouraged from bringing items from home to play with on the playground and must check with their classroom teacher before doing so.

Detention

Detentions will be held after school for 30, 45 or 60 minutes, depending on the infraction. A notice will be sent home with the student the day the detention is issued, and at least 24 hours prior to the date of

detention, for the parents to sign. The student is expected to return the signed detention notice on the next school day. If the signed notice is not returned, the student will be required to phone the parent from the office to notify him or her of the detention. If a student is unable to stay for detention on the assigned date, the office must be notified so an alternate date may be arranged. This should only occur in the event that a previous appointment (such as doctor or orthodontist) has been scheduled. Transportation home for students serving a detention is the responsibility of the parents.

A student may receive a **detention** for the following reasons:

- reaching that consequence on the Behavior Policy
- disrespect (not obeying those in authority)
- fighting/physical harm, improper use of hands, feet, and objects
- throwing snowballs or any object that can cause physical injury
- obscene or vulgar language or gestures toward other students or adults
- vandalism or willful destruction of school or personal property
(in addition to payment or repair)
- theft, including school or personal property
- continuous disruption in the classroom
- name calling
- threatening others
- forgery of parent's or guardian's signature
- serious acts that endanger the safety of others.

In-School Suspension

Students may receive in-school suspension by reaching that consequence in the Behavior Policy or due to specific behavior that warrants removal from classes. In-school suspension shall be authorized by the Principal, and the parents will be notified by phone and in writing. The signed written form must be returned to the school within 24 hours and will be kept on file. A phone conversation or conference with parent(s), teacher(s), and the Principal will be held as soon as possible.

A student placed on in-school suspension is expected to attend school during the regular hours, but will spend the time in a separate room under the supervision of the Principal or someone appointed by the Principal. The student will be expected to do the academic work that has been assigned. In addition, the student shall only be permitted three restroom breaks, shall eat lunch in the assigned room alone, and shall not be permitted to participate in any recesses, assemblies, or extra-curricular activities. An in-school suspension shall not exceed five days.

Suspension

A student shall not be suspended until there has been a conference with the parent(s) or guardian. The time period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file. (From the Diocesan Handbook of Catholic Education Policies)

Suspension may be issued for serious misconduct including:

- repeated refusal to comply with school rules (will not require law enforcement)
- **striking or kicking** a teacher or other personnel (law enforcement contacted)
- serious acts that endanger the safety of others (law enforcement contacted)
- possession of a weapon or look-alike weapon on school property will result in an immediate 5 day suspension. *(law enforcement will be contacted.)*
- drugs, alcohol, and e-cigarettes or tobacco possession, sale, or use on school property will result in an immediate 5 day suspension (law enforcement contacted)

- intentional body harm (law enforcement contacted)
- arrest (law enforcement contacted)

Law enforcement will be contacted for all of the above infractions.

The Principal will make preliminary suspension decisions after notifying and consulting with the parents, Pastor, and school board. Parents may appeal any suspension decisions to the Pastor. Upon appeal, the Pastor will have the final decision.

It shall be the responsibility of the parents to make arrangements with the teacher(s) to collect the assigned work so that the educational process does not stop during this time. At the end of the suspension period, the student must show the results of the work completed at home in order to reenter class. A follow-up conference will also be held. If the student reverts to the past, serious behavior patterns after the suspension, the parents will be required to meet with the teacher(s) and Principal each week until the behavior is corrected. A student who is suspended is not allowed to be on school property unless accompanied by a parent and may not participate in extracurricular activities.

Expulsion

The expulsion of a child from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. The Principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as conferences with parents, referral to a guidance clinic, physician, or Pastor.

The general situations which demand removal of a student from the school are as follows:

1. *delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils, and*
2. *chronic and incorrigible misbehavior which undermine classroom discipline and impede the academic progress of the entire class.*

The Pastor will make the final decision and communicate this decision to the parents. If expulsion is necessary, he will help the parents make arrangements for the further education of the child. (From the Diocesan Handbook of Education Policies)

Dismissal

Responsibility for the students begins when students arrive at school. Students may never leave the school premises without the permission of the Principal or designee. All students are to be picked up at the close of the school day (by 3:00 p.m.) unless attending the After School Day Care program, CYO practice, etc. Parents who host such events **must supervise** students during the activity as well as until they are picked up by parents or guardians. Students are not to be left unsupervised.

St. Francis School provides extended care for students before and after school. The school day runs from 8:20 a.m. until 3:00 p.m. Children may arrive at school no earlier than 8:00 a.m. **Children arriving before this time or remaining in the building after 3:10 p.m. are to utilize the Extended Daycare Program, as there is no other supervision at this time. Children seen unsupervised in the school building at these times will be designated to the Extended Daycare Program at the parent's expense.**

No student should stay at school unless the parents have been notified by the student or the teachers, which may be/or would include disciplinary reasons.

When medical or dental appointments require students to leave school, for the safety and protection of the children, the parent or whomever is designated, is asked to report to the office to sign the child/ren out whenever he/she/they are dismissed from school early. Unless thoroughly informed by the parents, the school cannot be held responsible for strangers and/or unidentified persons who pick up students for the parent, after school, in times of emergency, sickness or injury.

Dress Code

The Quincy Catholic Schools strive to create an atmosphere conducive to learning, appropriate behavior, neatness, orderliness, and good morals and values. The way one dresses is a direct reflection on the individual student and the school itself. Students are expected to dress neatly, modestly, and appropriately for school. At any time, the Principal has the discretion to decide if an item of clothing or a child's personal appearance abides by the letter or spirit of the dress code and will take the proper steps to remedy the situation, as needed. **Full parent cooperation and assistance in monitoring their child's attire and compliance with this dress code are expected.**

Girls

1. The girls may wear **skirts, jumpers, slacks, Capri pants, skorts, or walking shorts** in the solid colors of **navy blue, black, or khaki tan**. They are to have no lettering, emblems, or designs and are to be made of a "dressy material" such as cotton twill, wool, corduroy, or polyester blend. Pants that are too tight will be unacceptable. Skirts, jumpers, skorts, and shorts **must have a hemline no shorter than three inches above the knee**. Sweatpants, bib overalls, jeans, denim, nylon sportswear, spandex, and yoga pants are not allowed.
2. Girls are to wear **blouses, shirts, or turtlenecks** in the *solid* colors of **red** (not maroon), **white, light (powder) blue, navy blue, (not teal), black, or forest/hunter green**. All tops must have **turndown collars**, and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except for a small logo (no larger than 2" X 2") original to the shirt. Shirts and blouses are to be *tucked in*. **T-shirts** and other shirts worn under regular school shirts must be **white with no lettering or pictures** to show through the school shirt. The sleeves must not be longer than those of the outer shirt.
3. Girls may wear tights/leggings in the solid colors of red, white, blue, forest green or black. Tights and leggings must be covered by a skirt or dress **that have a hemline no shorter than three (3) inches above the knee**.
4. No **make-up** may be worn to school.
5. Girls should not wear decorative scarves.

Boys

1. Boys are to wear **slacks or walking shorts** in the solid colors of **navy blue, black, or khaki tan**. They are to have no lettering, emblems, or designs and are to be made of a "dress material" such as cotton twill, wool, corduroy, or polyester blend. Shorts must have a hemline no shorter than **three inches above the knee**. Sweatpants, bib overalls, jeans, denim, nylon sportswear, leggings, and spandex are not allowed.
2. Boys are to wear **shirts** in the solid colors of **red** (not maroon), **white, light (powder) blue, navy blue, black, or forest/hunter green**. Shirts must have **turndown collars**, including turtlenecks, and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except

for a small logo (no larger than 2" X 2") original to the shirt. Shirts are to be tucked in. T-shirts and other shirts worn under regular school shirts must be white with no lettering or pictures to show through the school shirt. The sleeves must not be longer than those of the outer shirt.

Everyone

1. **Neatness and cleanliness** are very important. Clothing must be **neat and clean**, must **fit appropriately**, and be **properly mended**, as needed.
2. **Sweaters, sweater vests, crewneck sweatshirts, and fleece tops with a ¼ zip** in the solid colors of **red, white, powder blue, navy (not teal or royal), black, and forest/hunter green** may be worn in class, provided they are worn over the regular **collared** school shirt and are not hooded.
3. **Official St. Francis Solanus School sweatshirts** may also be worn, provided they are worn over a regular collar school shirt, provided they are not hooded.
4. Scouting **uniforms** may be worn on Scout meeting days.
5. **Socks** are required. They are to be a **matching solid color** and must be visible above the shoe. Socks may only have 1 small emblem, no stripes, marks, etc.
6. **Shoes:** Sandals, flip-flops, backless shoes (including Crocs), and high-heeled shoes are not to be worn to school for safety reasons. **Gym shoes are required for P.E.**
7. **Jewelry**, including watches, necklaces, bracelets, and earrings, should not be distracting to the student or to others. Due to safety reasons, only **small post- style earrings** are allowed.
8. Hair cut, color, appearance, and accessories should not be a distraction or disruption to the student or to others. Extreme hairstyles are prohibited especially during Graduation, Confirmation or other significant events. (i.e. various colors, mo-hawks, length, etc.) Length of boys' hair should not be touching the shirt collar. Hats, scarves, etc. may not be worn indoors during the school day. Students must represent St. Francis School in the best way possible, especially at Graduation.
9. **Tattoos** (permanent and temporary) and visible body piercings other than ears are not allowed.

In compliance with SB 0817, St. Francis Solanus Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks, and twists.

Many stores and catalogs carry clothing that fit our dress code. All area major clothing stores have been contacted regarding our dress code requirements in order to stock appropriate clothing and sizes appropriate school attire for your child.

Non-Dress Code Days

Out of Dress Code/Non-Dress Code Days take place throughout the school year. Students may wear non-dress code tops and jeans that are appropriate for school with proper length and fit. (Clothing should not have any tears, holes, rips, or frays. Athletic or yoga pants will be allowed at principal's discretion) Tank tops, strapless tops, and shirts with spaghetti straps are not allowed unless worn with another shirt. Shirts that expose the abdomen, back, etc. are inappropriate and are not allowed to be worn to school. The regular school dress code applies for shoes, jewelry, hair, etc. on out of dress code/non-dress code days.

Dress Code Violations

Students are expected to follow the school dress code. When violations occur, a Dress Code Communications Form will be sent home, requiring a parent signature, and the parents may be called to bring appropriate clothing to their child. If a student receives five or more violations, he or she will receive a detention. **Teachers are expected to represent the school as a team and ALL are expected to enforce the dress code.**

Drop Off and Pick Up Procedure

Arrival

- Parents and guardians bringing their children to school should enter the West Parking Lot forming a single line with cars ***pulling all the way up to the yellow line to unload students.*** DO NOT pass other cars unloading students – remain in line. Several cars should be able to unload at one time. Please drive with caution for the safety of all the children crossing streets. Students should not walk in front of parked cars and should use extreme caution in the parking lot. **Children should exit the car on the right side only, near the school. College Street will be closed to parent traffic.**

Dismissal

- Buses load and unload students in front of the school on College Street. College Street will be closed to parent traffic. Parents will fill the West parking lot in spaces provided. They will then meet their child at the West doors at 3:00 p.m. They should immediately return to their car for dismissal from the lot.

Be alert and use caution. Excited children often forget to look both ways.

NOTE: ** If your child will be going home by means other than his/her usual transportation (car, bus, walking, going to after school program), or with a different person, please send a note to his/her teacher or call the office before dismissal. If your child needs to go to the after school day-care, please call before 2:00 p.m.*

Bus Transportation

Students residing within St. Francis Solanus School boundaries who live 1 ½ or more miles from St. Francis Solanus School may ride the Quincy Public School buses. Students living in the specially designated “dangerous areas” are also given permission to ride. Contact the **Bus Barn** (224-5910) for this information and to make any necessary arrangements regarding bus transportation, or if there are any concerns.

Riding the Quincy Public School bus is a privilege. Students are expected to show good manners and use safe bus conduct going to and from school. Children will be prohibited from riding the bus if conduct is such that damage is caused or the safety and comfort of others is endangered. The bus driver, bus barn, and the Principal will confer in regards to any disciplinary action.

If, for some reason, a child is not to ride the bus on a particular day, a note **MUST** be sent to the teacher and/or school office. If a teacher has not received written instructions for the student **not** to ride the bus, the teacher will send the student on the bus. If the student is not riding the Blessing Bus or YMCA bus, a courtesy call should be made to that organization by the parent.

Bicycles

Students riding bikes to school must walk them on the school grounds for safety reasons. Bikes are to be placed in the bicycle rack. Please lock all bikes. The school is not responsible for lost, stolen, or damaged bikes.

Other Transportation

Students may not ride or bring skates, roller blades, skateboards, or scooters to school.

Drugs/Alcohol/Tobacco Products

Students are prohibited from the illegal or unauthorized use of drugs. This includes possession, consumption, or being under the influence, as well as selling or attempting to sell, buying or attempting to buy, or providing drugs while on school premises, in school-owned or used vehicles, or at any school function, even those not on the school grounds. Students are also prohibited from possessing drug paraphernalia.

