

St. Robert Bellarmine Catholic School
Family Handbook
2022-2023

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Mission Statement

In keeping with the Catholic Church's mission of making disciples of all nations, St. Robert Bellarmine Catholic School, sponsored by the Archdiocese of Chicago, is committed to religious and academic excellence. Our priority is our children. Our focus is God, family and community.

St. Robert Bellarmine School Philosophy

The purpose of St. Robert Bellarmine School is to create within the Catholic school community an atmosphere enlivened by the spirit of the Gospel. This spirit develops as we work toward our common goal – education.

Our school curriculum strives to meet the various needs of the total child: spiritual, emotional, academic, physical and social. The faculty strives to be sensitive to individual differences among children and realizes the value of sincere cooperation and open communication among parent, teacher and child.

Children are encouraged with the guidance of their parents/guardians, who are their primary educators, and teachers to make their own learning choices and develop self-discipline in pursuit of Christian values and academic excellence. Children in turn will come to see themselves as unique individuals in relation to the global community. Their relationship to God and community will find expression in a spirit of prayer, worship, and service.

Adoption of Office of Catholic School Policies and Procedures

St. Robert Bellarmine School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Robert Bellarmine School adopts in whole all policies set forth in the Educational **Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Table of Contents

A

Academic Procedures

Absences
Acknowledgement of Receipt of Handbook
Admissions Policy and Re-registration
 Statement of Non-Discrimination
Amendments to the Handbook
Arrival/Dismissal Procedures
Daily Class Schedule
EarlyDismissal
Family Vacations during the School Year
First Week of School
Grading Scale
Homework
Promotion/Retention/Graduation
Reading Clinic
Report Cards and Progress Reports
Standardized Testing/ Testing Program
Tardiness
Title I

B

Birthday Treats/Class Parties/Party Invitations

C

Care of Property
Child Abuse – Reporting Allegations/Suspicious
Child Custody Policy
Communication Guidelines
Communication: Non-Custodial Parent
Communication: Parents/Teachers
Communication: Weekly Parent Newsletter
Conferences: Parent-Teacher
Curriculum

D

Directory Information
Discipline

E

Emergency Procedures
Emergency Cards
 Change of Address, Telephone Numbers, and E-mail Addresses
Fire, Tornado and Lock-Down Drills
Emergency Closing of School
Accident Insurance
Employment Policy
Extended Day Program
Extra-Curricular Activities Policy

F

Field Trips
Food Treats
Funerals during School Hours

G

Gang Activity

H

Harassment Policy
Health Requirements
 Exclusion – Non-compliance

L

Lunch Program

M

Medication Procedures
Medical Records and Communicable Diseases
Medication Authorization Form
Medical Physician's Order

Messages Home
Messages for Students and Deliveries to School

P

Parents' Association (PA)
Parent/Guardian Conduct
Photo/Academic Work Permission Form
Physician's Order Form
Public Scandal Involving Students

S

Safe Environment Requirements for Volunteers Visitor Sign-In Procedures
School Board
School Supplies
Searches Conducted By School Personnel
Search and Seizure Statement
Security
Sexual Harassment
Sports Board and Athletic Program
Student Records
 Access by Parent/Guardian
 Subpoena/Court Order for Records
Substance Abuse

T

Technology
 Acceptable Use Procedures
 Electronic Devices
 Use outside of school

Traffic Safety
Tuition and Fees

U

Uniforms/Dress Code

W

Weapons

A

Academic Procedures

Homework

Teachers assign homework with care and with the purpose of fostering habits of independent study. Often the assignments are given to reinforce what has been presented during the school day. These assignments, in addition to written work, may include studying to prepare for class discussion or for a test. Parents can be of great help to their children by stressing the importance of study that does not have a written component.

During the first week of the school year, a homework policy is sent home by the teacher(s) of each student. Average time range for homework is:

Grades 1 and 2	30 – 45 minutes
Grades 3, 4, and 5	45 – 60 minutes
Grades 6, 7, and 8	60 – 90 minutes

These are averages. In addition to the above times, teachers require each student to do daily required reading. If students' complete homework in much more or much less time, parents are encouraged to speak with the appropriate homeroom teacher.

Homework gives parents a unique opportunity to follow their child's progress in school. A study environment should be provided where the child is free from distractions while doing homework. Parents can help their children realize that homework is the children's responsibility and must be done consistently. We place emphasis on completeness, accuracy, and neatness.

Absent work

If a student is ill, assignments are sent to the office or EDP and are to be returned upon return to school. If assignments are picked up after the missed day, they are due the day after the student returns.

Promotion/Retention/Graduation

There are specific requirements for a student to be promoted from one grade to the next, as well as requirements for graduation from St. Robert Bellarmine School.

Guidelines

1. Requirements for promotion from the Primary Division to 4th Grade:
The student must be performing on a 3rd Grade level in Math and Reading.
The student must be capable of handling a modified departmental program.
2. Requirements for promotion from 4th Grade to 5th Grade:

The student must be performing on a 4th Grade level in Math and Reading.

The student must be capable of handling a departmental program.

3. Requirements for promotion from 5th Grade to 6th Grade:

The student must be performing on a 5th Grade level in Math and Reading.

The student must attain passing grades in the major subject areas of Reading, English, Math, Science, and Social Studies.

4. Requirements for promotion from 6th Grade to 7th Grade:

The student must be performing on a 6th Grade level in Math and Reading.

The student must attain passing grades in the major subject areas of Reading, English, Math, Science, and Social Studies.

The student must pass a Religion examination as determined by the teachers and principal.

5. Requirements for promotion from 7th Grade to 8th Grade:

The student must be performing on a 7th Grade level in Math and Reading.

The student must attain passing grades in the major subject areas of Reading, English, Math, Science, and Social Studies.

The student must pass a Religion examination as determined by the teachers and principal.

6. Requirements for graduation from St. Robert Bellarmine School:

The student must be performing on a high 7th Grade level in Math and Reading.

The student must attain passing grades in the major subject areas of Reading, English, Math, Science, and Social Studies.

The student must achieve a passing grade on the Constitution of the United States and the State of Illinois examination.

The student must pass a Religion examination as determined by the teachers and principal.

The student must submit a research paper on which he/she obtains a satisfactory grade.

The student must have adhered to the school's code of conduct.

The student must have returned all school materials.

Diplomas and passage to the next grade will not be awarded until all financial obligations are paid in full before the start of the first day of school in the fall.

Report Cards and Progress Reports

Report cards indicating students' progress are sent home each trimester. The report card is returned signed by a parent/guardian. On rare occasions, a student may receive an incomplete on a report card. Arrangements should be made with the individual teacher to complete work in the specified time frame.

PowerSchool is a web-based system which allows online access to student information such as grades, attendance, assignments and more. Information will be sent home to families as soon as it is available. Teachers will update PowerSchool weekly.

In the case of any outstanding tuition or fees, including library and book fees, PowerSchool privileges will be withheld and the report card will be held in the office until said fees are reconciled.

Grading Scale

A+ 95-100; A 93-94; A- 90-92; B+ 88-89; B 85-87; B- 82-84; C+ 80-81; C 77-79; C- 74-76; D+ 72-73; D 69-71; D- 66-68; F 0-65; I - Incomplete

Standardized Testing/ Testing Program

Grades K-8 will take the I-Ready Diagnostic three times throughout the school year. This data will be used to monitor student growth.

Title I

Students who meet eligibility standards or are recommended by their teacher receive extra help in Reading and/or Math. Classes are taught by a highly qualified teacher, whose salary is paid by the Chicago Public Schools.

Admissions Procedures

Statement of Non-Discrimination

All admitted students are required to participate in the Religion classes and services.

A. Introduction

Admission to St. Robert Bellarmine is a collective endeavor within our school, church, families and community, with the goal to educate and enrich our children through the spirit of the Gospel.

All admissions are subject to St. Robert Bellarmine and Chicago Archdiocesan policies. We believe all Catholic children have the right to attend their parish school and do not discriminate on the basis of sex, race, ethnic or national origin and socio-economic background.

For current school families it is necessary to re-register in January for the next school year. At that time, registration forms and emergency cards will be distributed. Parents will be asked to return these forms by the January Open House date with a non-refundable \$200 deposit for

each family. The open enrollment period begins Feb. 1. Any forms received on or after that date, families will be subject to the general enrollment process for the upcoming school year.

B. Admission to St. Robert Bellarmine will be based on the following criteria:

St. Robert Bellarmine believes all students should receive an education that meets their specific needs. We strive to educate all students, within the limits of our school's educational program. St. Robert Bellarmine may decline admission if a student has needs which cannot be met by our resources and offered curriculum.

C. Admission Criteria

1. Age requirements must be met with an original birth certificate being furnished at the time of registration.

Students enrolling in Preschool must be 3-years-old by Sept. 1 and toilet trained.
Children in Pre-K must be 4-years-old by Sept. 1.

Kindergarten children must be 5-years-old by Sept. 1. First Grade students must be 6-years-old by Sept. 1.

2. All registration and medical forms, requested records and additional or pertinent documentation is required to be completed for consideration in the admission process.
3. Admission priority to St. Robert Bellarmine is subject to the following guidelines:
 - A. Children currently enrolled in St. Robert Bellarmine from Kindergarten through Seventh Grade if registered by Feb. 1.
 - B. Siblings of supporting parishioners currently enrolled in Kindergarten through Eighth Grade
 - C. Children of supporting parishioners of St. Robert Bellarmine.
 - D. Children of registered parishioners.
 - E. Children of non-parishioners with siblings in the school.
 - F. Transfer students from other Catholic schools.
 - G. Transfer students from other schools.

A supporting parishioner as used in this policy statement refers to families or individuals who are registered in St. Robert Bellarmine Parish, and contribute through regular mass attendance, voluntarily participating in church and school activities and support the life of the parish through the envelope system in the minimum amount of \$20 per week. All final decisions regarding supporting, participating parishioners are subject to discretion of the Pastor.

