2026-2027
Parent and Student Handbook

9320 S. 55th Ct. Oak Lawn, IL 60453
708-422-0121
school.stgerald.com

ONE FAITH. ONE FAMILY. ONE MISSION.

Dear Parents, Guardians, and Students,

Welcome to St. Gerald, where one small step can lead to a GIANT education! We are grateful that you have chosen us to be your education provider. We are aware that you have many choices and that's why we strive to be the best option for families in the south suburbs of the greater Chicago area.
St. Gerald has provided an excellent education since 1929. It was founded by the Sisters of St. Francis to fulfill the need for robust Catholic education in the area. At one time in its rich history, St. Gerald's average class size was 60 students, with sessions offered in the morning and afternoon to accommodate the growing population. St. Gerald is

smaller now, but still provides the robust and rich education that spawned its beginning. It has evolved over time to educate students in Catholic traditions and values, as well as 21st Century skills.
The school is blessed with a veteran teaching staff, including religious members. Our faculty and staff are professionals in their fields and are constantly challenging themselves to learn new skills and change what is offered to students. Technology has been embedded into the classrooms, as well as STEM education and hands-on learning experiences. Students grow their faith daily in many ways and our Catholic identity is visible and practiced regularly. We are a school that recognizes the importance of high academics as well as deep faith. We know that we are responsible for forming the whole child and we take this seriously.
We believe that parents are the first teachers of any family. Just as Jesus was taught by Mary and Joseph, the students of St. Gerald are taught by their own parents and guardians first. We welcome parental involvement as part of educating the whole child. St. Gerald is a community of learners and a family. The parish is extremely supportive of the school and stands behind educating students' minds, bodies, and souls. There are many opportunities for parents to get involved in both the school and parish. We encourage parents to join the Holy Name Society of the parish, Home and School Association of the school, and the School Advisory Board. The more you invest in the education of your children, the more they will get out of their education.
St. Gerald is more than just another Catholic school. It is a community of learners that support one another and strive for excellence. We have spent the past 94 years working on our craft and dedicating ourselves to the Catholic faith and education. We will continue to provide outstanding service for years to come. Every parent or guardian that takes that first small step in becoming a part of the St. Gerald community will reap the GIANT education we provide.

God bless,

St. Gerald Faculty and Staff

PARENT ACKNOWLEDGEMENT
PURPOSE OF THE HANDBOOK

This handbook contains policies and procedures pertaining to student life effective at the time of publication. The Parent-Student Handbook is not a contract. Any subsequent modifications or additions to these policies and procedures will be announced by the administration. The official, updated version of this handbook, containing all policy changes and additions, is kept in the office of the Principal. The administration of St. Gerald reserves the right to interpret, change, correct, or add to the contents of this handbook. Any student enrolled in St. Gerald and his/her parent(s)/guardian(s) are bound to follow all St. Gerald rules and regulations. Students, parents, and guardians who fail to familiarize themselves with this handbook are not thereby excused from adherence to its requirements. Information in this handbook, which applies to parents, applies equally to guardians. St. Gerald does not discriminate on the basis of age, race, color, sex, national origin, or other prohibited basis.

HISTORY OF ST. GERALD SCHOOL

St. Gerald School was originally built in 1929 and staffed by the Sisters of St. Francis, Clinton, Iowa. Due to the large increasing enrollment, the first addition was built in 1949, with another addition in quote1957. A tornado, with the exception of four classrooms and the basement rooms, demolished the original structure. During the construction of the building that was replacing the one destroyed by the tornado, the students attended school at other sites: Burbank Manor Presbyterian Church and St. Nicholas Greek Church in Oak Lawn. The present structure consists of an office complex, a faculty lounge, an extended day room, a music and band room, a recently remodeled library complex, a newly updated science lab, an art room, the Jonathon Collins Activity Center and cafeteria, plus multiple classrooms. At present, the wing that connects the main building to the church is our Arnold Hall for meetings, parish activities and bingo.

BEHAVIOR EXPECTATIONS

St. Gerald students are expected to behave in a manner that reflects the great character of St. Gerald in and out of school. If a student is in public violation of the law, policies, or morality outside of school, including areas when the name of the school community is jeopardized or associated, St. Gerald reserves the right to take disciplinary action. It is expected that all students and their parents/guardians will familiarize themselves with the policies and procedures of this handbook, as well as conduct themselves appropriately in all school or school-related settings. This includes social media and online communications. We strive at St. Gerald to make the community at large a better place by being a part of it. If actions run contrary to that, the parties involved may be subject to discipline.

VISION

Our vision is to develop well-rounded, confident, and responsible individuals who aspire to achieve their full potential. We will do this by providing a welcoming, happy, safe, and supportive learning environment through our Catholic faith and guiding principles.

MISSION

We at St. Gerald School believe that each individual is unique in her/his potential. We are committed to providing quality Catholic education for each student. We encourage achievement with dignity and strive to establish a deep sense of commitment to the religious truths and values of the Catholic faith. We desire to equip each child to be a true Christian witness relating and living the gospel message.

PHILOSOPHY

We, the faculty of St. Gerald School, in response to the Good News, will aid our students spiritually, intellectually, psychologically, and socially. We will strive to preach the Good News in a community based on Gospel values.

SPIRITUAL GOALS

We will provide religious experiences that pursue the continual study of Catholic Theology and help our students live out the message of Jesus Christ. Regular participation in Eucharist, various forms of prayer, and reception of the sacraments will be emphasized. Each student shall be taught how to apply values based on Catholic doctrine proclaimed in the Gospel.

INTELLECTUAL GOALS

We will encourage our students to develop their individual gifts and talents. Our curriculum will emphasize the basic learning tools. We will enhance basic communication skills through listening, speaking, reading, and writing. We will encourage our students to investigate, analyze and apply theories in daily living, and develop critical and creative thinking.

EMOTIONAL GOALS

We believe in guiding our students in a nurturing atmosphere where love and trust are evident. We will help them in the development of their feelings of self-worth, self-awareness, and self- confidence.

SOCIAL GOALS

We are entrusted with the responsibility of developing our students as social beings with social skills and virtues to live in harmony in a diverse society of all races, cultures, and nations. We strive to instill a sense of responsibility in our students that will affect changes to help bring about a more just world. We must foster respect for self and others while working towards building the family of God on Earth.