Drugs are defined as any capsule, tablet, or liquid intended to be taken by mouth, items intended to be injected into the body, alcohol, tobacco products, items for inhalation, and any items represented as a drug. St. Francis will provide evidence-based and medically accurate information on tobacco products to students which will include E-cigarettes and other vapor devices

Drug paraphernalia is defined as any item peculiar to the use of introducing a drug (as defined in the previous paragraph) into the human body.

A student who violates this policy may be suspended in or out of school for a period up to five days and/or expelled. The chief school administrator shall immediately notify local law enforcement of verified incidents involving drugs occurring on school grounds. Use of a drug authorized by a medical prescription from a physician possessed and used in accordance with school policy shall not be considered a violation of the above policy.

Drug/Firearms Violations

Any student or person on school property with drugs or firearms in his/her possession will be immediately reported to law enforcement as required by State Regulations. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

Catholic School is mandated by law to report all incidents involving a firearm, either present or visible, that occurs on school property.

Similarly, all incidents of violence/attacks on school personnel will be immediately reported to law enforcement officials. In addition, notifications of these incidents will be made to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

From the ISBE probe for reviews:

H94) The chief administrator notifies the Illinois State Police within 3 days of such incidents through the School Incident Reporting System (SIRS).

Referencing Code: **Section 425.30 Requirements for Recognition**

Educational Program

The St. Francis Solanus educational program meets the requirements for State Recognition. The kindergarten through eighth grade curriculum includes instruction in religion, reading, math, science, social studies, language arts, spelling, phonics, and handwriting (in the primary grades), music, art, physical education, drug prevention education, and Protecting God's Children Touching Safety Program (grades K-8). Students receive computer experience in the computer lab as well as in the classroom. There are opportunities for students who need extra help to succeed through our Reading Recovery teacher, Title 1 teachers, and supplemental tutors. Students may also participate in various essay, poster, and art contests. Assemblies and special school activities encourage school spirit and enrich the fine arts experiences.

Electronic Toys/Devices

Electronic games, toys, and devices such as Gameboys, iPods, Apple watches, cell phones, etc., will not be allowed during class time, before school or at recess. Classes that bring items for Show and Tell must follow the teacher/classroom rules regarding acceptable items. Kindles, Nooks, eReaders, tablets etc., may be brought to school if used appropriately with permission. If used inappropriately, they will no longer be allowed. The school assumes no responsibility for lost, stolen, or damaged items.

Emergency Procedures

Communities demand that schools remain safe havens for education. While security services are provided, and the quality of those services is reviewed regularly, we can never predict exactly when an incident is going to happen. This unpredictability results in the need for St. Francis Solanus School to be prepared should a critical incident occur. The initial response to a critical incident must be quickly and effectively accomplished. St. Francis Solanus School will use the *St. Francis Solanus School Crisis Plan* as a tool to help prepare Administrator, faculty, and staff for that initial response.

No matter what problem develops at the school, whether the problem is handled internally or if "external" agencies such as the Quincy Fire Department, Quincy Police Department, Blessing Hospital Emergency Services, or others are called to the scene, an element of command and control will always rest with the Administrator and faculty of St. Francis Solanus School. Administrator, faculty, and support staff have relationships with the students and are able to communicate with them better than any first responder. Knowledge of the students and the ability to rapidly perform accountability checks and student welfare checks will always make the response process flow more smoothly in the event of any situation, no matter how devastating.

Should an emergency situation occur, parents **will come** to St. Francis Solanus School or the evacuation site to get the children in a crisis. St. Francis Solanus School has established the following assembly sites for accountability and reunification.

Quincy University – (if evacuation has taken place)

St. Francis Solanus School Gym

St. Francis Solanus School Cafeteria

St. Francis Solanus Church

Administrator and faculty of the school will establish a system and location for releasing students to their

parents. At the very least this will involve **signing the students out** and the process **may require the caregiver to show a form of identification** for the student to be released to the individual.

Evaluation/Achievement/Grading Scale

Student academic progress is evaluated on a day-to-day basis by the classroom teacher through achievements on daily assignments, tests, special projects, and daily classroom participation.

- Students in grades 1-8 receive **report cards** four times a year, one following the end of each quarter.
- Students also receive **midterm grades**.
- Students in kindergarten receive **progress reports** three times a year.
- Students will receive a deficiency report if their grade falls below a C.

Grading Scale

St. Francis Solanus School uses the following Grading Scale for Grades 1-8:

<i>A+ = 99 - 100</i>	<i>B = 87 - 90</i>	<i>D+ = 75 - 76</i>
<i>A = 95 - 98</i>	<i>B- = 85 - 86</i>	<i>D = 72 - 74</i>
<i>A- = 93 - 94</i>	<i>C+ = 83 - 84</i>	<i>D- = 70 - 71</i>
<i>B+ = 91 - 92</i>	<i>C = 79 - 82</i>	<i>F = 69 and below</i>
	<i>C- = 77 - 78</i>	<i>I = Incomplete</i>

I= Incomplete if a student, because of illness or other extenuating circumstance (as determined by the Administration), does not complete a portion of a course in the allotted time (end of quarter), the student may have approximately two weeks to make up the work. After this time, the grade may revert to a lower grade or possibly an F.

* The grading scale may be adapted or modified for students with learning problems or special needs
This will be determined on an individual basis.

Honor Roll

An Honor Roll is published after each quarter. Students must have an A average for the “A Honor Roll”: and may not have a C for that quarter. To be eligible for the “B Honor Roll” students may have no D’s or F’s and must have an average of a “B”. An incomplete grade in any subject(s) would disqualify the student for that Honor Roll.

Standardized Testing

MAP testing will be administered to students in grades 2-8 in the Fall, Winter & Spring (refer to dates on the calendar). Test results are used for diagnostic purposes and are shared with parents. Additionally, the ACRE Religious Assessment will take place during the first two weeks in February for grades 5 and 8. The ACRE Assessments measure each student’s faith knowledge, religious attitudes/Catholic values, and religious practices.

Promotion and Retention

Students must exhibit satisfactory growth and performance in the subjects of Religion, Reading, Math, English, Science, and Social Studies in the grade in which he/she is presently enrolled in order to be promoted to the next higher grade. Lack of such growth and poor performance in the core subjects may result in the student being retained to repeat a grade. If a student is failing in two or more core subjects, the teacher, parents, and Principal will meet to study the student's deficiencies and seek to reach a conclusion that will best benefit the student. The teacher and Principal will then make a recommendation to promote or retain the student. If the parents decide not to follow the recommendation of the teacher and the Principal, they must sign a statement to that effect and the student will be **transferred** rather than promoted, to the next higher grade. Students absent more than 18 days will be considered for retention. Students with special needs will be dealt with on an individual basis. All final judgment concerning with retention rests with the Principal.

Graduation

Eighth grade students who satisfactorily complete the academic requirements and pass the Illinois and U.S. Constitution tests (a grade of 77 % or above will be considered passing) will graduate at the end of the school year. A graduation ceremony will take place and each graduate will receive a diploma as long as all expected criteria are met. Students will be expected to represent St. Francis in the best way possible during the ceremony. This includes appropriate dress, dress shoes, hair, and behavior.

Extra-Curricular Activities

Extra-curricular activities, activities associated with the school that take place outside the normal school day, are available for our students. These activities, such as CYO sports, IESA, PMO Band, PMO Choir, Scouts, and school skating parties, are held after school or during the evening hours. In order for our students to participate in an afternoon or evening event, they must be in attendance at school the day of the event. Any student who is absent from school because of illness or leaves school during the day due to illness may not participate that day. A student arriving at school late because of illness must be checked in the office by the parents or guardian by 10:00 a.m. in order to be eligible to participate that day. If a student is absent from school for reasons other than illness, the decision of his or her participation will be left up to the discretion of the Principal.

SPORTS

St. Francis will allow student athletes to modify their athletic team uniforms for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences. Please see 105 IL CS 5/22-90 for more information.

CYO Sports

Boys and girls from 1st-5th grades may participate in the CYO Athletic Program, which consists of volleyball, basketball for girls and basketball for the boys. These sports are conducted after school hours. Students who wish to participate must have a current physical exam and proper medical insurance coverage. Conduct, effort, and health are all considerations as to whether a student may participate. The Quincy Catholic Schools Sports Policy is included with the forms at the end of this handbook.

IESA

(Illinois Elementary School Association)

Students in grades 6, 7, and 8 may participate in the Quincy Catholic Schools Illinois Elementary Schools Association (IESA) sports program, which consists of volleyball, basketball, softball, and cross-country for girls and basketball, baseball, cross-country, and karate for boys. Students tryout for the teams, which are made up of players from all four Quincy Catholic Schools. Players are assessed a fee for each sport they play. Students must have a current physical exam on file and proper medical insurance coverage. (NOTE: Sports physicals are often offered for students in grades 5, 7, and 8 free of charge in the spring or summer months. 6th grade students are covered by their required sixth grade school physical exam.) Weekly grades, conduct, effort, and health are all considerations as to whether a student may participate. See “Quincy Catholic Schools Sports Policy” at the end of this handbook.

PMO Band

Students in grades 5-8 are invited to join the Parochial Music Organization Band. The band consists of students from the parochial schools in Quincy and meet under the direction of the Quincy Notre Dame band teacher. St. Francis Solanus School students also receive instruction at our school on specified days.

PMO Choir

Students in grades 5-8 are invited to join the Parochial Music Organization Choir. The choir consists of students from the parochial schools in Quincy. They meet at Quincy Notre Dame under the direction of the Q.N.D. choral director.

Scouting Programs

Boys and girls in grades K-8 may join St. Francis Solanus School Scout Troops, which are organized and led by parents who volunteer as scout leaders.

Field Trips

“Field Trips are an extension of the learning process. The Principal will encourage only those field trips that are appropriate educational experiences. On field trips, there will be at least one adult chaperone for every eight students. Permission, in writing, must be secured from parents(s) or guardian of students who go on scheduled trips. Information to the parent(s) or guardian will include the date, purpose, destination, expected student behavior, and time of return.” (DP #5412)

Field trips are an extension of the learning process. Individual classes take field trips during the school year. Field trips are a privilege, not a right, and students can be denied participation due to lack of academic effort, improper behavior, or excessive absences. Students may not skip a field trip due to lack of interest. If they do not want to attend, the student must come to school and continue with school work. Permission forms will be sent home for any trips to be taken. In order for your child to go with his or her class, you must sign and return the ***original*** form to your child’s teacher two school days prior to when the field trip takes place. ***Telephone calls will not be accepted in place of the proper form.*** A fax does not take the place of an original signature. Sample field trip forms are included in the last pages of this handbook. The signed permission form releases the school from liability. Parents have the right to refuse to allow their child to participate in a field trip, however, they must then still attend school that day. 8th Grade students are expected to attend the class trip, as it is counted for a day of attendance. The school will adhere to the child safety seat laws if parent transportation is to take place.

Individual teachers, in consultation with the Administrator, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

On field trips there will be at least one (1) adult chaperone for every eight (8) students. All chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois.

Please note: All persons who volunteer to drive or supervise for a field trip must have completed the Protecting God's Children training and have completed the appropriate paperwork. (volunteer drivers must have a current valid license and be at least 25 years old. An exception may be made for teachers or parents age 21 years or older. A copy of the paid insurance coverage must be given to the school office for reference.)

*** Chaperones may not bring siblings or younger children on the field trip.**

***Each individual student will need a signed permission slip for field trips. Only one name can be on each slip .**

8th Grade Trip

The 8th Grade Trip is to be planned by 8th grade parents. All fundraising, and monies collected, trip itinerary, reservations, etc. are to be coordinated by these parent volunteers. All items sold for fundraising are to be handled and distributed by the volunteers in charge. Once a fundraiser is completed, all monies MUST be given to the school office for deposit. All bills for trips are paid by the school office. NO bill will be paid until funds are deposited. Overnight trips are not allowed. and are discouraged by the Diocese. Rules/standards for this trip are as follows:

8th Grade Class Trip Parent Guidelines to Follow

- The date of the trip will be decided by the Principal.
- The trip must have an educational component.
- The 8th Grade Homeroom Teachers must chaperone.
- There will be 1 adult chaperone for every 8 students.
- Adult chaperones must be in good standing with the school, and must be able to monitor a small group of students throughout the day. This is a very demanding, physical expectation when much travel and walking is involved. Overall health and age will be a consideration.
- No overnight trips will be allowed, as per Pastor and Principal.
- All students will complete a permission slip signed by the parent.
- Students will raise the needed funds for the bus and trip.
- Details of the trip- destination, agenda, departure times, emergency phone numbers, etc. must be given to the Principal well in advance.
- In order for students to attend the trip, they must be in good standing with the school and have all work completed.
- If at any time, a student becomes a discipline problem on the trip, parents may be called to pick up a child.
- Parents will hold meetings to organize and plan the trip.
- Parents will organize fundraising events or opportunities and account for all funds acquired (two person system, at least) and pay for the bus and events.
- No funds that have been raised will be kept in a person's home. All money will be given to the school office until all bills are paid.
- Parents will keep running records in a binder that may be passed down from one class to the next for better organization.