4. In the event a grade level has reached maximum capacity, a waiting list will be created and the above criteria will be followed when space becomes available. St. Robert Bellarmine will base admission based on the following criteria:

- A. There must be space availability for the desired grade.
 - B. A transfer student to St. Robert Bellarmine must be in the best interest of the student and of the school.
 - C. A transfer student must be in good academic standing at their previous educational institution.
 - D. Families of a transfer student must be in good financial standing with their previous educational institution.
 - E. Students and family have displayed appropriate behavioral and social standards at their previous educational institution.
5. Students and their parents/guardians acknowledge and agree to follow the code of conduct set forth by St. Robert Bellarmine.

St. Robert Bellarmine believes all children are entitled to an enriching educational environment. Any issues that should arise that may hinder a child in their educational environment will be addressed with the parents, principal, student and teachers, in order to improve the child's experience. However, in the event a child is unable to function within a typical school experience due to cognitive, emotional, or behavioral issues, St. Robert Bellarmine reserves the right to dismiss or not enroll a student for the next academic year.

Amendments to the Handbook

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

Arrival/Dismissal Procedures

Students should arrive at school at 8:00 A.M. on all school days. A child is considered tardy if **he/she is not in his /her homeroom** at 8:10 A.M.

Daily Class Schedule Grades Preschool - Grade 8

7:45 A.M. – Team planning sessions for all teachers

8:00 A.M. – First bell rings and students enter the building

8:00-8:10 A.M.- Students put away their belongings

8:10 A.M. – Tardy bell rings; a child is tardy if he/she is not in the homeroom at 8:10 A.M.

8:15 A.M.- Preschool and PreK4 arrive
11:45 A.M. – Dismissal for half-day Preschool and PreK4 students
11:45 A.M. – Lunch for full-day Preschool and PreK4 students
11:20 A.M. – 12:05 P.M. Lunch/Recess for 5th – 8th Grade students
12:15 - 1:00 P.M. – Lunch/Recess for Kindergarten to Grade 4 students
2:00 P.M. - Dismissal time if it's an Early Dismissal day
2:50 P.M. – Preschool and PreK4 dismissal
3:00 P.M. – Kindergarten to Grade 8 dismissal

No supervision of students is provided before 8:00 A.M., so the school assumes no supervision responsibility. Exceptions are made during rainy or very cold weather, if a child has a note signed by a teacher, or the child is enrolled in the Extended Day Program (E.D.P.).

In order for students to walk or bike home, a signed note needs to be on file or sent to school the day of giving permission to walk or bike home.

Attendance

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

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

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

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

Absences

Parents/guardians should call the school office at 773-725-5133 or e-mail at schooloffice@srb-chicago.org between 7:30 and 9:00 A.M. to report their child's absence.

A student returning to class following an absence must present a written excuse (NOT an email) to the SCHOOL OFFICE FIRST then homeroom teacher on the day he/she returns to class. A DOCTOR'S RELEASE IS REQUIRED IF A CHILD HAS HAD A COMMUNICABLE DISEASE. Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefit and for the health of the teacher and the other students.

The State of Illinois mandates school attendance for children. Students should not be absent more than 10% (18 days) of the school year unless there is a serious and chronic illness that is verified by a doctor. We will be checking and enforcing this monthly.

Children not attending school during the school day do not participate in any after-school or evening school activities or sports.

Family Vacations during the School Year

When parents wish to take their children out of school for family vacations, they are expected to respect the expectation that children attend school unless they are experiencing an illness. Time and continuity in the development of skills are vital factors in children's education. If it is necessary to take a child out of school, it is the parents' responsibility to have the child make up the work that was missed during the absence, due upon return. Teachers are not responsible for providing advanced lessons, additional work, make-up tests (including standardized tests), or tutoring under these circumstances. Work will be provided to the students upon their return to school.

Early Dismissal

A written request from a parent or guardian is required for a student to leave school during school hours. It is presented to the school office first, then the teacher, PRIOR to the date and time of the early dismissal, and remains on file. The scheduling of doctor, dentist, or orthodontist appointments during school hours is discouraged.

A student who becomes ill during class will be dismissed after the parents/guardians have been notified. Parents/guardians must indicate trusted individuals, who live/work locally, that can pick up their child if they are unable to come in a reasonable time period. Students leaving school during school hours will wait inside the school to be picked up.

If a child arrives before 10:00 A.M., the child is marked tardy. If a child arrives later than 10:00 A.M., he/she is considered absent for half a day. If a child leaves school between 10:00 and 1:00, he/she is marked half a day absent for the afternoon. If the child leaves after 1:15, the child has an early dismissal, but it doesn't "count."

Tardiness

A child is considered tardy if he/she is not in his/her homeroom at 8:10 A.M. A student who is tardy must obtain a tardy slip from the office. These forms are filed with the students' scholastic records and are reported to the parent with the report card. Parents of students who are habitually tardy will be contacted by the teacher and/or the principal.

B

Birthday Treats/Class Parties

Food treats may no longer be shared among classmates due to allergy considerations. The Preschool, PreK, Kindergarten and 1st Grade teachers will send home special guidelines for healthy snacks. All snacks need to be peanut and tree nut free.

It is the long-standing policy at St. Robert Bellarmine School that students may hand out invitations to their party at school only if all the girls (if the child is a girl) in the class are invited. If the child is a boy, then all the boys in the class must be invited. If a family chooses to only invite one or two school friends to a party, then the invitations must be given outside of the school setting. Nobody likes to feel left out!

C

Care of School Property and Personal Belongings

All school uniforms, gym clothes, school bags, lunch bags, and other property brought to school must be clearly marked with the student's name. Students are responsible for their personal belongings.

In order to keep our books in good condition as long as they are needed, all textbooks are covered each year by the students. Book covers are widely available in the stores in our area. Plain brown paper grocery bags can also be used as book covers.

Each child must have a school bag to protect books and other materials going to and from school. Wheeled school bags do not fit in the student lockers, so these bags are not allowed.

It is expected that each student takes pride in caring for parish and school equipment, buildings and grounds included.

Child Abuse – Reporting Allegations/Suspicious

The State of Illinois, by law, requires school personnel to inform the Department of Children and Family Services of any hearsay allegation/suspicion of child abuse or neglect.

Child Custody Policy

Because St. Robert Bellarmine School assumes responsibility for children in the school, it is important that we be notified of any special arrangements regarding custody of and access to children whose parents are divorced and/or separated. St. Robert Bellarmine School follows the provisions of the Family Educational Rights and Privacy Act and permits parents/guardians to inspect their child's school records. In the case of non-custodial parents, the school will provide such parents with access to the school records and other information of his or her child, including medical, dental, child care and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records.

Please make arrangements at the school office to bring necessary documents and give information regarding child custody.

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights. If it is determined by the school that the custodial parent may not be expecting release of the child to the non-custodial parent, the custodial parent will be informed that the non-custodial parent is requesting release of the child. If necessary, local law enforcement will be contacted.

Communication Guidelines

Parent Communication with Teachers

Parents should contact their child's teacher by calling the school office (773-725-5133) and request that the teacher return the call to arrange for a conference. Teachers are not generally available for impromptu conferences and parents should not expect this. By calling ahead, the teacher will have the ability to give the parent and child undivided attention.

Parents do not call a teacher at home unless the teacher has specifically requested that the individual parent do so. This expectation applies equally to teachers who live in the St. Robert Bellarmine Parish community. Teachers' addresses and phone numbers are not given out through the school.

E-mail is an additional means of family and school communication. Each teacher has a school email address with the same format, using the teacher's first initial and last name, followed by @srb-chicago.org. Mrs. Tenzillo's email is ctenzillo@srb-chicago.org. The majority of time during a school day is spent with direct contact with the students, so e-mail messages are not always checked quickly. If you need immediate consideration, please email the office at schooloffice@srb-chicago.org.

When parents have a concern about their child, they are expected to confer directly with the appropriate teacher. Should the concern persist after this communication, the persons involved arrange to speak with the Principal for assistance in arriving at a resolution.

Teachers will respond to emails and phone messages within 24-48 hours. Teachers are not expected to return emails outside of their contracted school hours.

Parent-Teacher Conferences

Mandatory scheduled conferences with parents of students in Preschool to 8th Grade are held during October. An additional optional conference will be available during March. The purpose of these conferences is to ensure communication between parents and teachers and to support their cooperative efforts regarding the progress of the students.

Non-Custodial Parent Communication

St. Robert Bellarmine School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial 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.

Weekly Bulletin

Each Thursday, the weekly bulletin lists the school events for the coming week. If you need to add another email address let us know at schooloffice@srb-chicago.org. The bulletin is emailed to school families on Thursdays, or latest Fridays if content is not current. If you wish to have a paper copy of the Weekly Bulletin, please contact the school office (773-725-5133). St. Robert Bellarmine School is an integral part of Mary, Undoer of Knots Parish so special events are published in the church bulletin.

Curriculum

The word “curriculum” comes from Latin and refers to a “course to be run,” as in a race. We teach the curriculum of the Archdiocese of Chicago Priority Standards, which is aligned to the learning standards (including the Common Core standards) for the State of Illinois.

St. Robert Bellarmine’s curriculum is indelibly stamped with the dedication of its excellent teachers. The curriculum is solidly built on two interlocking pillars: our Catholic faith and the discipline of human knowledge. Its purpose is to assist our students’ growth in the understanding of both our faith, through Religious Education, and the various branches of knowledge, through our Academic Programs.

A. Early Childhood Programs

The curriculum which is presently being followed concentrates on the following areas:

1. Development of the person
2. Religious development
3. Development of the senses
4. Muscular development
5. Development of social relationships
6. Care of the environment
7. Reading readiness
8. Development of language
9. Number readiness
10. Artistic development

B. Religious Education

We believe our students should experience growth in religious faith as total human beings – mentally, emotionally, and physically. Kindergarten uses the I Am Special book from the Sunday Visitor series.