RIGHTS AND RESPONSIBILITIES OF ST. GERALD STUDENTS, PARENTS, AND GUARDIANS

Student Rights:

- To be safe at school
- To be treated fairly, courteously, and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary actions Student Responsibilities:
- To read and become familiar with this policy
- To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community

- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

Parent/Guardian Rights:

- To be actively involved in their child's education
- To be treated fairly and respectfully by the school principal, teachers, and other staff
- To have access to information about school policies and procedures
- To be notified if their child is disciplined for inappropriate/disruptive behavior and informed of the consequences assigned
- To receive information about their child's academic and behavioral progress Parent/Guardian Responsibilities:
- To read and become familiar with the policies
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins, when possible, if their child is absent
- To give the school accurate and current contact information
- To tell school officials about concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected at school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy right

CONTACT INFORMATION

School Address: 9320 S. 55th Ct, Oak Lawn, IL, 60453
Parish Address: 9310 S. 55th Ct, Oak Lawn, IL 60453
School Website: https://school.stgerald.com
Parish Website: https://stgerald.com
School Office (708) 422-0121
Parish Phone (708) 422-0234
School Fax (708) 422-9216
Extended Day (708) 422-4140

SCHOOL OFFICE HOURS OF OPERATION

Monday – Friday: 7:40 am – 3:00 pm on normal operating days during the school year, barring holidays and staff development days
Early Dismissal Wednesdays: 7:50 am – 1:45 pm
During June and July: 9:00 am – 12:00 pm, Tuesdays, Wednesdays and Thursdays only

FACULTY AND STAFF

Father Pajor	Pastor	frrpajor@stgerald.com
Father Navarro	Associate Pastor	frnavarro@stgerald.com
Dr. Anthony Pape	Principal	apape@stgerald.com
Ms. Bizzotto	Office Manager, Manna, Tuition	mbizzotto@stgerald.com
Mrs. Totosz	Administrative Assistant	ntotosz@stgerald.com
Mrs. Rivera	Administrative Assistant	erivera@stgerald.com
Mr. Young	Head of Maintenance	ryoung@stgerald.com
Ms. Horn	Preschool 3 Teacher	khorn1@stgerald.com
Mrs. Reardon	Preschool 4 Teacher	kreardon@stgerald.com
Mrs. Hosty	Kindergarten Teacher	nhosty@stgerald.com
Mrs. McAcy	First Grade Teacher	jmcacy@stgerald.com
Sr. Ruby	Second Grade Teacher	srruby@stgerald.com
Mrs. Topor	Third Grade Teacher	ntopor@stgerald.com
Sr. Ann	Fourth Grade Teacher	srann@stgerald.com
Mrs. Warren	Fifth Grade Teacher	kwarren@stgerald.com
Mrs. Lumpkin	6th Grade Teacher	glumpkin@stgerald.com
Mrs. Wilk	Jr. High Science & STEM Teacher	nwilk@stgerald.com
Ms. Eberhardt	Jr. High Religion & Math Teacher	eeberhardt@stgerald.com
Ms. Kennedy	Seventh/Eighth Grade Social Studies Teacher	dkennedy@stgerald.com
Mr. Montag	Seventh/Eighth Grade English Teacher	mmontag@stgerald.com
Mrs. Diel	Music & Spanish Teacher	tdiel@stgerald.com
Mr. Trinidad	P.E. Teacher	jtrinidad@stgerald.com
Mrs. DiFoggio	Kindergarten Aide	gdifoggio@stgerald.com
Mrs. Raftery	Preschool Aide	mraftery@stgerald.com
Mrs. LaCoco	Director of Lunchroom, Extended Care & Summer Camp	llacoco@stgerald.com
Mr. Martinez	Director of Religious Education	rey@stgerald.com

OUR CATHOLIC NAMESAKE

St. Gerald of Mayo was born in Northumbria in the 8th century to an Anglo-Saxon king. He became an English monk and followed Colman of Lindisfarne, who was a bishop, to Iona and then Ireland. Colman was an ardent supporter of Irish traditions and when his synod decided to adopt Roman traditions, he left with 30 English monks to settle in Inishbofin, Ireland.

St. Gerald became the first abbot of the monastery of Mayo, a county in Ireland. There arose disputes among the monks because the English monks were not in favor of the behavior of the native monks. When the native monks left Inishbofin to preach and evangelize, Bishop Colman sought to settle any lingering disputes by founding a monastery at Mayo. He sent the English monks there and named Gerald abbot.

St. Gerald was a man of education. He reportedly founded the abbeys of Tempul-Gerald and Teagh-na Saxon, a convent under the care of his sister. St. Gerald's College in Castlebar, the county town of Mayo, is a De La Salle boys' school and is named for St. Gerald. St. Gerald died of natural causes on March 13, 731AD in Galway, Ireland. He is the patron saint of plagues. His feast day is celebrated on March 13.

ADMISSION POLICY

Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Policy ES 130.2 Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

Policy ES 132.1 The Archdiocese of Chicago shall follow the State of Illinois school age requirements for admission.

All new and transfer students are welcome and will be accepted on a probationary period of 1 trimester at St. Gerald. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodation that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the trimester probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded. Admission of any child is dependent on the assumption that parents or legal guardians and the child agree to abide by the policies, rules, and regulations of the Archdiocese of Chicago and St. Gerald.
St. Gerald will do its best, using all available resources, to provide programs for students with special needs. If a student's needs exceed our capabilities, St. Gerald will make every effort to assist parents in finding an appropriate school to meet those special needs.

Transfer / Withdraw Students

Certified copies of transfer students' records are requested within 14 days of enrollment. St. Gerald School sends unofficial records of students transferring to other schools within 10 days of the request. Official records are sent once all financial obligations have been met.

PRE-KINDERGARTEN 3 AND 4 YEAR-OLD ADMISSION

Children must be three (3) or four (4) years of age by September 1 of the school year in which they are enrolling to enter Pre-Kindergarten. They must be fully toilet trained. Specifically, they must be able to use the toilet completely independent of adult help. The use of Pull-Ups is not accepted.