- Parents will inform the Principal of possible fundraisers, potential locations to visit, and other necessary details in the decision making process.
- Parents should send a letter home to all parents, letting them know the details of the planned trip, well in advance. The Principal should get a copy of this letter.
- Parents should form a committee in order to do this work instead of relying on one person to complete all tasks.
- 8th grade students should participate in as many fundraising events as possible in all fairness to the other classmates.

Finances

Tuition

St. Francis Solanus School is financed through tuition, technology/instructional fees, parish subsidies, fundraising, and special gifts. St. Francis Solanus has **tuition policies** for parishioners and non-parishioners that are reviewed each year. Tuition and instructional fees are not tax deductible, but qualify for the Illinois Education Tax Credit.

Quincy Catholic Elementary School 2022-23 Tuition

	<u>Registered Parishioner</u>	<u>Non-Registered Parishioner</u>
1 Child:	\$2,850	\$3,825
2 or More Children:	\$4,225	\$6,550

Tuition Payment Options

1. Prepaid Tuition – Parents may pay the tuition for the upcoming school year in full prior to July 1st.

2. Guaranteed Loan Program –Parents may secure a loan through a selected financial institution by July 1st for all or part of the parent cost of tuition. The amount of the loan, which includes bank fees and interest rates, is paid in 10 monthly payments with the first payment due on August 1st.

***Note:** If a family defaults their secured bank loan/F.A.C.T.S. loan, they will not be allowed to register for the next school year until the loan is paid in full.*

A 10% late fee will be assessed if the full amount is not paid by July 1st.

Registration

Registration for each upcoming school year will take place in the spring to allow parents of returning students to select their preferred tuition payment schedule. Completed and signed forms will be due by a selected date.

Instructional Fees

The Instructional Fee for each child will be \$300.00. Instructional fees must be paid at the time of registration. An early bird discount would be \$200.00 if paid before registration. Registration forms will be offered on-line. Instructional fees are non-refundable.

Technology Fees

The Technology Fee for each child is \$100 per child. An early bird discount would be \$50.00 if paid before registration. Technology fees are non-refundable.

Financial Assistance

Financial Assistance is available for eligible families. Forms are available on FACTS online and must be completed and submitted to FACTS with the required processing fee by a set due date. Families will be contacted once the determination has been made. Note: In order to be eligible to request financial assistance for the upcoming school year, a family must participate in the Gene Grawe Education Fund gift card program during the previous school year.

Outstanding Finances Due

The final report card, diploma, and official student record and use of FACTS will be blocked / held until all monies owed to any school program are paid. This includes tuition, instructional fees for the ending school year, lunch money, library fines, before and after school program costs, playground substitute fee, and payment for service hours not completed. Unless payment arrangements for outstanding finances have been reached with the church office/Pastor, admittance for the next school year will be denied. Finances due from the previous school year for students not returning, for which payment arrangements have not been made, may be turned over to a collection agency.

Tuition Reimbursement Policy

In the event a student leaves St. Francis Solanus School during the school year due to his/her family moving out of the Parish, a reimbursement of prepaid tuition will be provided. The reimbursement of prepaid tuition will be prorated monthly, based on the number of months school was in session. Instructional fees are non-refundable.

Grievance Procedures

Diocesan Guidelines state (IF): Complaints from parents or other legitimate sources about the operation of the Parish School should be treated courteously. Anonymous complaints or mere rumors, however, should be viewed in proper perspective. An established grievance procedure agreed upon beforehand by both the Pastor and the Principal will eliminate prior judgments and misconceptions arrived at without complete or accurate factual information. Mutual consultation in such matters is vitally important.

St. Francis Solanus School shall deal with **grievances** in this manner:

1. Anonymous complaints will not be dealt with.
2. Grievances and appeals must be brought in the following order:
 - a. Parent or complainant shall contact the teacher.
 - b. If not satisfactory, complainant shall contact the Principal, who shall call a grievance session.
 - c. If not satisfactory, complainant shall contact the Pastor, who shall call a grievance session.
3. Grievance sessions shall be processed in this manner:
 - a. In fairness to both parties in a dispute, a parish/school representative will meet with all parties, that is, parent or complainant and the teacher or complaine.
 - b. In the session, the parish/school representative shall:
 1. document the grievance/complaint
 2. document the answer to the grievance/complaint

3. document the agreement reached or not reached
4. read the report to the complainant and the complaine

Hall Passes

Students must have a hall pass when leaving classrooms during class time for various reasons (i.e. Restroom use, going to the office, getting materials from other classrooms etc.)

Students should not be in the school for academic work during lunch/recess without a hall pass from a teacher. Students must be supervised at all times.

Health and Safety Policies

Asthma Patients

Students with asthma may carry their asthma medications on their persons per Illinois School Code. There are request forms and agreements that must be completed and signed by the doctor and the parents in order for the students to keep their inhalers, etc. with them. Forms may be requested from the school office. Samples are in the back of this handbook.

Asthma, diabetes, seizure medication and epinephrine injectors: The school allows the self-administration and / or self carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents and signed permissions.

Communicable Diseases

The school office shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

(From the Diocesan Handbook of Educational Policies)

Concussion Policy

If a student or player receives a head injury in a game, P.E., or recess, he or she may not play sports at recess, or in P.E. until he/she has been seen and released with written permission by a physician. We have a school concussion committee and policy that are in place when needed. All head injuries are reported to the child's parent.

Dental Examinations

Students entering **kindergarten, second, and sixth grades** are required to receive dental examinations. Forms completed by the dentist must be on file in the school office by **May 15** of the current school year.

Dispensing of Medications

Non-Prescription Medications - According to State Law, we are **not** allowed to dispense any non-prescription medications at school. Non-prescription medications include aspirin, Tylenol, antacids, antihistamines, and any other medication.

Sunscreen - A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

First Aid - If an **injury** occurs, we will clean the wound and inform the parent if the child needs further treatment or needs to be sent home. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used. If the child needs medication, the parent will be called and he/she resumes the responsibility to bring the child medication or take the child home.

Prescription Medications - For students needing prescription medication, you are asked to adjust the dosage times to before and after school, supertime, and bedtime to eliminate the need for dispensing it during the school day. However, if a student is **required** to take **prescription oral medication** during the regular school day, the following regulations must be followed in order for the medicine to be taken at school:

1. **Written orders from a physician** detailing the name of drug, dosage, and time interval the medication is to be taken must be given to the school office.
2. **Written request and permission from the parent or guardian** requesting that the school comply with the physician's order must be given to the school office. (A form is included in the back of this handbook. Additional forms are available in the office)
3. Medication must be brought to school in the original container labeled by the pharmacy or physician.
4. Every medication given will be recorded on a medication log, which includes date, time, dosage, and signature of the person giving medication.
5. The medication must be brought to the office where it will be dispensed and recorded by the person designated by the Principal.
6. Parents will be required to pick up any unused medications.

Medical Marijuana

In accordance with Ashley's Law, 105 ILCS 5/22-33, we allow trained school personnel to dispense medical marijuana products according to our Medical Marijuana Policy. The policy is available to those who may qualify.

*** STUDENTS ARE NEVER TO HAVE DRUGS ON THEIR PERSONS TO TAKE ON THEIR OWN, with the exception of inhalers, epinephrine auto-injector, or prescribed self-administered medication.**

Fever/Vomiting

No child with a fever over 100 should be sent to school. The child should not return to school until he/she has been fever-free (without Tylenol or other fever reducers) for 24-hours. If the fever is associated with contagious disease, longer absences from school may be required. Any child with a temperature of 100 or above will be sent home.

If vomiting occurs, your child should be kept at home until he/she can keep his/her food down and is eating normally again.

If a student is ill, the principal has the discretion to send a child home.

Head Lice

Our school policy on head lice follows the recommendations of the American Academy of Pediatrics. When head lice are discovered on a child, we take the following steps:

- If head lice are discovered by the parents, we ask the parents to notify the Administrator.
- If head lice are discovered at school, teachers (including general school staff and after-school staff) will contact Administrator.

As soon as the Administrator is informed, the school may:

- Check the students in the affected classroom one by one for lice and nits. The names of affected students are not divulged.
- Inform the parents whose children have lice and provide them with resources as needed.
- If a student had head lice or nits, the parent will be called to pick up his/her child.
- If lice/nits are detected in one classroom, siblings' classrooms will be checked as well.
- Re-check the children after their return to school to ensure that the treatment they have received has been successful.
- Notify the parents of the affected classes.
- Explain to parents that they are expected to check and/or treat their children before sending them back to school the following day.

Health Records and Immunizations

(As required by Public Act 81-184, Section 27-8.1 of the School Code of Illinois.)

1. All children entering kindergarten, sixth, and ninth grades must have on file in the school office **by October 15** of the current year a recently **completed written health exam** by a physician. Forms will be received at Kindergarten Roundup and will be sent home with 5th and 8th graders in the spring of the year.

NOTE: Sports physicals are NOT ACCEPTABLE as the required health exams. However, the 6th grade health exam will fulfill the sports physical requirement for the school year.

2. All students must have received the **proper immunizations** required by Illinois State Law:

Diphtheria, Tetanus, Pertussis (DTP)	- 4 or more doses
Polio (TOPV or IPV)	- 3 or more doses
Measles, Mumps, Rubella	- 2 doses (Pre-K – at least 1 dose)
Hepatitis B	- 3 doses
Varicella (Chickenpox Vaccine)	- 1 dose OR Proof of prior disease with date signed by physician
Meningitis Vaccine for 6 th grade	
3. Children entering kindergarten must also show evidence of receiving a **lead screening**.
4. Children entering kindergarten or enrolling in school for the first time must have a **vision exam**.
5. Students entering 6th, 7th, and 8th grades are also required to have received the **Tdap immunization**.
6. Any child who is **not in compliance by October 15** of the current school year **will be excluded from school** until he or she has received the proper immunizations and/or health exams.
7. It is the parent's responsibility to inform the school of any **physical abnormalities** or **health problems**. (For example, allergies, birth defects, diabetes, epilepsy, etc.).

Illinois Sex Offender Registry

Parents may access information regarding registered sex offenders through the Illinois Sex Offender Registry. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us/>.

Pregnancy/Parenting

St. Francis Solanus School affirms the moral teaching of the Catholic Church, including the teaching of holiness and the giftedness of life. St. Francis Solanus School equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the Administrator will deal with each boy/girl involved

in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, the Principal, and the Pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being. Married students will not be allowed to attend St. Francis Solanus School.

Abandoned Newborn Infant

(325 ILCS 2/) Abandoned Newborn Infant Protection Policy

Our students will be informed of the parameters of the Abandoned Newborn Infant Protection Act during health, religion, etc class during their eighth grade year. The Illinois School Code mandates the teaching of this topic.

Vision Examinations

All students entering school for the first time (generally kindergarten) must receive a vision exam by a licensed optometrist by October 15 of the school year.

Vision and Hearing Screening

Each year, students in PreK, 2nd and 8th grades, and any students recommended by teachers, receive vision screenings, and students in PreK-3rd grades receive hearing screenings. Vision & Hearing Screenings are not diagnostic tests, but are done to identify children who may have a vision or a hearing problem. Those children are then referred to the appropriate doctor for further testing.

Parent / Teacher Organization

All families of students registered at St. Francis Solanus School make up the Parent / Teacher Organization (PTO). All families are asked to be active members and to support its activities.

To organize the activities, PTO Officers are assigned. PTO Officers include a president, vice-president, secretary, and treasurer. Activities sponsored include Trunk or Treat, School Picnic, and various fundraising activities. All meetings are open for parents to attend. Families will be notified of meeting dates and times through our weekly newsletter.

Homework

Homework strengthens the concepts taught during the class session and provides the parents with the opportunity to follow what and how their children are doing in school. Parent cooperation in supervising homework is a vital element in the learning process of the children. Homework need not always be a written assignment. Study, review, and reading selections are a necessary part of developing good study habits.

While each child is unique and works at his/her own pace, a general guideline for the amount of time to be spent each night per grade is as follows:

Kindergarten	15 minutes
1st grade:	15 minutes
2nd & 3rd grade:	30 minutes
4th & 5th grades:	45-60 minutes
6th, 7 th , & 8th grades:	60-90 minutes

If a student is absent, please let the office know when you call in the absence if you will be picking up the homework in the plastic bin in front of school or if it should be sent home with another student. Homework, if requested, will be in the office at 3:00 p.m.

Some nights may have more assigned than others, especially in grades 6, 7, and 8 where the students have several teachers each day. If your child is spending an unreasonable amount of time each night on homework or never brings home homework (especially in grades 3-8), there is a problem. Please contact his or her teacher regarding either situation.