Grades 1 – 8 uses R.C.L. Benziger’s Blest Are We series. Benziger’s Confirmation book is taught in the 7th Grade class, in addition to their regular textbook. Students in Preschool through 6th Grade have a weekly Religion supplement that is part of the Phlaum series. Seeds are used in the youngest grades, followed by Promise, Good News and Venture as the children progress through the grades.

Prayer – Our school days begin and close with prayer, both formal and spontaneous. Students learn to appreciate meditative prayer and to respond to Scripture reading in a prayerful spirit. The entire school is brought together through public prayer when we share the joys and sorrows of the school community.

Our Prayer Partners program pairs each child in the junior building with a student in the senior building for sharing activities such as reading and prayer, providing creative and positive ways for children to learn to be responsive, cooperative, and respectful.

Catechesis in the Teachings of the Church – Even the youngest student learns about the central mystery of our faith: the love of the Father and the Son for one another as expressed in the Spirit. While a Preschooler or Kindergartener might learn it through the song “Jesus Loves Me,” an eighth grader is grappling with the concept of the Trinity as Church doctrine. Such instruction takes place in our daily Religion classes and is supported by regular Scripture study. Informal instruction occurs throughout the day in all classes, in hallways, in the lunchroom, and on the playground – wherever we have the opportunity to remind ourselves that being Christ-like is our constant challenge and glory. During the school year, we take time to ensure that the Church’s teachings on modern moral issues are presented accurately and faithfully. These units of instruction are taught within the regular Religion program and are appropriately sequenced in both topic and depth of analysis according to the age levels of the children.

Visible Witness in the School Community – All the teaching that takes place during liturgies and services, or in classes, is meant to lead to one result: the daily living of the Christian life. St. Robert Bellarmine School promotes and supports the development in its students of those character traits that speak most of Christ: courtesy, generosity, kindness, truth, and honesty.

Family Life Program – This program is the basic guidance and sex education program, which is taught throughout the Archdiocese. While it is a regular part of the curriculum, it is possible for

parents to have their children excused from participation in the program. Parents may ask the principal to preview the Family Life book that their child will be using, if they wish.

C. Academic Program

Our Academic Program has been designed to meet the specific needs of St. Robert Bellarmine School students. It is evaluated on a regular cycle that ensures its continued efficacy.

Reading – As the most basic and essential subject taught in the elementary grades, reading is given high priority at St. Robert Bellarmine School. In the early grades, the reading program has strong writing, phonics, literature, and non-fiction components. Kindergarten, 1st Grade and 2nd Grade use the SuperKids Reading Program, published by Rowland Reading. This program teaches a rich curriculum of early literacy skills through a highly motivating, multimodal approach. In the intermediate grades, the emphasis is also on the application of comprehension to subjects other than reading itself. In Seventh and Eighth Grades, we move into a literary studies format. At all levels, we maintain a close relationship between Reading and English classes so those students come to appreciate both comprehension and writing as the twin skills of language. The Reading series, Studysync, is published by McGraw Hill Literature series in the Junior High.

English stresses skills in capitalization, punctuation, dictionary usage, grammar, and the writing of sentences, paragraphs, and letters. The textbook series, Language Arts Today, is published by MacMillan McGraw Hill.

Phonics/Spelling/Vocabulary/Handwriting, necessary components of a total Language Arts program, are taught in the following sequence:

Phonics is taught in the primary grades, using the SuperKids Reading Program.

Spelling/Vocabulary in Grades 1 – 8, using approved programs, such as Sadlier Oxford's Vocabulary Workshop.

Handwriting used in Grades K – 8, using the Zaner-Bloser series

Mathematics – The St. Robert Bellarmine School Math curriculum has an emphasis on conceptual manipulative work in the lower grades and a focus on disciplined analysis and accuracy in the middle grades. We stress critical thinking skills across the grade levels so students learn to apply productively not only arithmetic skills, but also mathematical concepts. Beginning in Fifth Grade, the students begin a progressive course of study with the ultimate goal of algebra and geometry in Eighth Grade. The students in Kindergarten through 8th Grade use the top-rate Math series Ready Math from Curriculum Associates. The honors Math students in 8th Grade use the Algebra I high school program that is published by Holt McDougal Littell.

Science – Our carefully sequenced curriculum in Science provides an introduction to the fundamental concepts and processes of Science. In grades K-5th, students use the Foss Program. After completing the general concepts program in Fifth Grade, our students spend

Sixth Grade concentrating on Earth Science, Seventh Grade concentrating on Physical Science and Eighth Grade on Life Science. The Scott Foresman series is used in the early and middle grades; SEPUP (Science Education for Public Understanding Program) materials are used in the 6th, 7th and 8th grades.

Social Studies – The Social Studies program begins with the concepts of community and human relationships. These concepts are very close to our school’s purpose as a faith ministry of our parish. The students are taught from Preschool through Eighth Grade within the context of our Christian responsibility and with the increasing complexity appropriate to each grade level. History, as the study of the past in order to understand the present, and Geography, as the study of the relationship of the physical earth to the development of the human community, form the core of the entire program. We are concerned throughout the sequence with broadening our students’ understanding, appreciation, and appropriate critical analysis of cultural, political, and economic diversity-essential characteristics of the contributing adult in our society. The Scott Foresman series is used for Grades 3 – 6 and the Pearson/Prentice Hall program is used in 7th and 8th Grade.

Physical Education – Each student in Preschool to Eighth Grade has one or more Physical Education classes each week. Students in Fourth to Eighth Grade will be tested twice a year for the President’s Council on Physical Fitness. The program at St. Robert Bellarmine strives to present the skill of physical coordination and healthy lifestyle goals for each individual. Our PE program helps students master individual goals related to physical coordination and a healthy lifestyle. PE instruction reflects the current sports season and/or worldwide events such as the Olympics or World Cup.

Students must have a written excuse from a parent/guardian if they are without their gym uniform or if they cannot participate. In some instances, a doctor’s note may be required to excuse the student from class.

Classrooms also have recess daily, which gives students time for unstructured physical play that complements academic pursuits.

Technology - Technology is everywhere. It is important for students to learn to use it both for an introduction to Computer Science and as a tool for being creative in all subjects. More and more teachers are taking advantage of technology for students to be creative in their learning and demonstrating what they have learned.

Modern tools allow students to communicate with others with @srb-chicago.org accounts, namely students, teachers, aides and parish staff. We use Common Sense Media for lessons on Internet Safety. This involves three hour-long lessons each year for grades K - 8. topics include safety, privacy, cyberbullying, email responsibility and simply being a good online citizen. All student communications can be seen by teachers; inappropriate conduct will have consequences.

The following are tools teachers may use at St. Robert Bellarmine School:

Google Apps for Education (GAPE) - word processing, spreadsheets, presentations and more
Google Classroom (GC) and Seesaw- allows teachers to post announcements, questions and assignments; Email for 5th - 8th Grades - limited to communicating only with @srb-chicago accounts.

All students, Grades 1 - 8, will know and use their SRB accounts. Parents are expected to ask their child for the password and thus be able to see what their child is learning. Kindergarten students also have accounts, but they are too young to deal with passwords; they will simply use one account to login to the Chromebooks or iPads.

Please read, sign and return the Parent/Guardian Consent Form, found in the Appendix.

Art - Students have weekly art lessons. Projects draw their inspiration from class curriculum. These experiences help students develop an understanding of art as a visual means of expression.

Spanish - Beginning in Preschool, students participate in the Spanish program. Younger students begin to learn the language at an age-appropriate level through songs and activities. Students will learn basic vocabulary and elementary language patterns. Reading and the telling of stories will give insight into daily life and culture. The emphasis is on acquiring vocabulary through the development of both listening and reading skills. The acquisition of speaking and writing skills are developed. Attention is also given to developing an awareness of Spanish-speaking cultures. Children will also learn Catholic prayers in Spanish.

D

Directory Information

Directory information includes personal data of students and their families which are normally used in school yearbooks, athletic, musical and dramatic publications, student honor rolls, parent organization directories, and other similar publications.

This information may include the family's name and address, email address and telephone number.

Schools must communicate to families if they intend to publish directory information. Parents/Guardians have a right to request not to be included in such directory information. This request must be put in writing and kept on file in the school.

Without written notification, the school assumes that the parent/guardian does not object in the release of the designated directory information.

Discipline

The Saint Robert Bellarmine community is one in which adults and children can flourish in an atmosphere of mutual respect. Our students will be guided in a positive manner to develop their full potential academically, spiritually, socially, and emotionally. We want Saint Robert Bellarmine School to be a peaceful setting where differences are settled through negotiation and problem solving. Everyone has a right to be shown respect, kindness and courtesy and to live in a safe environment. To that end, each grade level has come up with expectations for the next school year. Teachers, students and parents all need to work together to make it a positive school experience.

General rules have been adopted for use throughout the building. For students not adhering to these, we have set disciplinary guidelines. Administration reserves the right to adjust these guidelines throughout the year to best serve our community, and we will communicate any changes to school policy.

Preschool/Prek-4

Expectations

- We are kind to one another
- We clean up after ourselves
- We listen to our teachers
- We follow directions
- We keep our hands and feet to ourselves

For discipline issues, teacher will give 3 warnings and if behavior continues the child will be given a 3-5 minute break. If there are behavior concerns throughout the day, the parent will be called or emailed. If consistent behavior continues, the child will be placed on a behavior plan. If the behavior continues to escalate after implementing intervention, the parent will be called and asked to pick up their child.

Kindergarten - Second Grade

Parents will receive a notification at the beginning of the school year indicating the rules and expectations of the classroom as well as the consequences for not following the rules. They will be asked to review them with their child and sign an agreement that they have been reviewed. Throughout the year, parents may be given resources to assist in reinforcing school expectations at home.

Classroom expectations will be shared with students and revisited frequently during the first month and as needed throughout the year.