KINDERGARTEN ADMISSION

In accordance with the School Code of Illinois, a child must be five (5) years old on or before September 1 of the school year in which they are enrolling.

RETURNING STUDENTS

Every student must be registered each year he or she attends St. Gerald. The school office will provide a registration link to register online or a form. This (digital)form, along with a signed tuition contract through Blackbaud, must be completed before a child is officially registered. The registration fee must also accompany the registration form.

ADMISSION PRIORITY

All school families must submit an application for a sibling who will be new to St. Gerald School. School applicants who register during registration week in January are considered registered for the following year. It cannot be assumed that siblings at home are automatically registered; you must register new siblings during registration, even if there are already children in the school.
The priority for admission is listed below.

1. Parishioner with children already enrolled in St. Gerald School or with graduated siblings
2. Parishioners without children already enrolled in St. Gerald School
3. Non-Parishioners (Catholic) with children already enrolled in St. Gerald School
4. Non-Parishioners (Catholic) with students transferring from other Catholic Schools
5. Non-Parishioners (Catholic) without children already at St. Gerald School
6. Non-Catholic with siblings already enrolled or having graduated from St. Gerald School
7. Non-Catholic students will be accepted based on availability

At the time of registration, the student's original birth and baptismal certificates must be presented.

REQUIREMENTS, PHYSICAL, DENTAL, VISION EXAMINATIONS, AND IMMUNIZATIONS

Illinois State Law requires all children entering preschool, kindergarten, sixth grade or new students entering the school to have a completed physical and dental examination.
Any student not in compliance must be excluded from school. This applies to children who are currently enrolled as well as those enrolling in the school for the first time.
All students are required to have two (2) doses of live measles vaccine and proof must be shown that students have been vaccinated against Hepatitis. Also, included in the immunization schedule required by the State, is a tuberculin skin test administered using the intradermal Mantoux method, not a multiple puncture test. This is required if a child resides in an area designated by the Department of Public Health as having a high incidence of tuberculosis. Cook County is one of six counties where a tuberculin skin test is a requirement. *Illinois State Law requires all children entering kindergarten or new to entering a school to receive a Vision Examination by a licensed optometrist.*

ALCOHOL AT CELEBRATIONS

Alcoholic beverages are not to be served at school and school sponsored events that celebrate children—dinners, sports, graduation, etc.

AMENDMENT TO HANDBOOK

The St. Gerald School Principal reserves the right to amend the handbook for just cause with or without notice. The school will attempt to keep parents informed of all changes. Some changes might be made immediately due to

unforeseen circumstances.

APPOINTMENTS FOR STUDENTS DURING SCHOOL HOURS

Every effort should be made to arrange appointments for after-school hours. A written note needs to be presented to the office, through the teacher, for the release from school. Children must be signed out by an authorized adult in the school office.

APPOINTMENTS WITH TEACHERS

If a parent wishes to meet with a teacher, an appointment is necessary. The teacher will meet with the parents as soon as possible. Your child's progress and development is of the utmost importance to the teacher. Please do not confer with teachers in the parking lot. Teachers are outside at dismissal for the safety of the children, and we want the privacy of parents, guardians, and students to be observed.

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. Gerald 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.

Reporting Process

ABSENCES

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 708-422-0121; or email school.stgerald.com/report-an-absence through the parent tab at the school record within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day. A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal. Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments. An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

TARDIES

Students are expected to be in class on time, so they maximize their learning opportunities. Students that arrive at school after the late bell at 8 am are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excessive absences or tardies will be addressed on an individual basis and may be subject to disciplinary action.

EARLY DISMISSAL

If it is necessary to leave school during the school day, the student's parent/guardian must call the school office at 708-422-0121. A note must be sent to the child's teacher informing them of the time of dismissal. Students to be dismissed early will be picked up at the school office.

EXCESSIVE ABSENTEEISM

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. A review of absence data may occur periodically by the school administration. If deemed appropriate by the school administration, a parent/guardian may be asked to meet with the administration to discuss the reasons for excessive absenteeism. Additionally, if deemed appropriate the school may provide the parent/guardian with a list of resources for counseling or social services that will encourage daily attendance and promote success.
If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for their child, the student may be withdrawn from the school.

ADDENDUM TO ATTENDANCE:

Please do not send a child to school who complains of not feeling well or shows signs of illness.

When your child is sick, he/she must remain home for 24 hours after being fever free (without medicine).
Children must be kept home for 24 hours after vomiting or any intestinal issues.

Please inform the school office if your child has a communicable illness (influenza, strep).

Head Lice: Children with head lice must remain home until they are lice free. Please provide proof of treatment upon return to school (doctor note, packaging of special products etc. General screenings are conducted at various times during the school year and after a report of head lice are communicated to the office. All cases of head lice must be reported to the school office.

BAND

St. Gerald School offers a band program to students in Grades 4-8. Students receive a weekly lesson during the school day. Students are responsible for any schoolwork missed during lessons.

BICYCLES

The school cannot assume liability for stolen or damaged bicycles. Students must walk their bikes any time they are on school, church, or rectory property. Failure to comply will result in disciplinary consequences with the possibility of losing this privilege.

BIRTHDAYS / CELEBRATIONS - TREATS

Birthdays/holidays are an exciting and happy time for us all, but particularly for our children! We like to make each child feel special and recognized on his/her birthday or at a holiday like Christmas. Birthdays/holidays are a nice time for parents to plan a project to do with the child's class or to read a story. If a parent or guardian wishes to send in treats, however, there must be enough items for all students in the class and the treats must be approved by the classroom teacher.
Unless all the children or all the boys or all the girls are invited, party invitations are not to be passed out at school. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Balloon and floral arrangements delivered to school will be held in the school office for the student or parent/guardian to pick up at the end of the school day.

BULLYING

As Catholics we believe in the dignity and respect of everyone created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.
Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to
- places the student or students in an unreasonable fear of harm to the student or student's person or property
- causes a substantially detrimental effect on the student or student's physical or mental health.
- interferes substantially with the student or student's academic performance.
- interferes substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.
Cyber bullying can include all the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.
Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.

- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- Sexual which includes but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault. No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment. All members of the Catholic school community, parents/guardians, teachers, staff, administrators, and others are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment.