Homework for Absent Students:

When calling to report your child's absence, please let the office know if you will be picking up the homework or if it should be sent home with another student. Requested homework will be in the school office at 3:00 P.M or may be picked up in the plastic bin in front of school. If you are unable to be here at that time, you may request to pick it up in the After School Program. Students may also receive missing assignments from their teacher when they return to school. Ordinarily, all assigned work and tests announced prior to the student's absence are made up the day the student returns. Students will generally be allowed one day for each day of absence due to illness to complete other missed work. For example, a student who was absent for three days in a row should be given three school days to complete the missing work. For homework for absent students due to vacation, see *Vacation During School Time* under Attendance Policies.

Hot Lunch Program

Lunch Ticket System

Students will be issued a plastic, barcode ticket. The bar code is identified with each child. We will be utilizing the lunch program on FACTS so that parents may view their child's lunch account. Viewing lunch accounts on FACTS Parents' Web will let parents know the balance or if lunch money is needed. A negative balance denotes money remaining in the family account. A positive amount indicates what a family owes for lunch and/or milk. Please be responsible to see that your child's lunch money is paid and is kept up to date. Taking on this responsibility will eliminate excess time sending out unpaid lunch statements for your child(ren). A charge for hot lunch is \$3.20 per lunch. (amount subject to change without notice)

Payment Options

For your convenience, we have added the ability to use FACTS to pay online. Using this Online Payment method does incur a per transaction fee of \$0.85. When making a physical payment, check is preferred for bookkeeping purposes. In the case of families with more than one child, payment is acceptable in one check for all the children. **PLEASE NOTE:** When sending in lunch money with your child please be sure to enclose the check in a marked envelope with **"HOT LUNCH MONEY"** AND the parent's ***first and last name*** recorded on the outside of the envelope. Please follow this procedure to help us make sure the money is credited to the correct student account. The homeroom teacher collects all physical lunch money payments and then sends it to the office. **Please mark the checks or envelopes carefully; a wrong name for example can cause much confusion.**

Paying for Lunches

We highly recommend pre-paying for your child(ren)'s Hot Lunches. If you know your child is eating 5 days per week, that's \$16.00. If they eat a hot lunch every day then you could pay \$32.00 on the first and

\$32.00 on the 15th and not have to worry about a large bill adding up, especially if you have multiple children. If it is easier, you can deposit larger amounts like \$100 or more at a time, then add more at the first notice that your funds have run down. **Unpaid balances on lunch accounts will be billed at the end of each week and are to be paid in full upon receipt. Unpaid balances will be subject to have FACTS access blocked, report cards held, or holding of next year's registration until paid in full.** For more information on this please see the Outstanding Finances Due under the Finance tab.

Children are encouraged, but not forced, to eat all their food. Our lunch program is the OFFER versus SERVE Program. The goals of the Offer versus Serve (OVS) are to decrease food waste and increase food choices. When using the OVS approach, all planned menu items must be offered to all students. All students must eat in the cafeteria.

For lunch, OVS allows students to choose a minimum of three of the five required menu components as a reimbursable meal. One of the three items taken must be a fruit or a vegetable.

Lunch Food Items

Students must be offered all five required food items:

1. Meat/meat alternate
2. Milk
3. Grains/breads
4. Serving of vegetables
5. Serving of fruit

One main entrée will be provided along with several side items (fruit, vegetable, etc.). Parents are asked to review the menu with his/her child prior to coming to school for the day to determine whether or not hot lunch will be chosen for the day. One carton of milk will be offered with all hot lunches. White (1%) and chocolate (1%) is available. Additional milk (white or chocolate) will be sold separately for those who wish to buy it for \$0.40 per carton. A lunch menu is sent home monthly and is available on FACTS ParentsWeb under resources. Please consult the menu before deciding if your child wishes to receive hot lunch in order to avoid the unnecessary waste of food. **Please make that decision with your child in advance to avoid phone calls from children asking for a different lunch.** Any child arriving after 9:00 a.m. should bring a cold lunch, as the lunch count has been collected by then and changes after that time are difficult to accommodate.

The menu is subject to last minute– changes due to circumstances we cannot control.

Children may choose to bring a cold lunch. Milk tickets are offered for .40 cents for all cold lunch children, including those who receive free and reduced hot lunches. Parents are NOT allowed to bring their child's lunch from a fast food chain OR have them delivered. **DELIVERIES WILL BE TURNED AWAY.** (such as Hardees, McDonalds, Subway, Jimmy Johns, etc) as these cause disruption and disturbances in the lunchroom and the school office. Soda products are not allowed in the lunchroom. Lunch Continued:

Free and reduced price Hot Lunch is available to those who qualify by receiving and filling out an application form from the Hot Lunch program in the office. These forms may be obtained at any time throughout the school year. We encourage all who might be eligible to apply. **This information is confidential and children on free and reduced lunches will receive the same tickets and scanning as full paid lunch students. This program benefits our hot lunch program.**

Parents Playground Duty Obligations

1. Please check in at the school office by 11:30 a.m. on your assigned days for playground supervision to sign in, and get a safety vest. **This is mandatory.** Recess is over at 12:30 p.m.
2. A monthly schedule will be sent home informing parents of their time for playground supervision. This schedule is made on a rotational basis. **If you cannot come to supervise on the day assigned, you are asked to exchange with another parent, get a substitute, or send \$10.00 (which is in line with \$10 per volunteer hour) for the school to pay a substitute for you. This \$10.00 charge will be strictly enforced. If you would like your name removed from the playground duty list for the year, please send \$100.00 to cover the cost of a sub for your playground duties throughout the year. You may complete your hours in other ways of service. (i.e. Mardi Gras, School Picnic, Book Fair etc.) (Parish activities do not count towards hours, they are considered stewardship)**

PLEASE NOTE: If you opt to pay for a sub, rather than do your scheduled playground duty, you MUST call the office to have this recorded properly.

- **Your cooperation is vital. Playground supervision is a safety concern. The more parents we have on duty the easier and safer it is for everyone.**

Playground Rules for Students & Supervisors

1. Children must stay in their assigned areas.
2. Children may not leave the playground area without the permission of the Teacher, Principal or the adult supervisor on duty.
3. Stand in your assigned area so that you can see all the children in your assigned area.
4. Children are not to re-enter the building without permission and doors cannot be propped open for any reason.
5. Only the supervisor is to retrieve the ball, if it goes outside an assigned play area.
6. Respect for parent supervisors is expected.
7. Stress kindness and acceptance of others in observation of group play.
8. Children are expected to respect all supervisors. Please ask for that respect by the way you act and react with other children. If there is a problem during recess, either inside or outside, please report it to the office.
9. Proper behavior must be maintained. Parents have a right to sit a child out from play for rough behavior.
10. Supervisors should be watchful, alert, and refrain from using their cell phone while on playground duty.
11. If a parent is supervising the indoor game room or classrooms, children are NOT allowed to run, play tag or chase each other. This room is for quiet, calm games only.

Note: please refer to the detailed list of rules in the Behavior Plan, and detailed list of Parent Recess Guidelines beginning on page 89.

Outside Recess

Students will play outside when the wind chill is 32 degrees or above. Please dress your child

accordingly.

Integrated Pest Control Plan

The school has a pest control plan available in the school office. If you wish to be notified when pesticide applications will occur, contact the school office.

Technology, Internet, and Social Media

Internet access is available to students, teachers, and staff at St. Francis Solanus School. It provides vast, diverse, and unique resources to both students and staff. To use the school's internet access, all students must obtain parental permission, and must sign and return this form to the school office.

Students will be able to explore sites, libraries, and databases throughout the entire world thus enhancing their educational experiences by resource sharing, innovations, and communication. St. Francis Solanus School uses a web content filter for laptops, chromebooks, desktops and iPads. Parents should be aware, however, that although our internet is to make internet access available to further educational goals, students may find ways to access other materials as well. Computers with internet access are located in all classrooms, the computer labs, the school office, and the school library. Using the internet properly and for educational value is the shared responsibility of students, staff, and parents of St. Francis Solanus School. The school will support and respect each family's right to decide whether or not to grant permission for internet use. In using the internet at school, students are not allowed to access personal email services; in other words, they will not be able to write and receive mail from outside of the St. Francis School email service, with the exception of special services and programs. These programs will have a separate parental permission form in order for the students to participate. Students internet use is monitored at all times.

Students are responsible for appropriate behavior in the classrooms, hallways, cafeteria, playground, and field trips. Appropriate behavior on school computers and computer networks are also the students' responsibility. General school rules for behavior and communication apply.

Access to the internet is given to students who agree to act in a responsible manner. Access is a privilege, not a right, and entails responsibility. Parent consent is required. The following are NOT permitted by students using the computer network and the internet:

- Sending or displaying offensive messages or pictures.
- Using inappropriate language in any communication.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Downloading any files without permission.
- Trespassing in another person's folder, work, or files.
- Intentionally wasting limited resources.
- Using the network for commercial purposes.
- Revealing personal contact information, such as name, address, phone number, Social Security Number, etc., or that of others.

- Attempting to bypass the schools internet web content filter.

Violations will result in immediate loss of access privileges, as well as other disciplinary action(s).

****Lost iPad:** will result in replacement fee of the current purchase price.

If a student does not return the iPad, Charger, and/or Charging cable with the iPad there will be a charge for each item. (prices subject to change without notice).

iPad \$350.00

Charging block \$35.00

Charging cable \$15.00

Damaged iPads will have a deductible charged for repair

- **\$50 deductible due on first damage claim and full value for refurbished iPad for loss**
- **\$150 deductible due on second damage claim and full value for refurbished iPad for loss**
- **\$250 deductible due on second damage claim and full value for refurbished iPad for loss**

Locally purchased chargers and cables will not be excepted. They must be of the same brand and quality that was issued with the iPad.

Acceptable Use of the Internet of Things (IoT)

The St. Francis School's provision of internet connections and wireless network services to its students and others is offered only on "as is" and "as available" basis. St. Francis School cannot guarantee the security or availability of its systems with respect to personal medical devices (PMDs). PMD users should not rely upon the security and availability of the District's internet connections and wireless network services, and PMD users with continuous, critical needs should arrange for redundant, secure communications systems.

Social Media

St. Francis School

St. Francis School may not request or require the student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website; The school 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 disciplinary policy; and, The school may require the student to share content in the course of such an investigation.

The social media app Yik Yak is banned from all school and personal devices on any of our campuses. Anyone with the app on their device and on school premises will be subject to discipline up to and including termination and/or expulsion. Using the app off premises could be subject to the same discipline if such use is directed to the school, other students, or school staff. Failure to implement this directive from the Diocese may expose your school and administration to institutional and/or personal criminal or civil liability. More information about Yik Yak can be found here:

<https://www.foxnews.com/opinion/psychiatrists-view-yik-yak-is-most-dangerous-app-ive-ever-seen>

<https://www.bark.us/blog/yik-yak/>

<https://www.cnet.com/tech/services-and-software/yik-yak-a-toxic-social-network-that-shut-down-four-years-ago-is-somehow-back/>

Additionally, if any of your schools are facing a potential threat, please contact Law Enforcement immediately. Here are the Yik Yak guidelines for law enforcement:

<https://yikyak.notion.site/Yik-Yak-Guidelines-for-Law-Enforcement-b2d3ad6112bf410e892e624c18661789>

The Diocese is aware that other social media apps are also problematic and that the ever evolving world of technology is causing new challenges to living Catholic values and can be a new threat to child safety. A diocesan taskforce is already examining new policies for social media and technology use and more information will more forthcoming in the new year. If you have any additional questions, please contact Chancellor and General Counsel James A. Bock, Jr.”

Parents

Social Media can be a valuable tool to communicate important information, or keep in touch with friends. It should be a positive means to share information, not negative. If, at any time, you have a concern about the school, please communicate that with a phone call or in person for a better solution. Parents who downgrade our faculty or staff on social media, will be confronted and a written apology will be suggested. The Parents’ Page will be monitored and **negative posts will be removed. Parents are encouraged to visit the official business St. Francis Facebook page for valuable information.**

Library

St. Francis has a library in the lower level of the school. Each class is allowed to use the library weekly and check out books for a period of one week. If books are overdue, there is a fine on each book of .10 cents per day/per book. Children are expected to handle books carefully. Lost or severely damaged books must be paid for in order for the student to check out any additional library materials.

Lockers

Locks will be supplied by the school. Locks must be used on lockers at all times. The school is not responsible for any lost or stolen items. Locker privileges will be lost if a student misuses the locker in any way or does not use a lock appropriately. Any lock lost or broken will be replaced by a fee of \$10.00, supplied by the student.

The following rules were established in 2017:

1. All students must use the combination each and every time the locker is entered. No student will be allowed to “set” their locker. Students will not be allowed to keep the lock inside the locker, instead of using it. Lockers must be locked at all times.
2. All students will care for their locker and treat it with respect. No student will write on, place stickers on, or damage the locker in any way. Tape is not allowed on a locker. In case of damage, the student will be expected to pay for repair or cleaning costs.