Classroom Expectations

- Listen when others are speaking

- Follow directions
- Keep hands, feet, and objects to yourself
- Work quietly and do not disturb others
- Show respect for school and personal property (clean up supplies, use supplies carefully)
- Work and play in a safe manner
- Use technology responsibly
- Notify and adult before leaving the room

Expectations for the lunchroom:

- Listen to adults in charge
- Follow directions
- Remain seated
- Keep voices to “indoor voice” level
- Eat lunch, throw away trash, and keep food on the table

Expectations for the gym:

- Follow rules set by the gym teacher
- Enter the gym in an orderly fashion
- Sit ready to listen for directions.
- Line up after gym class and quietly exit the gym

Expectations for Art:

- Follow rules set by the teacher
- Enter the classroom in an orderly fashion
- Sit ready to listen for directions
- Line up after art class and quietly return to their classroom

Expectations for Spanish:

- Follow rules set by the teacher
- Enter the classroom in an orderly fashion
- Sit ready to listen for directions
- Line up after Spanish class and quietly exit the classroom

Expectations for recess:

- Follow rules set by the recess monitors
- Line up after recess ready to return to the classroom
- Remain quiet once inside the building and on the stairs and in the hallways

Expectations for EDP: Students will follow rules set by EDP monitors.

Expectations for Homework: Students will follow their classroom rules for returning assignments on time to class neatly done.

Expectations for bathroom breaks:

- Outside of established break times, only one boy and one girl should be in the bathroom at a time
- Leave the bathroom clean
- Return to class as soon as they finish
- Be quiet in the bathroom

Expectations for hallway behavior:

- Remain quiet in the hallways
- Keep to straight lines with hands by your sides

Students who behave appropriately and receive the determined number of ClassDojo points will be positively rewarded with stickers, choice from treat/prize box, have extra playtime/recess and other rewards to be determined by their teacher.

Consequences for not following classroom rules:

Behavior	1st incident	2nd incident	3rd incident
If one of the rules stated above is not followed	Warning/redirect student	Time out/send to quiet area/reduce playtime or recess	Inform parents
Repetitive/Chronic rule breaking	Review rules and expectations. Contact parents.	Discuss expectations with child. Talk with parents and determine strategies to remediate behavior	Call a meeting with parents and principal to determine strategies to remediate behavior
Severe Disruption: Outburst in classroom, hurting self or others, throwing things, emergency situations	Remove the student from the situation. Have a discussion about expectations. Contact parents.	Remove the student from the classroom/area. Escort the student to the office or call the principal to come to the classroom to address the situation. If others are in danger, remove other students from the area. Contact parents	Call a meeting with parents and principal to determine strategies to remediate behavior. Student is placed on a behavior plan.
Homework	Warning and do homework over neatly and correctly	Re-do homework and miss recess time	Inform parents and strategize remediation
Technology Usage	Warning and redirect the student	Warning, redirect, and inform parents	Loss of technology at school
Social Media Use	Address with parent	Loss of technology at	

	as needed	school	
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Third Grade

Rules and expectations will be reviewed at the beginning of the school year as well as regularly throughout the school year. Parents will be informed at the beginning of the school year about the rules and expectations as well as the consequences for not following the rules in our classroom. The following rules will be reviewed regularly.

Expectations for the classroom:

- Be respectful to teachers and classmates.
- Come prepared for class with books, supplies, and homework completed neatly. If homework is not completed and handed in on time, a Homework Notice will be sent home to be signed by the student and the parent. The Homework Notice will be handed in the following day with the missing assignment completed.
- Raise your hand and wait to be called on in class.
- Keep hands and feet to yourself.
- Listen respectfully when others are speaking, and do not talk over others.
- Follow directions as given by the teacher and listen carefully.
- Respect the property of other classmates and the school.
- Use technology responsibly.
- Use proper hallway behavior.

Expectations for the lunchroom: Students will follow lunchroom rules that are given by the lunchroom monitor.

Expectations for the gym:

- Follow rules set by the gym teacher
- Enter the gym in an orderly fashion
- Sit ready to listen for directions.
- Line up after gym class and quietly exit the gym

Expectations for Art:

- Follow rules set by the teacher
- Enter the classroom in an orderly fashion
- Sit ready to listen for directions
- Line up after art class and quietly return to their classroom

Expectations for Spanish:

- Follow rules set by the teacher
- Enter the classroom in an orderly fashion
- Sit ready to listen for directions
- Line up after Spanish class and quietly exit the classroom

Expectations for recess:

- Follow rules set by the recess monitors
- Line up after recess ready to go to lunch.
- Remain quiet once inside the building and on the stairs and in the hallways

Expectations for EDP: Students will follow rules set by EDP monitors.

Expectations for homework: Students will return homework completed neatly and on time.

Expectations for hallway behavior: Students should be silent in the hallway.

Students on good behavior who do not receive any Stop and Think sheets will be rewarded with stickers, choice from prize box, have extra playtime/recess and other rewards to be determined by their teacher.

Consequences for not following classroom rules:

Behavior	1st incident	2nd incident	3rd incident
All rules stated above	Warning/redirect student	Send to quiet area/reduce recess	Stop and Think Sheet-Behavior is written down, students need to write what they can do to change the behavior. The sheet needs to be signed by the parent and student.
Repetitive/Chronic rule breaking	Talk with parents and determine strategies to remediate behavior.	Call a meeting with parents and principal to determine strategies to remediate behavior.	
Severe Disruption: Outburst in classroom, hurting self or others, throwing things, emergency situations	Remove the student from the classroom/area. Escort the student to the office or call the principal to come to the classroom to address the situation. If others are in danger, remove other students from the area.	Call a meeting with parents and principal to determine strategies to remediate behavior.	Student will be placed on a behavior plan.

Homework	Warning and do homework over neatly and correctly. Homework Notice given.	Homework Notice given.	Inform parents and strategize remediation.
Technology Usage	Warning and redirect the student.	Warning, redirect, and inform parents.	Loss of Technology
Social Media Usage	Address with parent as needed.		

Fourth Grade

In fourth grade there is a check mark system for students who are not meeting expectations. Three check marks result in an after school detention. Parents will be notified about a detention and the reason for it at least 24 hours in advance. The first two detentions are 45 minutes in length. Each detention that follows is 90 minutes.

Expectations

- Come prepared for class (books, supplies, completed work)
- Be respectful to teachers and classmates
- Listen during class
- Use respectful language
- Keep hands to yourself
- Don't talk over each other
- Raise your hand when speaking during class

Consequences for not following classroom rules:

Behavior	1st incident	2nd incident	3rd incident
Physical Horseplay	Warning	Check mark	Check mark and contact home
Physical Fighting	Loss of privileges ie no recess, special activity, lunch in the office	Parent conference	Principal discretion
Inappropriate language	Warning	Check mark and parent notification	Second check mark and parent notification
Social Media	Meeting with student, teacher, parents, and principal Outcome could be	In school suspension and a technology class paid for by parents.	

	research paper, apologies, loss of privileges or technology class paid for by parent		
Proper use of technology	Warning	Check Mark	Check mark and loss of use of technology
Being disrespectful to teachers/staff	Check mark and parent notification	Check mark and parent notification	Detention and parent notification

Middle School

In middle school there is a check mark system for students who are not meeting expectations. Three check marks result in an after school detention. Parents will be notified about a detention and the reason for it at least 24 hours in advance. The first two detentions are 45 minutes in length. Each detention that follows is 90 minutes.

Expectations for the classroom:

- Come prepared for class (books, supplies, completed work). No returning to other classrooms or locker for forgotten items.
- Respect teachers and classmates
- Listen during class
- Use respectful language
- Keep hands to yourself
- No talking over each other or talking back
- Raise your hand in order to speak during class

Expectations in the halls and on the stairs:

- Keep to the right on the stairs
- Walk through the halls single file and silently
- Pay attention to the teacher for any directions.

Expectations for washroom use:

- You need permission to leave the classroom
- Sign out when you leave and sign in when you return
- No side trips, return immediately when you are done

Expectations for the lunchroom:

- Listen to lunch monitor
- Stay in seat until allowed to throw out garbage
- Speak in an appropriate volume
- Students are not allowed to go outside of the lunchroom unless they notify someone

Expectations for Spanish:

- Come prepared to class
- Be respectful to teacher and group members

Expectations for recess:

- Listen to recess monitors
- Share equipment
- Settle disagreements respectfully

Expectations for homework:

- Homework completed with all necessary materials nearby
- homework completed neatly and prior to due date
- Thursday folders turned in on time

In order to attend any monthly assemblies, student must not have any prior detentions assigned since the previous assembly.

Consequences for not following classroom rules:

Behavior	1st incident	2nd incident	3rd incident	4th incident
Physical - horseplay	Warning	Check mark	Check mark and parent contact	Check mark and meeting with student, parents, teacher and administration
Physical - fighting	Contact parent and loss of privilege, (i.e., no recess, special activity)	Loss of privilege, (i.e., no recess, special activity), parent conference & admin discretion	Parent conference & in-school suspension	Social emotional evaluation by a medical expert in order to return to school
Inappropriate language	Warning	Check mark	Check mark and parent contact	Check mark and parent conference
Classroom shout outs/interrupting the classroom	Warning	Check mark	Check mark and parent contact	Check mark and parent conference
Remain seated at your desk during direct instruction	Warning	Check mark	Check mark and parent contact	Check mark and parent conference
Social media	Meet with	In school	Social emotional	

	student, teacher, parents, and principal. Outcome could be research paper, apologies, loss of privileges or technology class paid for by parents.	suspension and a technology class paid for by parents.	evaluation by a medical expert in order to return to school.	
Proper use of technology	Warning	Check mark and parent contact	Check mark and parent conference	Check mark, parent conference, and loss of technology privilege.
Sexual language	Check mark and loss of privilege and parent contact.	Check mark, loss of privilege, research paper and parent conference.		
Being disrespectful to teachers/staff/students	Warning	Check mark	Check mark and parent contact	Check mark, parent conference.