Students are expected to participate in age-appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

BULLYING PREVENTION

ADMINISTRATIVE RESPONSIBILITIES

The Fifth Commandment calls us to foster the physical, spiritual, emotional, and social well-being of self and others. United States Catholic Catechism for Adults, page389, asserts that children are unable to eliminate acts of bullying or harassment without adult support, guidance, and intervention. Therefore, school personnel have a responsibility to see that all allegations and incidents of bullying are taken seriously.
Appropriate disciplinary consequences are applied to the offending student(s).
The following procedures are followed.

- When disciplinary action is taken against student(s) as a result of a bullying complaint documentation should indicate what happened and what action was taken.
- Written documentation of the complaint must be placed in the student(s) file, as would documentation of other disciplinary action involving student(s).
- Whenever a bullying complaint is made by or on behalf of student(s), the school must place the record of what action was taken in the student(s) file. The principal or administrator must notify the school's Assistant Superintendent of bullying complaints and the action taken.

Clear, consistent behavioral standards should be publicized, posted, and fairly enforced in each school. Educational programs that address bullying should be developed and implemented at all grade levels. Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

CAPACITY

In accordance with the Archdiocesan policy, the capacity of each classroom shall be set at 28. A second classroom for a grade will be added once the number reaches 36. A wait list will be created for new students who enroll after a classroom reaches 28 students until 36 students are reached. All returning students may re-enroll and the number of classes will be determined by re-enrollment.

CARE FOR PROPERTY

As part of our mission to exercise responsible stewardship, members of St. Gerald are reminded that the school building and grounds belong to the Catholic Church, are blessed and dedicated to God, and have been built and maintained by the generous contributions of numerous people. As such, students are asked to demonstrate appreciation by helping to keep the school building, campus, furniture, equipment, educational materials, and other school property clean and free from damage of any kind. Because of the serious nature, students are required to report any violations of this policy to a member of the faculty or staff or directly to the principal. Parents/guardians of

students will be held responsible for the replacement of property damaged, and materials damaged or lost through the negligence of their children.

CHANGE OF ADDRESS OR PHONE

Notification of any change of address or telephone number is necessary. This includes your home, work, cell, and emergency numbers. When choosing emergency persons, please be sure that they are available during the day and have access to a vehicle. You must provide three emergency persons before classes begin in a new school year. Families are responsible for notifying the school of a change in email addresses or text numbers in order to continue receiving timely or emergency messages from school.

CHAPERONES

Field trips, dances, and social events require an adequate number of adults trained as chaperones and approved by the principal.

- Chaperones must be at least 21 years of age and must comply with the following Safe Environment Requirements
- Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703)
- Criminal Background Screening - All volunteers who work with children must complete an online background check. No one may volunteer unless the criminal background check has been completed and approved. Volunteers are required to complete the eAppsDB form online.
- Virtus Training - All volunteers who work with children must attend the Virtus/Protecting God's Children training program within three months of beginning service.
- Code of Conduct- All volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form.
- Child Abuse and Neglect Tracking System (CANTS) All employees who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS) paper form.

CHILD ABUSE Policy GP 602.2

The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel. The Archdiocese of Chicago documents related to Child Abuse Allegations by School Personnel are under revision. In the meantime, the principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer. The principal will be directed regarding the steps that must be taken to report the allegation or suspicion of child abuse to the appropriate Archdiocesan agency and to civil authorities.
The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse of neglect. Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. All school personnel including administration and both certified and non-certified staff must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. This call must be made immediately and no one in the workplace is permitted to restrain the call. It is not sufficient to make the report only to the principal or school nurse. The mandated reporter must be certain that the call has been made.
• All Mandated Reporters are required to complete the CANTS 22 form acknowledging an understanding of the reporting requirements.
• All Mandated Reporters are required to complete the CANTS 5 form Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters when reporting an allegation or suspicion of child abuse or neglect. Child Abuse and Neglect Tracking System (CANTS) forms are available on the Department of Children and Family Services Web site under —Forms.

CHILD CUSTODY

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with

a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.
Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.
A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the assistant superintendent immediately. The custodial parent is to be informed immediately that the non- custodial parent is requesting release of the child. The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.
Generally, in situations where there are concerns regarding the release of a child to a non-custodial parent, it is best to contact the assistant superintendent and/or the Archdiocesan Office of Legal Services. In the absence of a court order, a school should provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child should be provided to the non-custodial parent in a timely fashion.

COMMUNICATION

The first line of accurate information is always the school newsletter, which is emailed to parents/guardians the last Thursday afternoon of the month. Updates will be emailed as needed on Thursday afternoons during the month. Teachers will best be able to assist with classroom-specific questions and needs.
For information that must be communicated quickly, text messages will be utilized.

SCHOOL NOTES

All teachers who teach a core subject (religion, language arts, reading, literature, math, science, social studies) are required to post homework, quizzes, tests, and other projects and/or grade information on the website homework page each week.

ANNUAL PARENT/GUARDIAN ORIENTATION

Parent Orientation Night is held during the month of August or September for the purpose of providing parents with the opportunity to receive important information, learn tips on how to make this a successful year, meet the school faculty and visit their child(ren)'s classroom.

SCHOOL COMMUNICATION FOLDERS

Our communication folders are folders of different colors per grade that may be sent home with important communications from the office or your child's teacher.

WEBSITE

Our school website is a fabulous resource which houses valuable information, forms and materials relevant to our school life and community. Please take some time to familiarize yourself with the website https://school.stgerald.com.

EMAIL

Each teacher has an email that is published on the website as well as in this handbook.

PHONE CALLS

Phone calls are a quick and efficient way to communicate a student's struggles or challenges, as well as their accomplishments. Parents are welcomed and encouraged to phone teachers with any concerns or questions. Teachers and staff members cannot accept phone calls during the school day, however. Please allow 24 hours for all calls and e-mails to be returned.

CRISIS MANAGEMENT PLAN

The school has a plan for dealing with all categories of crisis. At all times, the safety and security of the students and staff is the primary concern. Drills are conducted in accordance with Illinois laws and requirements. Fire, tornado, bus safety, and intruder drills are practiced each year. Some drills are completed with first responders present to direct actions. Crisis management plans are kept in the office and shared with all faculty and staff. Parents/guardians may view the plans by contacting the principal and arranging a day/time to meet in the office.