3. All students will keep their combinations as personal information and will not share with other students. The locker will hold valuable items such as books, iPads, and personal belongings- and should be secured.
4. All students will be expected to treat their locker with respect, as well as the area around the locker. In other words, the locker door will not be slammed or abused in any way to create unnecessary noise.
5. All students will use the locker only during times permitted by a teacher or administrator.
6. All students will clean out their lockers at the end of the year, leaving no papers or trash behind.
7. All students will keep snacks in the classroom (with teacher permission) and not in their lockers. Open drink containers and snack packages only encourages bugs and other small insects.
8. Some students may be required to share a locker, due to the number of lockers vs. students and are encouraged to do so without complaint.
9. If a locker combination becomes stuck or broken, the student should inform the homeroom teacher, who in turn, will inform the Head of Maintenance for repair or a new combination.
10. Time should not be wasted at the locker, no cell phone usage, do not be late for class, be kind to the person whose locker is below, and be a good neighbor. Offer to help when help is needed in any way. This is added responsibility- please use it well.
11. Students will be charged a \$10.00 fee to replace locks on any locker that is not locked.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost & Found designated area. Items placed in the Lost & Found remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a textbook , workbook, iPad, or Chromebook or technology devices must pay the replacement cost of the item plus shipping and handling charges in order to receive a new materials.

Non-Custodial Parents (DP #4303)

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

Parent Cooperation (as a Condition of Enrollment)

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school Administrator reserves the right to require the withdrawal of a student if the Administrator determines that the partnership is irretrievably broken.

Parent Approval Form (Student Photos & Names (DP #4309))

News and Articles

At the beginning of the school year, parents or guardians will be asked to fill out a form allowing approval or disapproval of their child(ren) to be photographed for media purposes. Consent will allow child(ren) to be interviewed, photographed, videotaped, or placed on our school website in respect to news stories or instructional/informational projects and programs.

Classroom Instruction

"I give my child permission to participate in a class that may be streamed or recorded for instructional purposes."

Parents as Partners

As partners in the educational process at St. Francis Solanus School, we ask parents:

- ❖ To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Eats hot lunch or nutritional cold lunch every day.
- ❖ To actively participate in school activities such as Parent-Teacher Conferences;
- ❖ To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- ❖ To notify the school with a written note when the student has been absent or tardy;
- ❖ To notify the school office of any changes of address or important phone numbers;
- ❖ To meet all financial obligations to the school;
- ❖ To inform the school of any special situation regarding the student's well-being, safety, and health;
- ❖ To complete and return to school any requested information promptly;
- ❖ To read school notes and newsletters and to show interest in the student's total education;
- ❖ To support the religious and educational goals of the school;
- ❖ To support and cooperate with the discipline policy of the school;
- ❖ To treat teachers with respect and courtesy in discussing student problems;
- ❖ To refrain from using social media as a way to relay negative comments about school personnel;
- ❖ To support school sponsored programs: School Play, S.T.E.M. Night, School Picnic, etc.;
- ❖ To support and assist in fundraising for the school;
- ❖ To assist the school by completing service hours

(See "Parents as Partners" and "Students as Partners" forms, located at the end of this handbook).

Parent's Role in Education

We, at St. Francis Solanus School, believe that we work in partnership with you, the parent, in the education of your children. We believe that parents are the primary educators of their children.

Therefore, it is your right and your duty to become the primary role models for the development of your child's life -physically, mentally, spiritually, emotionally, and psychologically.

We Believe:

- Good example is the strongest teacher. Your personal relationship with God, each other, and the Church community will affect the way that your child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in your family life.
- During the formative years (Preschool-Grade 8), your child needs constant support from both parents and faculty to reach their potential.
- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between school and home will only teach disrespect of all authority.
- At times students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive; however, it is this discipline that provides young people with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence. It is the parents' responsibility to make sure their child attends on a regular basis. Children should not miss more than 9 days in a school year. Beyond that is considered excessive by state standards.

Let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Personal Safety Training

The Diocese mandates that our students receive information to help them protect themselves. For example, younger students are taught to be careful around strangers. For specific information, contact your child's homeroom teacher. Parents may opt out of this training with a written explanation.

Plagiarism

Students who choose to copy, cut and paste from a book, internet site, etc. are plagiarizing. This will result in a 0% for the assignment. Students are required to redo the assignment. The grade will remain a 0%.

Police Questioning and Apprehension

When students become involved with law enforcement officers, the officer will be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged. The following steps shall be taken to cooperate with the authorities:

- the officer shall properly identify him/herself,
- the parent(s) or legal guardian shall be notified immediately and informed of the intent of the law enforcement authorities,
- The student's parent(s) or legal guardian has a right to be present if the conference is held in the parish/school,
- if the student's parent(s) or legal guardian cannot be located, authorities are not to confer with

- the student unless they produce a warrant, and
- if there is a warrant or if it is impossible for the parent(s) or legal guardian to be present, the Administrator may be a witness to the conference held in the school at the request of the parent or legal guardian,
- legal counsel should be called as needed if officers come to the school. (DP #4308)

**If the Department of Children and Family Services arrives to see a student, they must be allowed to do so. However, the principal should be present while the student is being questioned. Proper identification is required before seeing the student. (Diocesan Handbook, Section 3)

Principal's Right to Amend the Handbook

The Principal retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes that are made. Our School agrees to comply with any other applicable State or Federal Law or regulatory requirements.

Religious Development

The religious development of our students is of utmost importance in our school. Religion is taught daily. The students are given an opportunity for prayer as well as participation and preparation of school liturgies. A Christian atmosphere should permeate the entire day.

The children are instructed and prepared for the sacraments of Reconciliation, Holy Eucharist, and Confirmation. Confirmation is administered by the Bishop each year. Retreats and special meetings are scheduled for students preparing for these sacraments. Additionally, 8th grade students are required to complete a requested number of service hours for Confirmation.

Our school participates actively in projects throughout the year to help the sick and poor. Service to others is a part of our religion curriculum. Teachers will develop various projects for both the parish and the community.

FACTS ParentAlert Notification System

FACTS ParentAlert, an emergency notification system, is in place at St. Francis School. This enables us to contact all parents in our database within one minute of activation. You will receive a real-time message from the Principal or a designee explaining any emergency situation at school that you need to be aware of. FACTS gives parents the ability to check grade status, lunch bills, and communicate with teachers through email.

School Board

Our School board is made up of nine members. The board advises the Pastor in the establishment of policy and the Principal in the execution of policy. Members of the School board for the current school year are:

Fr. Steven Arisman	Alice Arnold
Lori Shepard - Principal	Erin Stegeman
Saleem Mamdani - President	
Steve Eling	Scott Stadler
Lori Vranjes-Secretary	Matt Mueller -Vice President

School Picnic

The school picnic is deemed as a school event / field trip. All students are expected to attend, as it is a day of attendance. All students attending are required to turn in a permission slip and MUST have a parent or guardian with them for the entire time of the picnic to supervise.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks provided by the school must have a proper book cover. No writing is permitted in non-consumable texts. The student will pay a fine or replacement for damaged, lost texts, or technical devices before any final reports, transcripts, or diplomas are presented.

School Safety

On August 16th, 2021, the governor signed House Bill 2400, establishing new requirements for lockdown drills in schools. Among other mandated drills, the School Safety Drill Act requires that no later than 90 days after the first day of each school year, schools conduct at least one law enforcement lock down drill that addresses an active threat or active shooter within a school building. Public Act 102-0395, effective August 16, 2021, provides:

- *The lockdown drill must not include simulations that mimic an actual school shooting or active shooter event.
- *All lockdown drills must be announced in advance to all school personnel and students.
- *Lockdown drill content must be age and developmentally appropriate.
- *School personnel, including school mental health professionals, must be involved in the lockdown drill.
- *Lockdown drills must include trauma-informed approaches to address concerns and the well-being of students and school personnel.
- *School administrators and school support personnel may, in their discretion, exempt a student from participation in a walk-through lockdown drill.
- *Schools must provide sufficient information and notice to parents in advance of any walk-through lockdown drill involving student participation and provide an opportunity for parents to exempt their child for any reason from participating. The statute does not indicate how much advance notice is required.
- *Alternative safety instruction related to an active threat or active shooter must be provided to students who do not participate in the drill.
- *Students must be allowed to ask questions during the drill .

*Law enforcement may conduct an active shooter simulation, including simulated gun fire drills, but only on school days when students are not present. Parent notification is not required if students will not be present.

School Supply List

The school supply lists for each classroom are available in the office and have been posted at most local stores, and on the school website.

Search and Seizure

A school official may properly conduct a search of a student's person if the official has a reasonable suspicion that a crime has been or is in the process of being committed. A search such as through desks, lockers, book bags, etc. may also occur if school officials believe that the search is necessary to maintain school discipline or to enforce school policies.

The Administrator will make the final decision and will communicate this decision to the parents. If expulsion is necessary, the school will also help the parents make arrangements for further education of their child.

Service Hours

Each family is required to complete 10 service hours per year for the school. There are various ways throughout the year for you to volunteer your time to meet this requirement. The family is required to pay \$10.00 for each service hour/playground duty not completed by the end of the school year.

To earn service hours, parents may participate in or work at various events, such as the school picnic, PTO events and activities, playground duty, serving the School Board, tutoring, Mardi Gras. Parents must participate actively as room parents for service hours. Donating or making prizes or treats does not count for service hours. Grandparents, aunts and uncles may also help you out if you find it difficult to fulfill your time, provided that they have completed the "Protecting God's Children" program. Please call the school office to have your hours recorded. **(Only activities/service for St. Francis School apply to the 10 hour requirement. QND, Parish and other outside activities are not considered service hours for St. Francis Solanus School.(examples: Parish Picnic, Parish Bazaar, Scouting, Coaching sports).**

*If you are unable to volunteer we ask that you do your part by paying \$10 per hour. This is the policy in each of the four Catholic Schools. **Final report cards will not be distributed and FACTS blocked** until all service hours have been completed or paid for.

Student Accident Insurance

A plan for insurance coverage is offered to each family for each of their school age children. This is optional. The school does not purchase a blanket accidental insurance plan for the students.

Certification of Medical and Indemnity Agreement forms are online. Please be sure to fill out and sign the form.

All parents/guardians must declare in writing that their child is covered by a healthcare plan, or must

obtain the Student Accident Insurance that is offered through the school. Information, including the correct website, is provided for each family at the beginning of the school year. Apply online if you are interested in obtaining school accident insurance at <http://markel.sevencorners.com> (a dedicated secure enrollment website) or call 877-444-5014.

Student Photos and Names

Student photographs and names will be used in the paper, on the internet or where appropriate unless a written objection is received from the parent or legal guardian. Permission/objection must be documented.

Student and Staff Support Services

Reading Recovery

A Reading Recovery teacher is available to work one on one with first grade students who exhibit special needs in the area of reading.

Speech

Students recommended by their teachers will be screened by a speech/language pathologist provided by the Quincy Public Schools to determine the need for further evaluation of the student's speech/language needs. Parents of those students who would benefit from speech/language services will be contacted by the speech/language pathologist to make arrangements for the services to be provided.

TITLE I Programs

Students in grades 2-8 who have reading and/or math difficulties may be eligible to receive remedial help through Title I, a federally funded program that provides funds to our school which enables us to provide supplemental services to our students. Students may work with a Title I teacher, provided by the Quincy Public Schools. Parents of eligible children will be contacted regarding the program, which is provided in our school building.

Tutoring

Extra services are available for children in need.

Intervention Specialist

Additional services will be provided for a student with an ISP or 504 Plan.

Student Records

St. Francis Solanus School keeps permanent cumulative records of each student during his/her years at St. Francis Solanus School. These records are kept on file for at least sixty-two years once the student has left St. Francis Solanus School. The information in all records is confidential. According to the Buckley Amendment, parents have the right to inspect and review any and all official records, files, and data directly related to their children and intended for school use. Written consent of the parents must be obtained before a student's records are to be made available to parties outside the school.

The school abides by the provisions of the Buckley Amendment with respect to the rights of

non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Students must have a certified birth certificate on file upon registration with St. Francis School per the Missing Child Act.

Flagging Records-Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information, as well as a description of any individual making the request in person.

Transfer of Student Records

When a new student enrolls at St. Francis Solanus School, the parents will complete a request form to the former school asking for the release of records. Certified copies of transfer students' records are requested within 14 days of enrollment. When a student leaves St. Francis Solanus School to transfer to another school, the school sends unofficial records of students transferring to other schools within 10 days of the request.

Student Service Opportunities

Altar Boys and Girls

Boys and girls in grades 5-8 may become altar servers. Those interested receive training. They serve for school Masses as well as regular parish Masses, weddings, and funerals.

Community Outreach

Throughout the year, all students have the opportunity to participate in activities that support our community. Some of those activities may include Jump Rope and Hoops for Heart for the American Heart Association, gathering donations for cancer research, collecting food and needed items for the St. Francis Food Pantry, Quincy Catholic Charities and other organizations, making cards for residents of local nursing homes, volunteering at Horizons Soup kitchen, etc.

Cafeteria Workers

Students help in the cafeteria during lunch time by cleaning tables, wiping down tables and benches, serving food and selling milk.