Gym

Expectations for the gym

- Be dressed in proper Physical Education uniform (K-8) with gym shoes (all students)
- Be engaged and participate safely during all activities
- Follow game rules as instructed and directions the first time given
- Cooperate and perform to their best ability
- Demonstrate respect and good sportsmanship
- Stay within specified boundaries
- Use equipment only when teacher has given permission

Behavior	1st incident	2nd incident	3rd incident
Physical	3rd-8th Redirection to correct behavior K-2nd Redirection to correct behavior	3rd-8th The student will lose points for the day, have an email sent home, and the student will receive a checkmark.	3rd-8th Detention K-2nd Send home Uh-oh Behavioral Incident Notice

		K-2nd Sit out and reflect	
Inappropriate language	K-8th Redirection to correct behavior	3rd-8th The student will lose points for the day, have an email sent home, and the student will receive a checkmark. K-2nd Sit out and reflect	3rd-8th Detention K-2nd Send home Uh-oh Behavioral Incident Notice
Classroom shout outs/interrupting the classroom	K- 8th Redirection to correct behavior	3rd-8th The student will lose points for the day, have an email sent home, and the student will receive a checkmark. K-2nd Sit out and reflect	Detention K-2nd Send home Uh-oh Behavioral Incident Notice
Social media	N/A	N/A	N/A
Proper use of technology	N/A	N/A	N/A
Sexual language	K-8th Redirection to correct behavior	3rd-8th The student will lose points for the day, have an email sent home, and the student will receive a checkmark. K-2 Sit out and Reflect	3rd-8th Detention K-2 K-2nd Send home Uh-oh Behavioral Incident Notice
Being disrespectful to teachers/staff	K-8th Redirection to correct behavior	3rd-8th The student will lose points for the day, have an email sent home, and the student will receive a checkmark. K-2 Sit out and Reflect	Send an email to the parents and the student will receive a checkmark K-2 K-2nd Send home Uh-oh Behavioral Incident

			Notice
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E

Emergency Procedures

Change of Address, Telephone Number, or E-mail Address

Parents/guardians must notify the school office of any change of home, business or emergency addresses and/or phone numbers. It is imperative that these records are accurate and kept current.

Emergency Cards

A family emergency card is included in the family information packet. The card must be returned to the school office no later than the first day of school. THIS CARD MUST BE COMPLETED ANEW EACH YEAR. Before returning the card, please review the daytime availability of the persons listed to be called when parents or guardians cannot be reached. The persons listed on the emergency card must be local and available to come to the school to pick up a sick/injured child. Should the availability of these emergency persons change during the year, the school must be notified so we always have access to persons approved by the parents/guardians. Parents/Guardians are contacted when a child becomes ill or has an accident in school. The telephone numbers on the emergency card are used to locate the parent or guardian in time of need. The card also lists the names of relatives or neighbors who can take the place of parents/guardians if a student needs to leave school.

Fire, Tornado, and Lockdown Drills

Fire, tornado and lockdown drills are held regularly so the children are aware of the procedure to follow. A bell will be rung to signal the beginning of the drill. The state and city fire departments make periodic inspections.

Tornado Watch/Warning If a tornado warning is in effect in our locality, the students are taken to a designated area in the school. If tornado warnings are in effect at dismissal time, students are kept in school until it is safe to leave, unless a parent/guardian comes to the office and picks up the student. If a tornado watch is in effect at dismissal time, children are dismissed at the regular time.

Emergency Closing of School

In case of severe weather, our school name will be announced on the local television and radio stations if we are closed. You will also receive a telephone call or email informing you if the school is closed. **WE ASK THAT YOU DO NOT CALL THE RECTORY OR THE CONVENT.**

Occasionally, on a snowy winter morning, parents may decide to keep their child (ren) home, even if the school is open. Please call the school office if you decide that it would be best for your family to have a “snow day.”

Employment Policy

St. Robert Bellarmine School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Robert Bellarmine School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual’s race, color, sex, national origin, age, military discharge status, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

It is the hiring practice at St. Robert Bellarmine School to give preference in hiring to teachers who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith. Faculty members are hired and assigned according to the Archdiocesan policy and our particular needs.

School personnel, by law, are mandated reporters of allegations/suspensions of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances should exist.

Extended Day Program

The E.D.P. program is available to St. Robert Bellarmine students, from Preschool through Eighth Grade, on all school days. The Extended Day Program begins at 7:00 A.M. Parents should walk their child (ren) to the basement door of the lunchroom to enter the school building. On full days of school, the E.D.P. hours are from 2:50 to 6:00 P.M. On half days of school, the E.D.P. hours are from 11:30 A.M. to 6:00 P.M. On Early Dismissal days, the E.D.P. hours are 2:00 P.M. to 6:00 P.M. The location for the after-school program is the school lunchroom, the school gym and/or the back playground. There is an annual registration fee, plus a daily fee, which is paid in advance.

Children who are found to be waiting for their ride for excessive periods of time after the school day has ended will be brought to the E.D.P. program and the appropriate fees charged.

Extra-Curricular Activities Policy

Children not in attendance during the regular school day may not attend or participate in after-school athletic events or other activities.

F

Field Trips

Educational trips are encouraged at each grade level. If a charge is made for the trip, it is to cover transportation and any entry fee. Refunds cannot be given for transportation fees or for entrance fees if a minimum number was required.

Notices are sent home informing parents/guardians of the trip and requesting parents'/guardians' signatures. A student who has not returned a written permission slip does not participate in the activity. When students are not participating in a field trip, they should plan on attending school as a regular class day.

Parents are often asked to volunteer to chaperone field trips and are expected to adhere to the following guidelines:

1. Parents who volunteer may not bring other children with them, so they can focus all their attention on the students.
2. **All volunteers** must be at least 21 years of age, complete the Volunteer Form #7703, complete a criminal background check (done on-line), sign Code of Conduct form, complete the Child Abuse and Neglect Tracking System (CANTS) form, and attend a Virtus/Protecting God's Children training session (child abuse information). All completed items will be kept on file in the school office. All volunteers must sign in at the office. **Plan ahead--this is MANDATORY!**
3. Keep in mind that your focus is supervising children; don't be distracted by the event, program, or site.

The Principal always reserves the right to exclude a student from participation in a field trip because of unacceptable behavior patterns. The principal will notify the parent/guardian of this

possibility prior to the scheduled trip and will confirm attendance or non-attendance prior to the scheduled trip.

Food/Treats

The faculty and staff may not give students food treats without first obtaining the principal's permission. Each student must have a permission slip signed by the student's parents/guardians for each special occasion that food treats are desired.

Teachers or staff members may not distribute "goody bags" that contain food treats sent to their class by well-meaning parents. There are parents who do not want their child to be given candy or other treats and we must honor their wishes.

Funerals During School Hours

When families wish students to attend a funeral held at Mary, Undoer of Knots Parish during school hours, the family sends a note to the school and comes to pick up the student(s) at school and take them to Church. Families may request in writing that their child may attend with another adult.

G

Gang Activity

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are victims of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

H

Harassment Policy

The Pastor, administration and staff of St. Robert Bellarmine School believe that all students and employees are entitled to study and work in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Guidelines to aid school administrators in recognizing and responding to harassment include the following examples:

- Verbal or written taunting
- Bullying
- Offensive, intimidating, hostile or offensive conduct
- Ranking/rates of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation

- Jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.

Failure to recognize and stop harassment of any type promotes a negative environment which is unacceptable in Catholic School.

Guidelines that the Office of Catholic Schools asks us to follow are included at the end of this handbook.

Health Requirements

Exclusion – Non-compliance

The State of Illinois requires all students entering Preschool, Kindergarten, Second grade and Sixth Grade to have a physical and dental examination upon entering the grade. Health records are required of all new students on the first day of school. Students who do not present health records will be excluded from school, beginning October 15. The physical exams must be signed by both the physician and the parent.

Honor Roll - Grades Six through Eight

The primary obligation of St. Robert Bellarmine School is to the total education of its students. As a Catholic community it is important to recognize students who broaden and enrich the academic community. Each student is personally responsible for their academic work. Their efforts are rewarded by placing their names on the honor roll. Therefore, the honor roll exists to recognize those students who are highly motivated, thereby achieving academic excellence. Students in grades 6-8 are eligible for achieving one of two honor rolls.

HONORS: grade point average of 3.2-3.69.

HIGH HONORS: grade point average of 3.7-4.0

GPA's are found by ascribing: 4=A; 3=B; 2=C. No points are given for a D or U.

There are many subjects in the Middle School curriculum. Some of these subjects are taught every day. These subjects carry full weight when calculating a student's GPA. There are additional subjects that meet during the week. These are not given full weight when determining a student's GPA. P.E., Spanish and Art are averaged together to obtain one grade. That grade is then averaged with the grades for Religion, Reading, English, Math, Science, Vocabulary and Social Studies. Please note that we do not "round up" fractions.

A student is ineligible for Honor Roll status if he/she has a grade of D or below in any subject.

L

Lunch Program

All children may either bring their lunches to school or order food from our lunch program. Each child will receive a menu to bring home so that parents may see the list of foods offered for the month. The lunch order form must be returned with payment in advance. If the lunch order form is not received on time, no order will be made. Money must accompany all orders. No lunch order may be "charged." Lunch order forms will be distributed monthly.

If a student forgets his/her lunch, parents will be notified. If a parent/guardian cannot bring a lunch the student will be given an extra hot lunch. Parents will incur a charge which will be applied to the FACTS account.

All volunteers and employees must complete:

Volunteer Form #7703, complete a criminal background check (done on-line), sign Code of Conduct form, complete the Child Abuse and Neglect Tracking System (CANTS) form, and attend a Virtus/Protecting God's Children training session (child abuse information). All completed items will be kept on file in the school office. All volunteers and lunch employees must sign in at the office.