CURRICULUM

The principal, as the instructional leader of the school, is responsible for the achievement of the purpose of Catholic education, i.e., to educate young people in a Catholic community where human culture and knowledge are enlightened and enlivened by Catholic faith and shared. All locally written curriculum, developed cooperatively by the principal and faculty, is infused with Gospel values, and is consistent with the curriculum design and framework of the Office of Catholic Schools, Archdiocese of Chicago. The required areas of academic learning include Religion, English/Language Arts, Reading/Literature, Vocabulary, Physical Education, Health, Mathematics, Science, Social Studies, and Technology. Catholic Social Teachings as well as areas that address societal ills, i.e., substance abuse, communicable diseases, violence, etc., are integrated into the curriculum. Instruction includes the content, skills, values and processes necessary for students to master curriculum goals and objectives and the support for each student to be successful. The instructional program at St. Gerald is continually evaluated and revised, as needed, to maximize learning opportunities. Additional programs include:

- Foreign Language – Once a week, children in K-8th grade will receive instruction in Spanish language.
- SEL Program – Weekly classes providing PreK-8 social emotional learning lessons.
- Physical Education – Gym classes are conducted twice a week for all K-8 students. Instruction includes exercises for a healthy body and games that allow for continued motor and skill development.
- Technology - Grades K-8 will have access to Chromebooks in their classrooms. Students will receive weekly instruction on utilizing software and growing skills.

St. Gerald follows the Archdiocese of Chicago curriculum guides, as well as the state of Illinois academic standards. We place specific emphasis on the Archdiocesan priority standards and utilize I-Ready diagnostic testing to measure where students are in their math and reading skills.

DAILY SCHEDULE

First Bell (Grades K-8) (children enter the building) 7:50AM
Second Bell (Tardy Bell) 8:00AM
(Families with children in preschool or kindergarten should drop off students at door 2.)
(Families with children in grades 1-2 should drop off students at door 2.)
(Families with children in grades 3-4 should drop off students at door 1.)
(Families with students in grades 5-8 should drop off at door 10.)
School Day begins (grades K-8 tardy bell and prayers) 8:00AM
Preschool Begins 8:00AM
Preschool Dismissal 11:10AM/2:35PM Dismissal from door 2
(Kindergarten) 2:40PM Dismissal from door 2
(Grades 1-2) 2:45PM Dismissal from door 2
(Grades 3-4) 2:45PM Dismissal from door 1
(Grades 5-8) 2:45PM Dismissal from door 10
If a parent or guardian is running late, he/she must call the office to notify staff to keep the child at the office. ALL students not picked up by 2:50 will be sent to extended care services.
Extended care services are provided from 6:00AM until 7:50 AM each morning and then again from 2:35PM until 6:00PM each afternoon.

DISCIPLINE

Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and calls upon us today to "love one another as I have loved you." Great effort is made to promote a peaceful, positive, and proactive approach to discipline. We believe the root of discipline is to "Disciple" and draw out the giftedness of each child. All of this begins with the ability to examine one's words and actions in light of our faith and to take personal responsibility to be the person God created us to be. Students will, therefore, not be allowed to deprive themselves or others of the opportunity to learn in an orderly environment that is conducive to learning. Should a student fail to observe a rule or policy, disciplinary action will be taken.
At the beginning of the school year, teachers will collaborate with students to create a class code of excellence, and thoroughly explain procedures and expectations. When a student fails to meet the expectation given by an adult in the building, classrooms adhere to a discipline ladder of consequences.
For students in Pre-K through grade 5, the following is our list of consequences:
1. Reminder of the expectation

2. Verbal warning
3. Behavior Notice will be sent home and must be returned the next school day with a parent signature.
5. Office referral

For students in grades 6 through 8, the following is our protocol for correcting behavior:

1. Verbal reminder of the expectation
2. Behavior Notice will be sent home and must be returned the next school day with a parent signature.
3. Four or more Behavior Notices in a trimester will result in exclusion from the Honor Roll.
4. Office referral

REPEATED DISCIPLINE PROBLEM

Although our sincere hope is that students will strive to modify their behavior in order to meet the behavioral standards at St. Gerald, we recognize that more severe measures are sometimes required. If a behavior contract or student reflection sheet does not modify the student's behavior, then a parent/teacher/administration conference will be held to determine if St. Gerald can provide the environment necessary for the student to be successful. Testing for various behavioral disorders (i.e., ADD, ADHD, oppositional defiance disorder, etc.) may be discussed during the meeting and could be required for continued enrollment at St. Gerald.

INAPPROPRIATE BEHAVIOR AND POSSIBLE INFRACTIONS AND CONSEQUENCES

Level Examples (Not all inclusive)

LEVEL 1: Uniform violation, Refusal to do work, Missing homework, Consistent disregard of school or classroom rules, Unprepared for class, Lateness for school or class, Littering, Failure to return required signed papers, Throwing snowballs/sticks/concrete, etc., Passing notes in class

Possible consequences: Silent lunch, Loss of recess, Phone call home, Writing of an apology note, Loss of privileges (specials, field trips, etc.), In-class suspension, Detention

LEVEL 2: Blatant defiance of authority, Destruction of property, Harassment of teachers/students, Inappropriate/foul language, Continual disruptive behavior, Racial slurs, Plagiarism, Cheating, Forging signatures, Throwing food in cafeteria, Inappropriate or illegal use of technology, Leaving school grounds without permission, Theft, Pushing/shoving others, Biting,

Possible consequences: In-school suspension, 1-3 days of out of school suspension (record placed in student's file), Loss of extracurricular activities and/or social events, Loss of attending field trips, Behavior contract, Payment for damages or injury, Drawing of sexually explicit images, Possession of explicit literature, Verbal or written communication of any threatening or potentially violent story or gossip, Cyber-bullying, in or out of school, Use of electronic devices, 3rd detention

LEVEL 3: Grounds for Out of School Suspension/ Expulsion Repeated actions from above, Drawing of sexually explicit images, Possession of explicit literature, Verbal or written communication of any threatening or potentially violent stories or gossip, Cyber bullying, in or out of school, Misuse of electronic devices, 3rd detention, Fighting or abuse of a teacher or student, Threatening the use of a weapon, possession or sale of weapons, alcohol, drugs or dangerous instruments, Sexual harassment/misconduct, Gang activity, Tampering with fire/matches/fireworks, pulling of fire alarm, Engaging in bomb threats

Possible consequences: Out of school suspension (marked on student's permanent record), Expulsion, Police involvement, Non-public graduation

Information Reporting: As per Archdiocesan policy, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage or the possession of a firearm by ANY student which occurs at ANY school function or ANYWHERE on school property.