Crossing Guards

Older students have an opportunity to help younger students cross the street in a safe manner.

Use of School Grounds

Students are not to arrive on school grounds before 8:00 a.m. unless they are enrolled in the *Before School Program*. At the end of the school day, students should not be on school grounds after 3:10 p.m. unless they are enrolled in the *After School Program*, are being tutored, are at a Scout meeting, are in detention, are at a scheduled after school activity, or are in the supervision of their parents. The school is not liable for unauthorized students on school grounds before 8:00 a.m. and after 3:10 p.m. on normal school days. If a parent is late picking up a child after 3:10 p.m., the child must go to After School Day Care for supervision.

Visitors

ALL PARENTS AND VISITORS MUST REPORT TO THE MAIN OFFICE TO SIGN IN UPON ENTERING THE BUILDING AND SIGN OUT WHEN THEY LEAVE. Classes should not be interrupted during the school day by parents and visitors unless arranged with the teacher and Principal ahead of time. Parents bringing forgotten lunches, homework, etc. are to leave them in the office and they will be delivered to the students. **PARENTS SHOULD NOT GO TO A CLASSROOM DURING THE DAY UNLESS PREVIOUSLY ARRANGED WITH THE TEACHER OR PRINCIPAL.**

Volunteers

All persons who volunteer must have completed the *Protecting God's Children* training and have completed the appropriate paperwork.

Weather-Related Early Dismissal and School Cancellation

During the winter months, with the possibility of inclement weather or other emergency conditions occurring, it may be necessary to dismiss students earlier in the day than usual or to cancel school for the day. If this occurs, a ParentAlert message is sent to all families as well as local radio and TV stations broadcast the information. On days when such conditions exist, please do not call the school office, but instead listen to the local stations (WGEM 1040, WTAD 930, or WWQC 90.3) for early dismissal times and announcements of school closings. Listen for "*Quincy Public and Catholic Schools...*"

Busses will be running on days when we dismiss early due to weather. On such days, all extra-curricular activities such as CYO, IESA sports and PMO Band will be canceled.

Again, please accept the phone call from FACTS and listen to the local stations for early dismissal information and help us keep our phone lines open for emergencies.

Wellness Policy

St. Francis Solanus School and the Diocese of Springfield in Illinois is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop

and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity, and other school based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school Administrators, and the public in developing this policy. More details of this policy are on file in the school office.

Wellness Policy Suggestions

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff, and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below. Due to student allergies at St. Francis Solanus School, products including nuts (oils, by-products, etc.) will not be allowed.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, starfruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (nut-free)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (nut-free)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onions, beans, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars) (nut-free)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Breadsticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)

- Flavored soy milk fortified with calcium
- Pure ice cold water

* This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

*** St. Francis Solanus School does have some students who have severe nut allergies. Please make sure that what you are serving is safe for everyone.**

Quincy Catholic Schools Sports Policy

The Quincy Catholic Schools Athletic Policy consists of the following:

- A. Before playing, students will have **proper medical insurance coverage** and the necessary **physical exam**.
- B. When a student becomes **15 years old**, he or she will be ineligible to play on any team.
- C. Students will have **competent supervision** that is approved by the principal and/or sports director and equipment will be maintained with safety in mind.
- D. A student cannot be on more than **one CYO team at a time** and he or she will experience an **equal amount of playing time** despite his or her ability.
- E. **No cheerleading squads** of any kind are permitted.
- F. **Parents** who attend games are expected to exhibit behavior that sets a good example to our children.
- G. All students wishing to play CYO sports must play on their parish school's team unless the school does not have a CYO team for that sport. In that instance, the student will be placed on another CYO team.

Ineligibility

- A. **Conduct, effort, and health** are all considerations as to whether a student may participate in school associated sports activities.
- B. All final judgments concerning eligibility rest with the principal.
- C. Athletes who are reported by coaches for not following the rules can be suspended.

The Quincy Catholic Schools Policy is consistent with the Diocesan Athletic Policies of the Handbook of the Catholic Education Policies. (#5560 and #5561)

Parent/Guardian Calling Form for Student Use

Student's Name: _____

Date: _____

Teacher's Name: _____

Class/Grade: _____

Time student left room: _____

Time Returned: _____

The reason I am calling is: "I was not....." (Student reads teacher comments and describes to parents)

_____ Being Responsible by _____

_____ Being Respectful by _____

_____ Being Safe by _____

"If I choose to do this again, I know my consequence will be..." _____

"I intend to...." (state plan to improve behavior) _____

Witness Information

I testify that _____ (student's name) called his/her parent (guardian), told them the rules which had been broken and stated a plan for improving behavior in the future.

Witness Signature: _____

Date: _____

If the student needs to return to the office to call later

Reason: _____

Tentative Return Time: _____

Witness Signature: _____

Date: _____

Release/Request Form for Standard Activity

We request that our child _____ be allowed to go on a field trip to _____ with St. Francis Solanus School presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by St. Francis Solanus School will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for St. Francis Solanus School to provide transportation for all those who are going on this trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that St. Francis Solanus School is not responsible for any damages or accidents that may result from our child's actions or the actions of the others. To the greatest extent possible, we release St. Francis Solanus School and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our children as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact/Medical Information: (Please Print)

Father/Guardian _____ Daytime Phone: (____) _____

Mother/Guardian _____ Daytime Phone: (____) _____

Address: _____ Home Phone: (____) _____

Other Contact Person: _____ Phone: (____) _____

Medical Insurance Company: _____

Company Address: _____ Policy # _____

Medical Conditions/Allergies _____

We hereby give our consent for our child to receive emergency medical care during this trip.

Signature of parent/guardian: _____ Date: _____

We hereby give our consent for photographs of our child to be taken and released. Signature of parent/guardian: _____ Date: _____

Release/Request Form for Hazardous Activity

We request that our child _____ be allowed to go on a field trip to _____ with St. Francis Solanus School presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by St. Francis Solanus School will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for St. Francis Solanus School to provide transportation for all those who are going on this trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that _____, and the activities related thereto are hazardous and we realize that injuries are a common occurrence. We freely accept and voluntarily assume all risks of personal injury or death, and property damage resulting from our child's participation in these activities. We fully understand that differences in height, weight, age, and skills, as well as the types of condition of any equipment used, also affect the dangerousness of these activities. We also acknowledge that we as parents/guardians are in the best position to know these things about our child. With this knowledge, we hereby consent to our child engaging in these activities.

We further understand that St. Francis Solanus School is not responsible for any damages or accidents that may result from our child's actions or the actions of the others. To the greatest extent possible, we release St. Francis Solanus School and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our children as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact/Medical Information: (Please Print)

Father/Guardian _____ Daytime Phone: (____) _____

Mother/Guardian _____ Daytime Phone: (____) _____

Address: _____ Home Phone: (____) _____

Other Contact Person: _____ Phone: (____) _____

Medical Insurance Company: _____

Company Address: _____ Policy # _____

Blood Type: _____ Medical Conditions/Allergies _____

We hereby give our consent for our child to receive emergency medical care during this trip.

Signature of parent/guardian: _____ Date: _____

We hereby give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

**Dress Code Communication
Notice of Dress Code Violation**

Date: _____

Student's Name: _____ Grade _____

Date of Occurrence: _____ Notice Given By: _____

____ Clothing is too short in length.

____ jumper ____ shorts ____ skirt ____ skort ____ slacks
____ top/blouse ____ other

____ Clothing is too tight fit.

____ jumper ____ shorts ____ skirt ____ skort ____ slacks
____ top/blouse ____ other

____ Clothing is the wrong color.

____ jumper ____ shorts ____ skirt ____ skort ____ slacks
____ top/blouse ____ sweater/sweater vest ____ other

____ Hoodie

____ Other:

Comments: _____

**For questions regarding the school dress code see your school handbook.
Parents please sign and return this form by _____.**

Date

Parent's Signature: _____

*Grades K-8 Note: **Parents may be called to bring appropriate clothing to their child.** The fifth and each subsequent violation will result in a detention. Students who repeatedly violate the dress code policy, will be denied participation in the next out-of-dress code or non-dress code day.*

Parents As Partners

We, at St. Francis Solanus School, believe that we work in partnership with you, the parent, as together we educate your children. We believe as the primary educators of your children, it is your responsibility to be a role model for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically.

We Believe:

- Your personal relationship with God, each other, and the Church community will affect the way that your child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in your family life.
- During the formative years (Preschool-Grade 8), your child needs constant support from both parents and faculty to reach their potential.
- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between school and home will only teach disrespect of all authority.
- At times, students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive; however, it is this discipline that provides young people with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence. It is the parent's responsibility to make sure their child attends on a regular basis. Children should not miss more than 9 days in a school year. Beyond that is considered excessive by state law. (as mentioned earlier in the handbook).

Let us begin this year with a commitment to a partnership as we support one another in helping your child become the best person he/she is capable of becoming.

I/we the parent/guardian of a student at ***St. Francis Solanus School***, understand my role as parent/guardian and agree to support the above beliefs and procedures of the ***St. Francis Solanus School Parent/Student Handbook***.

Parent/Guardian Signature

Parent/Guardian Signature

Students As Partners

We, at St. Francis Solanus School, believe that we work in partnership with your parent/guardian as together we educate you. We believe as your primary educator it is your parent/guardian's responsibility to be a role model for the development of your life---physically, mentally, spiritually, emotionally, and psychologically.

We Believe:

- Parents'/guardians' personal relationship with God, each other, and the Church community will affect the way that their child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in the family life.
- During the formative years (Preschool-Grade 8), children need constant support from both parents and faculty to reach their potential.
- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between school and home will only teach disrespect of all authority.
- At times, students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive; however, it is this discipline that provides young people with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence. It is the parent's responsibility to make sure their child attends on a regular basis. Children should not miss more than 9 days in a school year. Beyond that is considered excessive by state law. (as mentioned in the handbook).

Let us begin this year with a commitment to a partnership as we support one another in helping you become the best person you are capable of becoming.

I, a student at ***St. Francis Solanus School***, understand my role as a student and agree to support the above beliefs and procedures of the ***St. Francis Solanus School Parent/Student Handbook***.

Student Signature

Student Printed Name

Health Forms

Request for Administering Medication at School and Release from Liability

(This must be returned to school with the child's prescription medication.)

I/we, the undersigned parents/guardian of the minor child _____, a student at St. Francis Solanus School, hereby request St. Francis Solanus School to give medication prescribed by _____ from _____ to _____ under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor, drug store, name of drug, and the specific time it is to be given at school. I/we assume all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special problem, we hereby release and discharge St. Francis Solanus School and/or any of its agents or employees from any and all liability for any injury or damage to the health of said child arising out of or resulting from the necessity of said child having to take medication during school hours.

I/we have read, understand, and agree to the school's regulations concerning giving medication at school.

Signature _____ Date _____

Signature _____ Date _____

Address _____ Phone _____

Statement of Physician

(To be completed and returned with student's medication.)

Student's Name: _____ Grade: _____

Diagnosis: _____

Name of Medication: _____

Dosage: _____ Method: _____

Time of Administrator: _____ Date to Discontinue: _____

Predictable Side Effects: _____

Contraindications: _____

Physician's Signature: _____ Date: _____

Address: _____ Phone: _____

MEDICATION LOG

Date	Time	Dosage	By Whom	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Physician Request for Self-Administrator of Asthma/EpiPen Medication

Student's Name: _____ Birthdate: _____

Street Address _____

City: _____ State: _____ Zip Code: _____

To: St. Francis Solanus School
1720 College
Quincy, IL 62301

The above named student has _____
(Name of Disease or Syndrome)

I am requesting that he/she take the following medication during the school hours:

Name of Medication: _____

Type of Medication (Tablet, Liquid, Capsule, Inhaler): _____

Dosage: _____ Time(s) to be taken: _____

Possible Side Effects: _____

I certify that _____ has been instructed in the use and self-Administrator of this medication. He/she understands the need for the medication and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

I may be reached at the following phone number in the event of a reaction to the medication or an emergency.

(Physician's Phone Number) (Physician's Printed Name)

(Physician's Address) (Physician's Signature)

Date: _____

Parent Agreement for Child to Carry and Self-Administer for Asthma Medication

St. Francis Solanus School
1720 College
Quincy, IL 62301

I give permission for my child, _____, to carry and self-administer asthma medication(s) described below. I will notify the school of any changes in medication for my child's condition.

<u>Name of Medication</u>	<u>Dosage</u>	<u>Frequency of Use</u>
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature: _____

Date: _____

Self-Administrator of Asthma Medication

St. Francis Solanus School
1720 College
Quincy, IL 62301

Dear Parent or Guardian,

St. Francis Solanus School has received your request for the self-Administrator of _____, an asthma medication for your child, _____.

State law requires that we inform the parents or guardians of the student in writing that St. Francis Solanus School and its employees and agents are to incur **no liability**, except for willful and wanton conduct, as a result of any injury arising from the self-Administration of medication by the student.