Lunchroom Behavior Expectations

Behavior during the lunch period includes courteous table manners and respect for legitimate requests for good order in the lunchroom and on the playground. The following regulations apply during the lunch period:

- Students enter the lunchroom quietly and find a seat at their grade's assigned tables.
- Students speak in moderate tones and are expected to be polite and respectful to each other and to all adults.
- Students are required to keep their area clean and wait in their seat for the trash can to be brought to them by the lunch supervisor.
- Students empty unwanted drinks into the bucket provided for this purpose, then sort recyclables and trash into the proper containers.
- The restroom should be used before going outside or leaving the lunchroom area.
- When the bell is rung or the teacher gives the signal, students must line up immediately.
- Students must walk while in the lunchroom.

Playground Rules

- Students are expected to play cooperatively and invite their classmates to play.
- Only Nerf-style balls are allowed to be used during recess.
- All students must wear appropriate cold weather outerwear, including sweatpants or flannel pants (not pajamas) for the girls during the cold weather months. Hats and gloves/mittens are required for warmth, too.
- Students must stay away from any cars parked in the back parking lot.
- Students may not pick up snow during the colder weather months.

When the bell is rung that signals the end of recess, students must line up immediately, then walk inside the building in an orderly fashion.

M

Medical Procedures

Medical Records and Communicable Diseases

The following are required for admission into Preschool, Kindergarten, Second Grade, Sixth Grade and all students new to St. Robert Bellarmine School:

1. Dental form, completed by a dentist within one year prior to beginning school (Kindergarten, Second Grade, and Sixth Grade).
2. Eye examination, completed by a licensed practicing physician or licensed optometrist (Kindergarten, Sixth grade and new students).
3. Complete physical exam, to be done within one year prior to beginning school.
4. The following immunizations/screens are required of all students to comply with state law:
 - a. Diphtheria, Tetanus, Pertussis (DPT) – Four or more doses with the last having been received on or after the fourth birthday or prior to school entrance.
 - b. Polio (OPV/IPV) – Three or more doses with the last having been received on or after the fourth birthday or prior to school entrance.
 - c. Measles – Two doses of vaccine received, with the first dose given not earlier than twelve months of age, and the second dose no less than one month later, or laboratory evidence of immunity.
 - d. Mumps – Vaccine received at twelve months of age or later or laboratory evidence of immunity.
 - e. Rubella (Three-day Measles) – Vaccine received at twelve months of age or later, or laboratory evidence of immunity.
 - f. Combination of Measles, Mumps, and Rubella (MMR) – Two doses of vaccine received, with the first dose given not earlier than twelve months of age, and the second received on or after the fourth birthday or prior to school.

- g. Haemophilus Influenza Type B (Hib) – One or more doses of the series having been administered per brand name of vaccine or single dose between fifteen and fifty-nine months of age.
- h. Hepatitis B – Children entering Preschool and the Sixth Grade must show evidence of having completed the three series course of vaccine within the appropriate time frame prior to the start of the school year, or laboratory evidence of prior or current Hepatitis B infection.
- i. Varicella (Chicken Pox) – One dose given on or after the first birthday for all children entering school for the first time in Preschool or Kindergarten.
- j. Lead screening – Recommended but not required
- k. TB skin testing – At the physician’s discretion or after known exposure
- l. Diabetes screening – At the physician’s discretion

The only records which will be acceptable as proof of immunization are those records provided to the parents by a healthcare provider, a physician, a health department, a school, a hospital, etc., or existing school health records.

If a child is unable to receive certain vaccines, a statement from a physician is required. This must include the specific vaccine, the reason for deferral, and an indication of whether this deferral is permanent or temporary. Also, if a parent or guardian objects to vaccinations for religious reasons, a waiver form must be obtained from the school and signed. This form becomes part of the child’s school health record. In the event that there is an outbreak of this disease at school, the child will be excluded from school during the duration. Please note that the Catholic faith, as far as any religious beliefs, has no objections to immunizations.

Contagious diseases must be reported to the office. Please send a note or call the office to alert the staff if there is a change in your child’s health. A child who has a sore throat, earache, diarrhea, vomiting and discharge from the nose, a skin rash, eye infection, or elevated temperature of 100 degrees F should be kept home. The child must be 24 hours symptom free before returning to school.

Communicable Disease

All communicable diseases must be reported to the school office. Examples of such are: Covid, Chicken Pox, Pink Eye, Head Lice, and Strep Throat/Scarlet Fever. Children should remain home until they are free of acute symptoms and receive appropriate treatment for 24 to 48 hours.

Medication Procedures

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

1. Administration. No school personnel shall administer any prescription or nonprescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the School Principal.

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. A copy of the Medication Authorization Form is attached. Medication Authorization Forms are available in the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

2. Self-Administration. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

3. Appropriate Containers. It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b. Manufacturer-labeled for non-prescription over-the-counter medication.

4. Storage of Medication. Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and her designees. Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

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

A copy of SCHOOL MEDICATION PROCEDURES for yearly distribution to parents/guardians follows the Handbook for School Administrators topic on School Medication Procedures.

Medication Authorization Form
(Attached at the end of the Handbook)

Physician's Order
(Attached at the end of the Handbook)

Administration of Medical Cannabis

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

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

Messages Home

Unless parents inform the school office otherwise, the oldest child in each family is given all written communications from the school to our families.

Messages for Students and Deliveries to the School

When families bring items to school for their children, the items are delivered to the school office, not directly to the classrooms. Lunches should be labeled with the student's name and room number. Students should check at the office for deliveries.

When families wish to leave messages for students before dismissal, they should call the school office before 2:30 P.M., and only in an emergency situation.

P

Parents' Association 2022-23

Executive Board		E-mail	Cell Phone
President	Jennifer Syslo	jennifer.syslo@gmail.com	(773) 490-6931
Vice President	Mary Beth Nelson	mging@sbcglobal.net	(773) 407-5278
Treasurer	Jennifer Hohmeier	Jhohmeier@mayerbrown.com	(773) 209-3963
Recording Secretary	Emily Raimondi	emilymaines@yahoo.com	(773) 677-4341
Board			
Membership	Maggie Mol	maggiewmol@gmail.com	(773) 744-4676
Corresponding Secretary	Tricia Brumm	Lord.brumm@yahoo.com	(480) 773-0785
Fundraising Coordinator	Danielle Corrigan	Dcorrigan.srbpa@gmail.com	(312) 520-5447
Publicity	Colleen Leeders	ckleeders@gmail.com	(773) 430-3420
Grade Representative Coordinator	Crystal Harrington	beamer1710@sbcglobal.net	(773) 366-2736
Member at large	Jennifer Hayes	jenhayes247@gmail.com	(312) 405-1314

The Parents' Association is composed of parents and the principal. They meet monthly and interested persons are welcome to attend the meetings.

The Volunteer Program is coordinated by the Parents' Association and is a vital part of our educational process. Volunteers offer a gift of time, energy and talent to the school. Information about the program and sign-up sheets are sent home in September and again in May.

Parent/Guardian Conduct

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may: Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.

All volunteers must meet the following requirements. **Volunteer Form #7703, complete a criminal background check (done on-line), sign Code of Conduct form, complete the Child Abuse and Neglect Tracking System (CANTS) form, and attend a Virtus/Protecting God's Children training session (child abuse information). All completed items will be kept on file in the school office. All volunteers and lunch employees must sign in at the office.**

Photo/Academic Work Permission Form

The photo/academic form allows St. Robert's to use students' work or photo for marketing tools and ways to promote the school. Parents/ guardians must sign off on the form located in the appendix in order for the students' photo or work to be published.

Public Scandal Involving Students

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others.

School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- Actions gravely detrimental to the moral, spiritual and physical welfare of other students
- Actions which are detrimental to the school's reputation
- Grave offenses which may include a violation of criminal law

- Actions so outrageous as to shock the conscience or behavior of the community

S

Safe Environment Requirements for Volunteers

Parents who volunteer are asked to not bring other children with them, so they can focus all their attention on the students. All volunteers must complete the Volunteer Form #7703, complete a criminal background check (done on-line), sign Code of Conduct form, complete the Child Abuse and Neglect Tracking System (CANTS) form, and attend a Virtus/Protecting God's Children training session (child abuse information). All completed items will be kept on file in the school office. All volunteers must sign in at the office.

School Board

Members

Mrs. Catherine Tenzillo- Principal
Fr. Robert Lojek- Pastor
Melissa Roy
Mike Keeney- President
Russ Kerr
Andy Morkes

The School Board is an advisory board to the pastor and principal. They collaborate and make recommendations to the pastor and principal about school related matters. Their roles include:

- Bring concerns and suggestions from parents and parishioners to the attention of the principal.
- Set short term (yearly) goals for the school.
- Develop a long-term Strategic Plan.
- Collaborate with the pastor and principal about the school budget
- Recommend tuition and fees.
- Primary marketers and public relations providers
- Create and update website and social media outlets

- Design, attend, and help run the open house programs including January Open House, Jeff Fest, Portage Park Fest and more
- Write and upon approval from the principal, distribute articles to local media: Nadig, Chicago Parent, Catholic New World
- Promote and implement VIP fundraising program

School Board Meetings

Approximately every month from September through June, the School Board meets for approximately 90 minutes. The first 20 minutes of every meeting is open to any parent or parishioner, over the age of 21 who wishes to bring an issue to the attention of the School Board. If you would like to address the School Board, please contact the School Board President or Principal to get your name and topic item added to the agenda, prior to the meeting. The remaining time is considered a closed Board meeting. Meeting dates are generally the last Monday of every month from 7:00-8:30 p.m. and are listed on the school calendar.

School Member Positions

President

- Sets Agenda and runs meetings
- Appoints chairpersons

Financial and Budget

- Works with Parish Finance Council as well as Principal in developing School budget
- Public Relations and Marketing
- Responsible for community outreach via all forms of media

Recording Secretary

- Keeps official minutes for School Board meetings
- Reviews and advises on School Handbook

VIP Chairperson

- Oversees committee responsible for executing VIP raffle

Members at Large

Any people interested in serving on the School Board must submit an application to the Principal or School Board President. The candidacy will be submitted for a vote to the entire Board at the following meeting. At times, parties may be recommended to and voted to join the Board based on their activism in school matters. Term is for three years, with a maximum of two consecutive terms. After six consecutive years, an individual must wait one calendar year before reapplying for membership.