CHEATING

Any student found to be cheating on classwork, homework, quizzes, or tests will receive a Behavior Notice and zero on the assignment.

PLAGIARISM

A piece of writing that has been copied from someone else and is being presented as your own is a serious offense and will not be tolerated. Offenses of plagiarism will result in a Behavior Notice and an automatic zero on the work.

FORGERY

Any student found guilty of the offense of forgery must attend a conference with the parent(s) and teacher.

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the principal will make every effort to act fairly and quickly. The best interest of the student, school, and community will be greatly considered. Each situation is different and will be handled on an individual basis.

Information Reporting: As per Archdiocesan policy, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage or the possession of a firearm by ANY student which occurs at ANY school function or ANYWHERE on school property.

SUSPENSION

Suspension is a period of time given to the student to improve or correct serious or repetitive inappropriate behavior. It is an exclusion of a student from the classroom and/or school for a designated time. During this time, the student may not attend any school-related activities. This will generally not exceed one week.

DISCIPLINARY PROBATION

A student who has been suspended is automatically placed on disciplinary probation for a trimester. Any misbehavior during the probationary period may be grounds for expulsion.

EXPULSION

A student expulsion is a very serious matter and is only invoked as a last resort, when all other reasonable consequences have failed, or when the safety of a member or members of the St. Gerald community has been unreasonably compromised, or when the student's continued presence would seriously compromise the ability of the school to fulfill its
mission or obligations. Expulsion can be the result of a series of actions on the part of the student or the result of a single, very serious action.

The following are examples of the kinds of misbehavior that generally result in immediate expulsion:

1. Participation in seriously disruptive or malicious activities as part of a group or gang
2. Possession, use or delivery of narcotics, tobacco, alcohol, or otherwise illegal controlled substance
3. Possession, use, or concealment of a weapon on school property or at a school-related event
4. Threatening bodily harm or assaulting a member of the St. Gerald community
5. Vandalism of school property or the property of others.

It is important to realize that this is not intended to be an exhaustive list.

EXPULSION PROCESS

There can be as many as four steps to the expulsion process. Short of the kinds of misbehavior that required immediate expulsion, a documented conference will be held between the Principal, faculty or staff member, and the student to resolve the problem. If the problem cannot be solved, the student will be suspended. Following the decision to suspend, a documented conference will be held between the Principal, faculty or staff member, and the student's parents. If no solution is reached, a third conference is held with the Pastor present. After this third conference, the Pastor and the Principal will decide whether to readmit or to expel the student. If readmitted, the student will be on disciplinary probation for a trimester. If expelled, the Principal will inform the Superintendent of Catholic Schools and the parents of the decision. In certain very serious cases the Pastor and the Principal may decide that immediate expulsion is necessary. In which case, the Superintendent of Catholic Schools and the parents will be informed.

* Any serious misconduct is an automatic office referral: physical contact, racial slurs, blatant disrespect to a teacher, adult or other students.

DRESS DOWN DAYS (OUT OF UNIFORM)

St. Gerald offers an out of uniform day once a month on a Friday for $1. The money collected is given to a charity to help students understand the joy of giving. Clothes for special occasions and out of uniform days should be modest and respectable. Any student may be asked to change inappropriate clothing when necessary. Socks are always worn, and sandals, open-backed shoes, clogs, crocs and flip-flops are not permitted. Failure to comply with the uniform dress code and or the gym uniform dress code will result in the child being sent to the office to contact their parent / guardian to request a proper change of clothes to be brought to school. Recurring dress down days include but are not limited to regular Out of Uniform and SPIRITWEAR days. On SPIRITWEAR days students may wear any St. Gerald shirt and their gym uniform pants. Students will also receive this information from teachers. Final decisions concerning the dress code are under the authority of the principal.

ELECTRONICS

The use of personal cell phones, iPODS, SmartWatches, etc, is not allowed during school hours. Devices brought to school must be turned off and kept in backpacks or school lockers. A student who fails to follow the policy will receive a Behavior Notice. These devices will be confiscated, and a parent/guardian will be asked to pick up any devices at the office. The school assumes no responsibility for any electronic device brought to school.

The school provides Chromebooks and some desktop computers for students to use. All students must use school issued devices at school as those devices carry our software programs and security.

All electronic devices issued by the school are to be used for school purposes only and should not be used for personal games, communication, social media, etc.

EMERGENCY CLOSINGS

Parents will be notified through our School Messenger system, school website, text messages, and flash emails, if necessary, when there are any changes in the school calendar due to unforeseen circumstances. You may also check emergency school closing at www.emergencyclosings.com . Enter the school's phone number 708.422.0121, to check the status of St. Gerald School. You can also hear Emergency Closing Information by checking the local news channels

and watching the crawl lines. Any days canceled because of inclement weather must be made up per Illinois requirements. Up to 5 days each year may be made up virtually. You will be notified by the school if a day will be remote. A remote learning schedule is posted on our website outlining the instructional day.

EMERGENCY CONTACT INFORMATION

*It is imperative that we have this information in the office, in case of an emergency, illness or otherwise.
Each family must have an emergency form on file in the school office.
The form includes the following information:
1. Parent(s)' or guardian(s)' name(s).
2. Up-to-date address.
3. Home, cell phone and work numbers.
4. Emergency contacts and phone numbers.
5. Physician's name and phone number.

Parents/guardians should notify the school promptly in writing of any change of home address, or home, emergency or work and/or cell phone numbers. If your child states they are feeling ill, nauseous, dizzy and/or has experienced a head injury and we cannot get in touch with the parents/guardians or any of the emergency contacts, the school will call 911 and transport your child via ambulance to the hospital for medical care.