Before we can allow your child to self-administer the medication, we must ask that you **sign and return a copy of this document**.

The permission for self-Administration of medication is **effective for the school year for which it is granted** and shall be renewed each subsequent year upon fulfillment of the requirements outlined above. A student with asthma may possess and use his/her medication while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.

I, _____, parent or guardian of _____, acknowledge that St. Francis Solanus School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the Self-Administration of medication by the above-named student. I indemnify and hold harmless St. Francis Solanus School and its employees and agents against any claims, except a claim based on willful and wanton conduct, rising out of the Self-Administration of medication by the student.

Signed: _____ Date: _____

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences, it is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussioninYouthSports/>

Student/Parent Consent and Acknowledgements By signing this form, we acknowledge we have been provided Information regarding concussions

Student Grade:

Student Name (Print):

Student Signature:

Date:

Parent or Legal Guardian

Name (Print):

Signature:

Date:

The Quincy Catholic Elementary Schools Illinois Elementary School Association Handbook

Quincy Catholic Elementary Schools (QCES) is a co-op of Blessed Sacrament School, St. Dominic School, St. Francis School and St. Peter School. The QCES abides by the IESA Handbook (which can be found on the IESA website), the Quincy Catholic Schools Athletic Policy, and the Diocesan Athletic Policy.

TEAM FORMATION: Because of the various requirements, some activities can only accommodate a specific number of participants. In this case, tryouts will be held for the number of participants to fill the team. Therefore, some students may not be chosen to participate in that particular activity. Tryouts will be held according to the IESA calendar.

PARTICIPANT REQUIREMENTS AND RESPONSIBILITIES:

- All participants must have the required forms and fees submitted.
- All participants in athletic activities must have a current physical exam/sports physical on file for the school year of participation.
- All participants must have proof of proper medical coverage.
- All participants shall follow the required attendance policies.
- All participants must be in good academic standing.
- All participants shall display good sportsmanship and proper behavior.

ATTENDANCE AT MEETINGS AND PRACTICE SESSIONS:

Participants should attend each scheduled meeting and practice session.

Exceptions:

- Pre-arranged events approved by the particular coach.
- Illness. (If a participant becomes ill after being in school all day, he/she should contact the coach or moderator personally for an excused absence.)

NOTE: If school is closed due to weather, there will be NO Games or NO practice.

ATTENDANCE IN SCHOOL:

The participant is expected to be in school by 10:00 a.m. the day of the contest in order to take part in the activity.

- If a student is absent from school because of illness the day of a contest or practice, he/she may not participate that day.
- If a participant leaves school because of illness during the day of a contest or practice, he/she will not be eligible to participate in the activity that day.
- A student arriving at school late because of illness must be checked in by 10:00 a.m. in order to be eligible to participate that day.
- Students who are checked out for doctor appointments, funerals, and similar circumstances may be allowed to participate if they arrive after 10:00 a.m. Check with your principal.
- If a participant is absent from school for reasons other than illness, the decision of eligibility will be left up to the discretion of the administration.

CONDUCT AND DISCIPLINE: The programs under the IESA will be conducted in an atmosphere which demonstrates respect for self and others, which sponsors good sportsmanship, and which values fun and enjoyment of sport participation. Those students who are participating in IESA activities are not only representing themselves, but also the QCES and our community as well. Therefore, QCES students must present a good image by appearance and behavior.

Consequences for Misbehavior During Contests:

- Participants found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred from interscholastic extracurricular contests, either as a participant or spectator or both.
- Any other person(s) in attendance who is found to be in gross violation of the ethics of competition or principles of good sportsmanship, may be barred from interscholastic extracurricular contests. When a spectator is asked to leave a game for unsportsmanlike conduct, he/she must leave the premises immediately and will be suspended for a minimum of three games (including postseason). If this should occur during the final game of the season, then the suspension will carry over to the next season.

From the IESA Handbook: 2.100

Students participating in interscholastic contests in violation of the By-Laws, or other persons found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred by the Executive Director from interscholastic activities.

- No QCES student participating in extracurricular activities shall have possession of, or be using, or be under the influence of drugs (unless prescribed by a physician), marijuana, tobacco (chewing also), or alcoholic beverages or have been arrested and found guilty for any of the above. Such violation will result in automatic removal from any further participation in IESA activities. All alleged violations should be reported to the Principal within a reasonable time after the violation was witnessed or reported. The written statement should include all alleged violations, witnesses and appropriate dates. If a violation occurs during a vacation time, it should be reported as soon as possible after the occurrence.

A student has the right to appeal an accusation of violation by a written appeal to the Pastor and Principal within 48 hours after the decision has been made. Upon receiving a written appeal, the Pastor and Principal will review the case and rule on the matter.

ACADEMICALLY ELIGIBILITY IN IESA ACTIVITIES: All students participating in IESA activities must be in good standing academically.

Academic grades shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in the activity.

The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. Grades are accumulative for the school's grading period.

The principal will inform the student, parents, coaches, and athletic director of any ineligibilities by the end of the day on Friday or the last day school is in session that week.

Ineligibility Policy: Academic performance, conduct, and effort are all considerations as to whether a student may participate in IESA activities.

- A student will be suspended for an “F” or two “D’s” in any core subject. (English, Math, Reading, Religion, Science, Social Studies, and Spelling).
- Any student getting a “5” in conduct or effort will be suspended.
- During the sports season (when the games begin), students will be suspended on a one week basis from games and practices. The suspension will begin on Monday and continue through the following Sunday. Grades will be reported to the principal weekly who will in turn contact the parents and coaches.
- If a student’s best grades, based on effort, are not passing grades, his eligibility to play will be decided by the principal.

ILLUSTRATIONS FROM THE IESA HANDBOOK REGARDING SCHOLASTIC STANDING:

The following is provided for illustrative purposes only and is neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q: We are in the 5th week of our nine week grading period. During our weekly grade check we discovered that we have a student who is receiving 4 A’s and one F in all subjects. Is that student eligible to participate?

A: No. Since grades are cumulative for a grading period and the student is not passing all subjects, the student is ineligible for the following week. When the grade check is taken the following week and if the student is now passing all five subjects, then the student will regain eligibility.

Q: When a student is ineligible for a given week because of grades, may that student participate in practices held during the week of ineligibility?

A: No. This follows the Quincy Catholic Schools Sports policy that a student is suspended from practice and games when ineligible..

Q: My school will be on winter vacation from December 21-January 5. We took a grade eligibility check on Friday, December 20. If we have members of our boys’ basketball team who are grade ineligible, are they able to play in contests held during break and/or the week of January 6-11?

A: No. Students who were grade ineligible with the last weekly grade check remain ineligible for all contests until the next weekly grade check is conducted. In this particular situation, the student would be ineligible for a total of three weeks---the two weeks during the winter break and the first week that students return to school. Eligibility for the week starting January 13 will depend on grade check taken the week of January 6.

Q: *Our teacher's grades are due to the office by 3:00 p.m. each Thursday to determine the grade eligibility for the following week.*

One of my teachers reported a failing grade for a student when he turned in grades. On the following Monday, the teacher reported that the student who was failing turned in an extra credit report over the weekend and was now considered passing. Is this student eligible?

A: *No. The student is ineligible since he was failing on the day that grades were due to the office. The fact that the extra credit project now makes the student grade eligible will help when the grade check is done the next Thursday, but the student was failing when the grade check was completed and as a result, the student is ineligible for the following week. The grade check must be done on the same day each week and cannot count grades earned or received after the check has been completed.*

Situation: *A new principal has come to Illinois from another state where scholastic eligibility rules differ from those of the IESA. The principal notes in the IESA rules that a student must be passing all subjects weekly to be scholastically eligible. Not understanding how to determine what "passing per week" means, the principal calls the IESA Office for an explanation. Most important to note is that "passing per week" is determined by measuring a student's performance on a cumulative basis from the beginning of a school's grading period (usually a six or nine-week period) through the date on which the check is made. The check should not reflect only a given school week's scholastic performance; rather it should reflect the student's cumulative performance for the grading period through the date of the check. Schools are expected to conduct this weekly check in some consistent manner convenient to their individual operations. Student eligibility or ineligibility is then affected on the Monday following the date of the check.*

For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all students' scholastic standing is given to the athletic director on Thursday. The athletic director's office reviews the list and reports Thursday afternoon to the principal that a student is not passing all subjects as of this check. The principal informs the student and coaches on Friday morning that the student is not passing the required work and is thus ineligible for one week, beginning the following Monday morning. The student may play in contests held that evening or on Saturday, the next day. However, the entire next week, Monday through Saturday, the student is ineligible. The following Wednesday, the process is repeated. This time, when the report reaches the principal on Thursday afternoon, the student's record shows the student is now passing all subjects on a cumulative basis since the beginning of the grading period. Now, the principal will inform the student and coach on Friday morning that the student will become eligible again the following Monday morning. Please note that the student is not permitted to play on this Friday and Saturday because of last week's failure to meet the grade requirements. A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

2.046 *In cases where a contest has been postponed or rescheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade eligible for the originally scheduled game but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play.*

TRANSPORTATION TO AND FROM ACTIVITIES:

Transportation to and from activities is the responsibility of the parents.
If a bus is used to transport, then all team members must ride both to and from the event on the bus.



Who is St. Francis Solanus?

St. Francis Solano was born at Montilla in Andalusia in 1549, did his studies in the school of the Jesuits, and in 1569, joined the Franciscan Observance at his birthplace. He was duly professed and in 1576 ordained priest. Full of zeal and charity and an ardent desire for the salvation of souls, he divided his time between silent retirement and the ministry of preaching. Francis exercised his ministry in southern Spain for many years, and during the plague of 1583 at Granada, he was struck down but made a quick recovery.

After the epidemic had passed, Francis was selected to go with Father Balthazar Navarro to Peru. The missionaries to Panama crossed the Isthmus, and again took ship on the other side. But approaching Peru, they ran into a bad storm and were driven aground on a sand bank. The ship looked as if she were going to pieces and the master ordered that she be abandoned, leaving aboard a number of slaves for whom there was no room in the single lifeboat. Francis had these men under instruction and refused to leave them, so he remained behind on the ship, which was breaking up. He gathered them around him, encouraged them to trust in the mercy of God and the merits of Jesus Christ, and then baptized them. This he had scarcely done when the vessel parted amidship and some of the men were drowned. The remainder was on the part of the hull that was firmly aground and there they remained for three days, Francis keeping up their courage and rigging signals of distress.

When the weather broke, the ship's boat returned and took them off to join the others in a place of safety, from which they eventually were transported to Lima, Peru. Now began twenty years of untiring ministry among the Indians and Spanish colonists.

It is said that St. Francis had the "gift of tongues," and for his miracles he was called the "wonder-worker of the New World." In his funeral sermon, Father Sabastiani, S.J., said that God had chosen him to be "the hope and edification of all Peru, the example and glory of Lima, the splendor of the Seraphic order." A habit of his, very reminiscent of his religious father and namesake, was to take a lute and sing to Our Lady before her altar. He died on July 14, 1610, while his brethren were singing the conventual Mass, at the moment of consecration, saying with his last breath, "Glory be to God." His whole life, says Alvarez de Paz, was a holy uninterrupted course of zealous action, yet at the same time, a continued prayer.

St. Francis Solano was canonized in 1726.

His feast day is July 13th.

St. Francis Solanus School History

The old orphanage was the original St. Francis Solanus School. When experience has proven that a high school was premature and an elementary school was needed, the Fathers gladly accepted the offer of the orphan society, and on March 6, 1862, about 40 or more children marched from St. Boniface School to St. Francis, led by Fr. Maurice Klosterman, O.F.M., who was to be their new school master. Thus, chroniclers describe the humble beginnings of St. Francis Solanus School.

Before long, the director decided to reopen the orphanage, so a new school had to be built. On June 6, 1864, Father Ferdinand, then Pastor at St. Francis, paid one Mr. Simmons \$25.00 for a design and specifications. A month later, on the Feast of St. Francis Solanus, the cornerstone was solemnly laid. On February 2, 1865, the school was blessed and dedicated to the Christian education of youth. In 1866, the School Sisters of Notre Dame took charge.

A severe storm on September 24, 1881, tore the roof off the school while the increasing number of pupils almost buckled its walls. By 1892, a larger school had become a necessity. The Building Committee was summoned and, when they adjourned, the problem had been settled. A new, more spacious school was to be built.

On Ascension Day, May 26, 1892, the cornerstone for the new school was blessed and laid. In the spring of 1893, the new school was ready for occupancy. It faced Vine Street, the church, and monastery. The building was dedicated on Easter Monday, April 3, 1893.

Fire ravaged the beautiful school building on November 24, 1894. Had the fire been discovered 15 minutes later, nothing would have remained of the splendid structure but a heap of debris and ashes. Happily, the damage was covered by insurance.