School Security

All visitors to the school must sign in at the office. The **only door** where visitors may enter the school is at the **school office**. Please do not ask students, teachers or staff members to open other doors for you.

School Supplies

Each student is expected to have his/her school supplies each day. The teacher at each grade level will inform students which supplies are needed for the school year. A pencil case is required at every grade level. All supplies should be clearly labeled with the child's name. Assignment notebooks must be purchased at school. Other assignment notebooks are not used in our school.

Please check the school website (www.srb-chicago.org) for the school supply lists.

Searches Conducted By School Personnel

Search and Seizure Statement

All property of the school, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, backpacks, purses, or articles of clothing that are left unattended on the school campus.

The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. If a student refuses to voluntarily empty pockets or to open his or her book bag or handbag, the student should be detained until parents are contacted and present. Parents should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.

Sexual Harassment Policy

It is part of our educational mission to respect the dignity of all persons and to provide a productive learning and working environment at all times. Schools across the nation have experienced an increase in episodes of harassment. Therefore, St. Robert Bellarmine School sets forth the following sexual harassment policy:

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

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

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

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

Sports Board and Athletic Program

Todd Laycock - President
Phil Hohmeier - Vice President
Lee Hart - Athletic Advisor
Jen Begovic - Treasurer
Jeff Mezydlo - Secretary
Debbie Groh - Equipment Manager/Uniform Director
Bill Dohl - Fundraising Director
Andy Hanacek - Marketing Director/Picture Day Coordinator

The Sports Board is composed of school parents and parishioners; they coordinate the Athletic Program at St. Robert Bellarmine School. The Sports Board is responsible to the Pastor, the Principal, and the School Board. The Sports Board administers the athletic program and, with the approval of the principal, is responsible for the hiring and evaluation of coaches, the registration for league games, and the arrangement of practice schedules.

Sports Board meetings are held monthly. Interested persons are welcome during the public portion of the meetings.

Students who are members of the St. Robert Bellarmine School sports teams represent the school. These students should consider participation in these activities both an honor and a privilege. Students must maintain a passing grade in all subjects, in order to participate in

school-sponsored athletic events. If a student is deficient, he/she will be suspended from athletics for one week and then must show proof that he/she has brought all grades up to passing.

Students who participate in school sponsored sports and activities are required to demonstrate proof of accident insurance. Students and parents need to review and sign the concussion form and have a yearly physical. All paperwork can be found on the website under Athletics.

Parents and parishioners who serve as coaches or assistants must complete the Volunteer Form #7703, complete a criminal background check (done on-line), sign Code of Conduct form, complete the Child Abuse and Neglect Tracking System (CANTS) form, and attend a Virtus/Protecting God's Children training session (child abuse information). Coaches also are interviewed by members of the Sports Board before beginning any practices. All completed items will be kept on file in the school office.

Questions regarding our Athletic Program should be first researched in the Sports Handbook. Additional questions may be addressed to the principal or a Sports Board member.

Rules for Sports Programs

***** ATHLETES MAY NOT ENTER THE SCHOOL BUILDING WITHOUT A COACH *****

Gym Rules

- Students that are in 4th Grade or younger must be accompanied by an adult at all times. Students should sit with the adult and not be allowed to wander by themselves.
 - Adults are expected to monitor children's behavior in order to allow those attending an enjoyable experience. Children exhibiting improper behavior will be asked to leave.
 - No candy, gum or food may be brought onto the playing floor.
 - All waste materials should be put in the trash cans. Clean up after yourself.
 - During a game or practice, there is no loitering or congregating in the hallways, stairwells, or washrooms.
- Monitors are obeyed and respected at all times.

Student Records

St. Robert Bellarmine School follows the policies and guidelines of the Archdiocesan Office of Catholic Schools regarding the issues of care, privacy, and transfer of student records.

Access by Parent/Guardian

Parents may review their children's records by giving the St. Robert Bellarmine School office twenty-four hour notice. Such reviews are done in the school office. Record materials may be photocopied, but the originals must remain in the school.

Subpoena/Court Order for Records

St. Robert Bellarmine School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial 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.

Substance Abuse

The possession of and/or use of alcohol, smoking materials, illegal drugs and illegal use of controlled substances by any St. Robert Bellarmine School student is a serious delinquent situation.

When appropriate, the Principal may impose disciplinary measures such as suspension, probation, or expulsion.

Technology

Acceptable Use Procedures

The office telephone is for school business only. In the event of an emergency, as determined by the school personnel, a call will be made by the school for the student. Emergency information needs to go through the school office. Cell phones may not be used during school hours; cell phones are kept by the teacher during the school day.

Electronic Devices

Cell phones, smartwatches, MP3 recording devices, iPods, cameras, laser pens, electronic games, and other handheld devices may not be used during the regular school day. Students are discouraged from bringing electronic devices to school.

Students who have a cell phone must turn it off during school hours (not just on “silent”). The phone is stored in the teacher’s desk. Cell phones may only be used after school hours; cell phones may not be used once the student enters the school building in the morning. Students who are found to have a cell phone in their possession or wearing a smartwatch during school hours will be disciplined and their device will be sent to the office for a parent/guardian to pick

up. If a student has a second offense, the student will no longer be allowed to bring electronic devices to school.

Violation of the aforementioned rules will lead to disciplinary action.

Use Outside of School

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

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

Social Networking Website Passwords

Students and their parents or guardians are advised that St. Robert Bellarmine School, by Illinois statute, may not request or require a 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. St. Robert Bellarmine School may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Parents/guardians are advised to please be aware of the age requirements for social networking websites.

T

Traffic Safety

For the protection of the children on their way to school, there will be a crossing guard located at the following intersections:

Austin Avenue and Eastwood Avenue
Austin Avenue and Montrose Avenue

It is expected that students who must cross either Austin Avenue or Montrose Avenue will use one of these intersections in order to assure their safety. Parents are responsible for the safety of their child traveling to and from school.

In addition to the crossing guards, the school provides safety patrol members. Patrol members are to be at their assigned posts from 7:50 to 8:05 A.M. and from 3:00 to 3:10 P.M. The purpose of the student patrol is to assist in the safe conduct of students to and from school. However, by providing this service, ST. ROBERT BELLARMINE SCHOOL AND THE CATHOLIC BISHOP OF CHICAGO ACCEPT NO LIABILITY FOR THE SAFETY OF THE CHILDREN. There may be times, due to circumstances beyond the control of the school, when the crossing guard is not on duty at a crossing.

Students are reminded to always cross at street corners, never in the middle of the street, and to listen to the crossing guard and/or safety patrol members. Students must walk across the street when told to do so and be especially aware of cars making a right turn on a red light. Students and patrol members who do not cooperate will be disciplined.

Parents/guardians who drive their children to school and/or pick them up after school are asked to observe the following regulations for the safety of the children.

- Enter the church parking lot from the driveway that is closest to Austin Avenue, on the East side of the parking lot. Exit the parking lot from the driveway that is farthest from Austin Avenue, on the West side of the church parking lot.
- The back parking lot is not available before school; it is used for a “circle” driveway for drop off. Do NOT park anywhere near the chains to avoid blocking the drop off circle. Extreme caution must be used when parking and driving in the back parking lot after school. After school, use the driveway north of the church to enter and to exit if you wish to pick up your child in the back of the convent. Do not use the convent driveway. Do NOT drive in or block any driveways on Eastwood or McVicker.
- Observe and obey the barricades. At 2:45 P.M., after the barricades have been placed from Austin Avenue to the convent driveway (on Eastwood Avenue), do not drive into this area. Eastwood Avenue must not be blocked and double-parking is not allowed. Wait until the patrol members have removed the barricades, around 3:10 P.M., before driving in the barricaded area.
 - Snow Regulations – The students have the responsibility to respect other people's' homes and property. No snow is thrown at people, houses, or cars either on the school grounds or on the way to or from school. The school notifies parents if students disregard the safety of others by violating the regulation regarding snow throwing on the way to or from school.
 - The throwing of snow is prohibited on or near school property.

Tuition and Fees

Please check our school website (srb-chicago.org) for the current tuition and fees information.

The actual cost of educating a student at St. Robert Bellarmine School is substantially more than the tuition that is charged, for parishioners and non-parishioners alike. Our actual per-student cost for the 2022-2023 school year is about \$6,200. The parish subsidizes the school to help build an excellent educational environment and to help keep tuition as affordable as possible. In effect, it's as if every student is receiving a scholarship without even applying.

St. Robert Bellarmine School has two tuition rates, the parishioner rate and the non-supporting/non-parishioner rate. To qualify for the discounted parishioner rate, a family must participate in the life of the parish, regularly attend mass and support the parish with a suggested minimum contribution of \$15 per week, totaling \$780 for the fiscal year (July 1 to June 30).

The school has contracted with FACTS Management Company to see to the collection of tuition. Each family receives a contract and designates the choice of the method and how and when the family pays tuition. All tuition is due to FACTS Management Company on the due date.

There will be a late fee charged for any fees not paid by the due date. Should a bank return a check as NSF, a \$30.00 fee is charged. Should this occur a second time, the family must make all future fee payments by cashier's check, money order or cash.

Report cards are held in the school office until the family has made a good-faith effort to become current with their tuition, with no more than one month late in payment. Report cards are also held in the office if other fees, such as library fines or lunch "charges" are reconciled.

Tuition that is more than one month late for the first trimester (November 15) will result in the exclusion of the student(s) until such tuition, plus a late fee, is paid. This policy also applies accordingly on February 1 and May 1. Diplomas will not be awarded until all financial obligations are paid in full.