EXTENDED DAY

The Extended Day Program operates under the auspices of St. Gerald School. All St. Gerald School policies apply to the Extended Day Program. Extended Day opens on the first full day of school.

EXTRACURRICULAR ACTIVITIES

St. Gerald is proud to host a variety of extracurricular and enrichment programs for our students after school hours. Depending on the nature of the activity, there may be an additional fee required. These programs include student leadership, altar servers, and various creative and academic clubs. Programs for which additional staff compensation or the purchase of materials are necessary, there will be an additional cost. These programs include our sports teams, National Junior Honor Society, art, or music lessons. Please contact the school office, visit our website, or check your parent communication folder, or principal's emails for more information on current costs and schedules. Students must attend school 60% of the school day in order to participate in or practice for school related activities scheduled for that day or night. Exceptions to this policy may be made at the discretion of, and with the specific approval of the principal. Situations such as visits to a doctor or attending a funeral would be examples of qualifying exceptions. Documentation of such circumstances is necessary.

FIELD TRIPS

Field Trips are an extension of St. Gerald's educational program and students are expected to attend. Students who choose not to attend should report to school. Each child must present an official permission slip, signed by a parent or guardian, to the school prior to attending the field trip. Students will not be released early to parents after a field trip, unless there is an emergency. No child will be denied participation because of the cost. Please notify the administration regarding this matter. All safety precautions and discipline expectations will be in place for all field trips.

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 a victim 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.

GOVERNANCE

St. Gerald School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Gerald 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.

GRADING SCALE

The following codes are to be used on progress reports and report cards:
Comments: + = commendable - = needs improvement No mark = satisfactory
Achievement mark:
A+ = Superior A + 99-100
A = Superior A 95-98
A - = Superior A- 93-94
B+ = Above Average 91-92
B = Above Average 87-90
B - = Above Average 85-86
C+ = Average 83-84
C = Average 79-82
C - = Average 77-78
D+ = Below Average 75-76
D = Below Average 71-74
D - = Below Average 69-70
F = Unsatisfactory 68 and below
Achievement marks for Gym and Art will appear as follows:
+ Exceeds expectations S Meets expectations - Needs improvement

GRADUATION REQUIREMENTS

Policy ES 140.1./HS 317.1 Students shall be issued a diploma upon completion of the school's academic requirements. Procedures As one requirement for graduation, each student shall receive a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of the requirements shall be documented on the student's permanent record.
A diploma is issued to an eighth-grade student who achieves a passing grade point average for the entire school year in each subject area. A 'Certificate of Attendance' will be issued in lieu of a diploma for any student who does not meet the requirements. All assignments, both academic and disciplinary, must be completed before a student participates in the graduation ceremony. All tuition and fees must be paid by the last day of class. All 8th grade students, regardless of religious affiliation, must complete the required service hours in order to successfully graduate from St. Gerald and participate in the graduation ceremony. All students must pass the U.S. and State Constitution test with a minimum 70% prior to the end of their eighth-grade year. If a student does not pass on the first try, they will be given a second opportunity two weeks later. If this attempt is again not successful, the family must seek private tutoring over the summer.

HARRASSMENT / THREATS / INFORMATION

The administration and staff of St. Gerald School believe that all students and employees are entitled to work and study 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 probation, 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/rating 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 schools.

HEALTH REQUIREMENTS

All children in Illinois shall present proof of having had a health examination and received immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school. If a child is not in compliance with the health and immunizations

requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations. All children in Illinois shall have a health examination as follows:
• immediately prior to or upon entrance into any public, private or parochial pre-school or transferring from outside of the State of Illinois,
• prior to entering kindergarten or the first grade,
• upon entering sixth and ninth grades.
All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15th of each school year. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator. A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial school for the first time or entering kindergarten shall have an eye exam. Parents/Guardians are to be notified of this requirement. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.
• The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.
• Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization
• Under Illinois law, Section at 217-785-1455, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.
• It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
• The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law. The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

Illness

If a student is injured or becomes ill during school, the parent/guardian will be contacted to pick him/her up. Parents/guardians **must** furnish the school (in writing) the names of three persons as emergency notification contacts who are authorized to pick up the student and give permission for emergency treatment if the student's parent/guardian cannot be reached. The school requests that these alternate emergency contacts live locally if possible. It is the responsibility of the parent/guardian to keep this information updated.

(414.03) Administration of Medication

The administration of medication to students during school hours and during school-related activities is discouraged unless it is absolutely necessary for the critical health and well-being of the student.

Prescription Medication:

Students should not be permitted to possess or take prescription medication on school grounds or at any school-sponsored activities. If it is medically necessary for a student to ingest non-prescription or prescription medication during the school day or at any school sponsored activities in the opinion of his/her authorizing/treating physician, the student may be permitted to do so at the discretion of the Principal. The parents/guardians must request that the school dispense the medication to the child and follow the procedures for dispensing medication. Parents/Guardians shall provide documentation from a licensed medical practitioner on the type, dosage, and frequency of the prescription or treatment and emergency action plan, if required. It is recommended that all prescriptions be kept in a secure, central area of the school (*rather than retained by the individual student or their teacher*). The Principal shall ensure that appropriate, approved school personnel are properly trained in *Page 30*
administering the prescription or medical treatment. This policy should not prohibit any school employee from providing emergency assistance to students.

Student Self Administration of Prescribed EpiPens, Asthma, or Diabetes Medication: Students may be permitted to possess and self-administer an epinephrine auto-injector, asthma or diabetes medication prescribed by

their treating physicians provided his/her parents or guardians submit the requisite school forms authorizing its use along with their physician's emergency action plans and completion of any required training.
Schools must inform the parents/guardians that neither the School nor Archdiocese shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by a student including asthma medication, an epinephrine auto injector and/or other medication required under an emergency action plan. A student's parent must indemnify and hold harmless the Archdiocese, the school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of asthma medication, an epinephrine auto-injector, and/or other medication required under an emergency action plan.

Administration of Medical Cannabis:

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

Topical Sunscreen Usage:

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

Concussions

St. Gerald School will follow the State of Illinois IESA Concussion policy and procedures when students receive a concussion.