Another time the fire demon would not be appeased except by an awful holocaust of innocent children. On December 22, 1899, at 3:00 p.m., a group of girls were rehearsing for the annual Christmas play. One girl's dainty costume came in contact with a burning gas jet. Seeing herself on fire and not knowing what to do, the youngster rushed among the others, setting their dresses on fire. Father Andrew, Professor Musholt, and the Sisters rushed to the rescue, but with little success. In about three minutes, 12 girls were badly burned, four dying almost instantly. Eight more children died a few hours later at St. Mary's Hospital. Three other girls, although burned, escaped with their lives. The heroic rescuers of the ill-fated victims were themselves badly burned. Three Sisters were seriously injured and the other rescuers were fortunate enough to escape with lighter injuries. The fire was quickly extinguished by the firemen before any damage was done to the building.

In 1930, plans for a new school were proposed and put into effect. Ground was broken for the new building on May 12, 1930, and the cornerstone was laid on July 4th of the same year. It took exactly one year to plan and complete the building and on May 3, 1931, the new school and auditorium were dedicated.

Additions were made to the building in 1952 and 1953. An expansion of the kindergarten room on the southeast corner of the building and a three-story addition of rooms on the east side of the building make up the building that St. Francis Solanus School is still housed in.



Diocese of Springfield in Illinois

Catholic Pastoral Center • 1615 West Washington Street • Springfield, Illinois 62702-4757

www.dio.org

217-698-8500

FAX 217-698-0802

Office of the Bishop

DECREE

PROMULGATING THE AMENDED FAMILY SCHOOL AGREEMENT POLICY FOR THE DIOCESE OF SPRINGFIELD IN ILLINOIS, AN ILLINOIS NOT FOR PROFIT CORPORATION

In order to promote Catholic education in the Diocese of Springfield in Illinois;

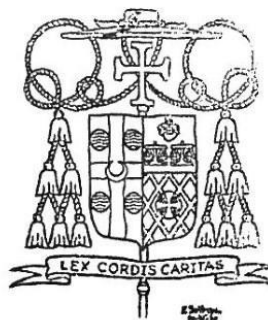
Having heard the Presbyteral Council at its November 9, 2015 meeting;

In keeping with my legislative authority as Diocesan Bishop of Springfield in Illinois for the governance of the local Church of Springfield in Illinois in accord with the norm of law (canon 391, §1);

I hereby issue this general decree (canon 29), the text of which is attached hereto and made a part hereof as though fully set forth herein and which is entitled the "Family School Agreement Policy," as particular law for said diocese, amending the Policy bearing that same name originally adopted on July 15, 2015 and which became effective on July 20, 2015.

The provisions of this policy shall become effective on December 8, 2015, any particular legislation, directives, or instructions to the contrary notwithstanding.

Given at the Chancery, Springfield, Illinois this 9th day of November, 2015.



+ Thomas John Paprocki

Most Reverend Thomas John Paprocki
Bishop of Springfield in Illinois

Cheyl A. Kannall

Ecclesiastical Notary

**FAMILY SCHOOL AGREEMENT
POLICY
FOR THE DIOCESE OF SPRINGFIELD IN ILLINOIS,
AN ILLINOIS NOT FOR PROFIT CORPORATION**

§3404 FAMILY SCHOOL AGREEMENT

Our Catholic schools in the Diocese of Springfield in Illinois are open to all students, however we are not simply a private or alternative school system. The purpose of Catholic education is to provide an environment of academic excellence where students learn how to become committed disciples of Jesus Christ, to grow in holiness as stewards of God's creation, share the Good News of Christ's love with others and invite them to join us in the Christian community of the Catholic Church. The Family School Agreement is intended to further these purposes.

3404.1 Policy In consideration for enrolling their child(ren) in a Catholic school in the Diocese of Springfield in Illinois, parent(s)/adoptive parent(s)/legal guardian(s) shall sign a Family School Agreement indicating that they 1) understand and agree that children in the school will be taught the teachings of the Catholic Church in their fullness, 2) accept a commitment to the stewardship way of life as practiced in their parish, 3) pledge their full cooperation with the school and parish to prepare their child(ren) to be a disciple of Jesus Christ, and 4) will make every effort to supervise their child(ren)'s commitment to this agreement.

3404.2 Policy If the parent(s)/adoptive parent(s)/legal guardian(s) sign the Family School Agreement, the pastor and principal shall also sign the Family School Agreement indicating that the parish 1) accepts the request of the parent(s)/adoptive parent(s)/legal guardian(s) for a Catholic education and their commitment to the stewardship way of life, 2) is committed to subsidize their child(ren)'s tuition as we work towards the goal of providing Catholic education without charging tuition to parents, 3) acknowledges their obligation to assist the parent(s)/adoptive parent(s)/legal guardian(s) in their task of nurturing their child(ren) in the practice of the Catholic faith, and 4) will make their best effort to form the child(ren) of the parent(s)/adoptive parent(s)/legal guardian(s) as a disciple of Jesus Christ.

Procedures

- a) All children are welcome in the Catholic schools in the Diocese of Springfield in Illinois provided their parent(s)/adoptive parent(s)/legal guardian(s) sign and agree to the terms of the Family School Agreement.
- b) It is understood that our schools exist to pass on the Catholic faith for children as well as for their parent(s)/adoptive parent(s)/legal guardian(s) to grow in holiness living as disciples of Jesus Christ.
- c) All children will be taught the Catholic faith in its fullness, regardless of the situation of their parent(s)/adoptive parent(s)/legal guardian(s).
- d) Parent(s)/adoptive parent(s)/legal guardian(s) not living in accord with Church teaching are expected to discuss with the pastor of their Catholic parish ways in which we hope they could.
- e) Special attention is to be given to discussion of moral issues that may be problematic for the parent(s)/adoptive parent(s)/legal guardian(s) prior to signing the Family School Agreement.
- f) Churchgoing parents of other faiths are expected to sign and abide by the "Family School Agreement - Alternate Plan for Churchgoing Families of Other Faiths" and will be charged for the amount of their child(ren)'s Catholic education as determined locally.

3404.3 Policy Failure to abide by the terms of the Family School Agreement shall be grounds for the child(ren)'s expulsion from the school.

Procedures

- a) Parent(s)/adoptive parent(s)/legal guardian(s) and students who cause public scandal by actively promoting a moral or doctrinal position contrary to Catholic teaching or by making a public issue of their state in life contrary to Catholic teaching shall be considered in violation of the Family School Agreement.
- b) These policies and procedures deal with the future and not with the past (see canon 9 of the *Code of Canon Law*).

Catholic Diocese of Springfield in Illinois Family School Agreement – Basic Plan

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;
- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his or her time and talents;
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies;
- each family to live as disciples of Our Lord Jesus Christ by giving of their time and talent and striving to fulfill the Biblical command to tithe by donating the suggested amount of at least 8% of their income to their parish, as adopted by our Fourth Diocesan Synod; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask **St. Francis Solanus** parish to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our diocese and in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

Father/ Adoptive Parent/ Legal Guardian's Name

Signature

Mother/ Adoptive Parent/ Legal Guardian's Name

Signature

Student's Name

Grade

Signature

Student's Name

Grade

Signature

Student's Name

Grade

Signature

Student's Name

Grade

Signature

St. Francis Solanus Parish accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. In order that cost not be a barrier for your children to receive a Catholic education, the Parish is committed to help pay tuition through the use of public and/or private scholarships, as adopted by our Fourth Diocesan Synod. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

Pastor's Signature

Principal's Signature

Catholic Diocese of Springfield in Illinois
Family School Agreement
Alternate Plan for Families Practicing Other Faith Traditions

As parents we ask St. Francis Solanus School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the administration of the school ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

Father/ Adoptive Parent/Legal Guardian's Name	Signature
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Mother/ Adoptive Parent/Legal Guardian's Name	Signature
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Student's Name	Grade	Signature
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Student's Name	Grade	Signature
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Student's Name	Grade	Signature
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Student's Name	Grade	Signature
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Student's Name	Grade	Signature
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St. Francis Solanus School accepts your request for a Catholic education and your commitment to live in accord with biblical teaching. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

Pastor's Signature

Principal's Signature

For the 2022-2023 School Year

DIOCESAN STUDENT HANDBOOK CHECKLIST

Office for Catholic Schools -- Diocese of Springfield in Illinois

LOCAL STUDENT/PARENT HANDBOOK POLICIES

- 15__ Mission Statement
- 16__ Philosophy/Objective/Purpose Of Program

Admissions Policies:

- 18__ Age Requirement
- 18__ Early Admissions, If Applicable
- 20__ Non-Discrimination Statement **Plyler v. Doe*
- 20__ Students With Learning Disabilities
- 18__ If There Is An Admissions Preference For Catholic Students, It Must Be Stated
- 21__ Attendance
- 22__ Absence (If Child Is Going To Be Absent, The Parent Should Call School; If The Parent Has Not Called School, The School Is To Call The Parent)
- 23__ Truancy Policy
- 21-23__ Late/Early Arrival/Departure
- 49__ Student Pregnancy
- 63-64__ Student Service Requirement
- 62__ Student Accident Insurance Requirement

Financial:

- 45-46__ Tuition/ Payment Options
- 45-46__ Payment Of Fees
- 45__ Refund Policies

Academic:

- 17__ Academic Expectations
- 21-22__ Dealing With Absences
- 50-51__ Homework
- 41__ Grading
- 20__ Disability Issues -- Students with Learning Differences
- 42__ Promotion
- 42__ Retention
- 63-64__ Records
- 63-64__ Transfer Of Records
- 63-64__ Procedure If Parents Want To View Records
- 57__ Non-Custodial Parent *(See BK3§403.1.1)
- 63__ Statement Of Rights ***
- 41__ Testing
- 42__ Graduation
- 64__ System For Flagging Records Of Missing Persons

Communication:

- 29-30__ Parent/Teacher Contacts
- 29-30__ Teacher/Parent Contacts
- 29-30__ Administration Contacts
- 65__ Visits To Classrooms

Discipline:

- 31 ___ Corporal Punishment
 16-17 ___ Respect For Dignity Of All
 26-28 ___ Harassment (Sexual,General, Bullying) (See BK3§402.8)
 31-35 ___ Rules/Consequences/Examples Of Infractions
 39 ___ Substance Abuse
 39 ___ Weapons **Reporting to SIRS*

- 34-35 ___ Suspension ** (See BK3§407.2)
 35 ___ Expulsion * (See BK3§407.3)
 46-47 ___ Appeals (Informing/Conferencing)
 29-30 ___ Student Grievance Procedure

- 34-35 ___ Levels Of Discipline
 31-33 ___ Behavior Expectations
 30 ___ Conflict Resolution
 30 ___ Conduct, Whether Inside Or Outside Of Program
 39 ___ Violence (Threatened Or Acted)
 32 ___ Threats
 62 ___ Search, Seizure
 59- 60 ___ Police Questioning (See BK3§402.6)
 36-38 ___ Uniform Dress Code
 39 ___ Reporting Of Drug Violations, Firearms Incidents,
 and Attacks On Personnel

Extra-Curricular Activities:

- 42-43 ___ List Of Activities With Requirements For Participation _____
 42-45 ___ Student Retreats
 27- 28 ___ Facilities Use
 41- 42 ___ If There Are Certain Academic And Conduct Standards,
 These Should Be Stated
 43 ___ Field Trips:
 43-44 ___ Diocesan Policy ** (See BK3§408.5, BK3§504.12)
 43-44 ___ In The Policy, It Should State That A Field Trip Is A Privilege, Not A Right
 69 ___ Sample Of Standard Permission Form
 42 ___ Athlete uniform modification

Health Policies:

- 49 ___ Physical Examinations
 49 ___ Immunization Requirements
 48 ___ Medications
 47 ___ Communicable Disease * (See
 §4904)
 48 ___ Tobacco products

Media/PR:

- 54-56 ___ Internet Use
 55-56 ___ Diocesan Information Technology
 Systems Policy
 Note Regarding Student Photos/
 Information (See BK3§402.7)
 29 ___ Cell Phone/Electronic Devices *
 (See BK3§402.9)

Parent Information:

- 62 ___ Parent Service Requirements
 50 ___ Parent Organizations

Handbook:

- 17 ___ Note Concerning Right To Amend
 The Policy Book
 20 ___ Agreement To Abide By The
 Handbook Signed by Parents
 And Students
 90-91 ___ Parent & Student Signatures to
 Comply With The Family School
 Agreement

School Safety

- 61 ___ Mental Health and Lock Down Drills

Dress Code: 37 ___ Hairstyles

* These policies from *The Handbook of Policies from Book 3: The Teaching Office of the Church* may be repeated verbatim in the local handbook.

** These policies from *The Handbook of Policies from Book 3: The Teaching Office of the Church* may be repeated verbatim but should be expanded further in the local handbook.

*** Suggested Wording:

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

Note: Policies encompass recommendations from the following book: Religious Education, Parish and Youth Minister: Legal Issues For Catechetical And Youth Leaders and School Handbooks: Legal Considerations both by Mary Angela Shaughnessey S.C.N., J.D. Ph.D.

School Handbooks: Some Legal Considerations, Mary Angela Shaughnessey, S.C.N., Ph.D