U

Uniforms/Dress Code

Kindergarten – The school uniform is the same as the students in Grades 1 – 8, but Kindergarten children may wear their gym uniform every day, not just on their gym day.

Girls:

Grades K-4

Jumper	<ul style="list-style-type: none"> Uniform plaid jumper (purchased from the SchoolBelles Uniform Company) that has a V-neck and permanent pleats at the waist in the front and back
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	<ul style="list-style-type: none"> • Jumper must hit the knee • Shorts may be worn under jumpers for modesty but not be visible below the jumper hemline
Shirt	<ul style="list-style-type: none"> • White long or short sleeved cotton blouse with a round “Peter Pan” collar. No lace or other decorations • Plain white polo with a hemmed bottom
Pants/Shorts/Belts	<ul style="list-style-type: none"> • Navy dress pants (straight leg only) • Uniform khaki walking shorts(for warm weather days only) • Belts are required with pants and shorts. Shirts/blouses must be tucked in with a plain black or dark brown leather belt (Only required for grades 2-8.)
Socks	<ul style="list-style-type: none"> • Solid navy, black, red, or white knee socks • Solid navy, black, red or white socks at or above the ankle (no no-show socks)
Shoes	<ul style="list-style-type: none"> • Solid black, navy or brown closed toe, flat shoes • Gym shoes may be worn any day
Layering options	<ul style="list-style-type: none"> • White long or short sleeve undershirt hidden under the uniform shirt, with no lettering or images • Solid red cardigan, pull over, or vest sweaters • Uniform shirt/blouse collar must be visible

Girls

Grades 5-8

Skirt	<ul style="list-style-type: none"> • Uniform plaid skirt (purchased from SchoolBelles) • Skirt must hit the knee • Shorts may be worn under skirts for modesty but may not be visible below the skirt hemline
Shirt	<ul style="list-style-type: none"> • White long or short sleeved cotton blouse with a round “Peter Pan” collar, without any lace or other decorations • Plain white polo with a hemmed bottom
Pants/Shorts/Belts	<ul style="list-style-type: none"> • Navy dress pants (straight leg only) • Uniform khaki walking shorts (for warm weather days only) • Belts are required with pants and shorts in grades 2-8 and must be plain black or dark brown leather. Shirts/blouses must be tucked in (except when wearing a polo shirt with a banded bottom, available at SchoolBelles.)
Socks	<ul style="list-style-type: none"> • Solid navy, black, red or white socks at or above the ankle (no no-show socks)

Shoes	<ul style="list-style-type: none"> ● solid-colored black, navy, or brown closed toe, flat shoes ● Gym shoes may be worn any day
Layering options	<ul style="list-style-type: none"> ● White long or short sleeve undershirt, hidden under the uniform blouse/shirt with no lettering or images ● Solid red cardigan, pull over, or vest sweaters ● Shirt/blouse collar must be visible

Boys

Grades K-8

Shirt	<ul style="list-style-type: none"> ● Plain light blue or white polo with a hemmed bottom ● Shirts must be tucked in
Pants/Shorts/Belts	<ul style="list-style-type: none"> ● Navy dress pants (straight leg only) ● Belts are required with pants and shorts. Shirts/blouses must be tucked in with a plain black or dark brown leather belt (Only required for grades 2-8.) ● Uniform khaki walking shorts(for warm weather days only)
Socks	<ul style="list-style-type: none"> ● Solid navy, white or black socks at or above the ankle (no no-show socks)
Shoes	<ul style="list-style-type: none"> ● Black or dark brown solid colored leather shoes ● Gym shoes may be worn any day
Layering options	<ul style="list-style-type: none"> ● White long or short sleeve undershirt, hidden under the uniform shirt with no lettering or images. ● Solid navy cardigan, pull over, or vest sweaters ● Shirt collar must be visible

Gym Days: Boy and Girls

Grades K-8

Shirt	<ul style="list-style-type: none"> ● Run-a-thon shirts from 2020-2021 or 2019-2020, SRBPA spirit wear or SchoolBelles Gym shirt
Pants/Shorts	<ul style="list-style-type: none"> ● SRB sweatpants and sweatshirts (purchased through the SRBPA) ● SchoolBelles gym shorts
Shoes	<ul style="list-style-type: none"> ● Gym shoes with shoelaces - No lights or sound effects. Non-scuffing
Socks	<ul style="list-style-type: none"> ● Plain white or black socks

Additional Expectations for both boys and girls:

Hair	<ul style="list-style-type: none">● Hair accessories are limited to headbands or hair ties only and may only be navy, red, white or black in color.● Any simple decorations must be small in size and not distracting● Boys hair needs to be clean and above the collar and eyebrows
Jewelry	<ul style="list-style-type: none">● Small stud earrings. No dangling below the earlobe.● Cross or religious medal necklaces only● No Smart watches
Makeup	<ul style="list-style-type: none">● No Makeup● No nail polish, French Manicures, nail decor or fake nails

Additional Details:

- Kindergarten students may wear Spirit Wear or gym uniforms and gym shoes daily.
- All uniform items should be appropriately sized, not too tight and not too loose/long.
- Turtlenecks or other long-sleeved knit tops are not part of the uniform and may not be worn under the uniform blouse, even on gym days. If an undershirt is worn, it must be plain white, appropriately sized, without any lettering or lace, and hidden.
- Girls wear solid white, red, black or navy knee socks (the preferred type of sock) or ankle socks that are at least two inches above the ankle bone (no short sport socks). Tights are also allowed in either of the following solid colors: white, red, black, or navy. Girls may not wear nylons/pantyhose to school.
- Black, navy, or dark brown shoes with closed heels (no backless or shoes with a back strap) must be worn at school or on the playground. Girls' shoes should be plain flats (heels no more than half an inch), without any prints, bows, tassels, shoe charms, or sequins. Shoes such as flip-flops, moccasins without soles, sandals, ballerina shoes without socks, Birkenstocks, or Crocs are not part of the uniform and may not be worn on school days or on out-of-uniform days, unless specifically mentioned.

Out-of-Uniform Days

Occasionally, special out-of-uniform days will be allowed. Children are given instruction as to what clothing is permissible. Students dressing inappropriately will be referred to the Principal. Parents will be called to bring proper attire and students may forfeit the next out-of-uniform privilege. Students do not wear tight jeans or leggings (unless the shirt completely covers the student's bottom), short-shorts, tank tops or any cleavage-revealing clothing to school. Shorts and dresses cannot be any shorter than a few inches above the knee. Shoes such as flip-flops, moccasins without soles, sandals, Birkenstocks, Crocs or slippers are not worn to school, even on out-of-uniform days. Any graphics on the shirts or pants needs to be appropriate for a school setting. Parents may be called to bring their child clothing if guidelines are not followed.

Students may not wear clothing printed with the school's name unless the clothing has been previously approved by the Principal, even on an out-of-uniform day. This includes

sports-related and/or class t-shirts and sweatshirts. Parents will be called to bring proper attire and students will be disciplined.

Students who are given an out-of-uniform pass by school personnel must use the pass within one week, at which time it “expires.”

If students do not follow guidelines on out-of-uniform days, parents will be called and need to bring their child appropriate clothing.

On the last day of school, students may wear either their regular uniform or their warm weather uniform. It is not an out of uniform day!

In addition:

- ALL STUDENTS are expected to arrive at and leave from school in the COMPLETE UNIFORM. This means that students must have their shirts tucked in while traveling to and from school.
- Clothes must be clean and pressed.
- Hair must be clean and combed.
- Students may not dye or highlight their hair. Students who dye or highlight their hair will be told to dye it back to their natural color.
- Students should not have feathers, beads, hair extensions or other ornaments woven into their hair. Students who have an item woven into their hair will be told to remove it immediately. Students may wear appropriate headbands that match school uniforms. Any flowers, cat ears, etc. may not be worn to school as these often become a distraction in the classroom.
- No extreme hairstyles will be permitted. Hair should be sensibly cut, with no shaved designs, Mohawks, tails, etc.
- Bangs must be kept trimmed, at or above the eyebrows.
- Boys' hair should be kept clean and not touch the collar. Bangs need to be above the eyebrow.
- Students do not wear any makeup, colored nail polish, or fake nails (even on out-of-uniform days).
- No scarves, or headbands designed to look like scarves, are to be worn around the neck or on the head.
- Jewelry (necklaces, bracelets, rings) is highly discouraged from being worn to school. It can be a safety hazard, especially during recess and gym class. A student may be allowed to wear a piece of jewelry with a religious medal or crucifix, but is limited to only one item which should be small and modest. When in doubt, check with the school administration for approval.
- Only girls may wear earrings; only one pair of **small stud earrings** is permissible. No dangling earrings are allowed. No other body piercing is allowed.
- Shoes designed to be tied must have laces and the laces must be tied.
- All boys, and girls who wear pants, are required to wear a plain black or dark-brown belt.

- Girls should wear shorts under their skirts for modesty; shorts must be shorter than the skirt and not showing below the hemline.
- All students must wear appropriate cold weather outerwear, including sweatpants or flannel pants (not pajamas) for the girls during the cold weather months. Hats and gloves/mittens are required for warmth too.
- Watch alarms or chimes must be turned off.
- Students who have a cell phone must turn it off during school hours (not just on “silent”). The phone is stored in the teacher’s desk. Cell phones may only be used after school hours; cell phones may not be used once the child enters the school building in the morning. Students who are found to have a cell phone in their possession during school hours will be disciplined and their phone will be sent to the office for a parent to pick up.
- Smart watches with internet access must be turned off and handed in to the homeroom teacher in the morning; the same rules apply to smart watches as cell phones.

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Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, toy guns that appear to be real guns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.
- Public Act 98-63 allows state residents to carry a concealed firearm in Illinois with possession of an Illinois Concealed Carry License, however, schools are among the twenty-five areas where concealed firearms are prohibited. The law requires schools to post a sign provided by the Illinois State Police that states the carrying of firearms into the building is prohibited.

School authorities have the right to inspect and search lockers, desks, parking lots and school property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.