Requesting a Medical Plan

Some illnesses or injuries require a modification of a student's physical classroom/schedule and/or academic expectations to best accommodate their medical needs. Parents can request a Medical Plan be created by contacting the school office.

Medical Excuses

Students may be excused from physical education classes due to illness or injury for up to two weeks with a note from the parent. For periods exceeding two weeks, a physician's note is required. The physician's note should state the exact date the student may return to full activity.

HOMEWORK

Homework is the responsibility of the child. If a child spends an unreasonable length of time on homework, the teacher must be consulted.
Written work, study, and oral assignments are considered homework. Each grade level will communicate to parents regarding its assignment policy.
Guidelines for homework sessions:
Grades 1, 2, and 3 ½-1 hour
Grades 4, 5, and 6 1-1 ½ hours
Grades 7 and 8 1 ½ -2 hours
In the event of absence due to sickness, students have 3 days to complete all assignments upon returning to school. Extenuating circumstances i.e., extended illness, hospitalization, etc., warrants parent/teacher discussions and arrangements.

LOST AND FOUND

The main office puts "found" items on shelves in the main hallway. Students should check that area for misplaced items. To avoid missing items, all student clothing and personal items should be labeled with the child's name and current grade level. Items are given to charity if they are not claimed—the lost and found box is cleaned twice per year —before Christmas break and when the year ends.

LUNCHROOM / LUNCH TICKETS

St. Gerald is part of the National School Lunch Program.
Non-Discrimination statement: This facility is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.
Children must use lunch tickets to purchase a hot lunch in the school cafeteria each day. The menu is published and distributed monthly. Any child choosing not to eat a hot lunch should bring a cold lunch in a paper sack or a lunch box, marked clearly with the child's name. Milk may be purchased in the cafeteria, or the child may bring juice in a box or plastic container. (NO pop or carbonated beverages are allowed.) No food/drink is to be taken out of the lunchroom. McDonalds, Burger King, etc., is NOT to be brought into the school lunchroom for any reason. If a child forgets his/her lunch, parents may drop off the lunch outside the school office. The office is not responsible for unclaimed lunches.

MANNA GIFT CARDS

St. Gerald School participates in the Manna Gift Card Program. The school purchases certificates from the local and national stores at a discount and passes half of the profit as a tuition credit. These certificates are the same as cash and may be used to make purchases and, in some stores, to pay on credit card accounts. Contact the Manna Office for more information MannaOffice@stgerald.com

MASS ATTENDANCE

Students in grades K-8 will attend Mass once a week. The entire student body attends Mass on Holy Days of Obligation. This in no way takes the place of the weekend obligations. It is imperative that parents and guardians take their child(ren) to Sunday Mass weekly in order to ensure that the faith formation they receive is supported at home. All families receiving the parishioner rate for tuition are expected to be practicing members of St. Gerald parish. Membership and attendance are documented through the use of donation envelopes and through online giving. Contact the parish to register if you are receiving parishioner tuition rates and do not belong to the parish. The parish subsidizes the school tuition, and it is imperative that this partnership exists, with parish/ Mass participation from the families.

MEDICATION

Teachers or school personnel do not dispense medication to the students. If a physician requires a child to take medication during school hours, the following procedures must be followed:
Form: All medications must be accompanied by the —Administration of Medication Form - available at the school office. Only one form is needed for medication that will be given for any length of time or for ongoing medications.
Liquids: Liquid medications must be sent in a bottle with only the dosage needed for that day. The student will take the premeasured medication in the office and then return home with the empty bottle that afternoon. School personnel will not be responsible for measuring medication.
*All medications must be brought into and kept in the school office to prevent misuse. If a parent/guardian determines it necessary for the child to carry an inhaler on his/her person, such a request must be submitted in writing to the principal. Teachers cannot hold inhalers for students. If it is the parent's/guardian's wish for the child to carry his/her inhaler, the child must carry the inhaler in a closed pouch.

MENTAL HEALTH

St. Gerald School takes all indications of self-harm, suicidal thoughts, and other significant mental health concerns very seriously. When we have concerns about a student's emotional well-being, we will ask the student's guardian to secure a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist, or licensed psychiatrist) prior to the continuation of academics and extra-curricular activities at St. Gerald School. Other resources outside the school are available such as SafeHelpIL.com and Linden Oaks Behavior Center.

NON-DISCRIMINATION STATEMENTS

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

PARENT GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Parents/guardians who post defamatory or threatening statements about the school, its staff or students, on social media can be required to remove the offensive material or withdraw their child or children from the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

• schedule meetings between school staff and the parent/guardian outside of 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, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:
• inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
• dismiss the child or children of the parent/guardian temporarily or permanently from the local Catholic school.

PARENT - TEACHER COMMUNICATION

If a parent has a question or concern about their child, they should always contact the classroom teacher first. The teacher is most familiar with the child and the circumstances surrounding the child's progress. Miscommunications and misunderstandings can usually be avoided on both sides with a phone call. A conference with your child's teacher can be requested by calling the teacher's voicemail or sending a note through your child. If a parent/guardian does not receive a return call from the teacher within 48 hours, please call the principal. If parents and teachers are unable to come to a mutual agreement as to how to best serve the student's progress, the principal will intervene.

PARENT / GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child or children from the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

• schedule meetings between school staff and the parent/guardian outside of 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, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:
• inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended.
• dismiss the child or children of the parent/guardian temporarily or permanently from the local Catholic school.

PARENT / TEACHER CONFERENCES

Teachers must meet with parents at least once a year for the purpose of discussing the academic progress of the child, along with other matters of mutual concern. Conferences are scheduled at the end of the first quarter of the year. In the spring, optional parent teacher conferences will also be offered. Individual conferences are encouraged as needed throughout the year. Please do not hesitate to contact any teacher for a conference.

POLICY OF NON-DISCRIMINATION

In accordance with the Chicago Archdiocesan Policy on discrimination in schools, St. Gerald School admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. St. Gerald School does not discriminate on the basis of gender, race, color, national and ethnic origin in its administration of educational policies, admission policies, loan programs, athletic or other school-administered programs.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent home in the middle of each trimester. Progress reports will be sent home with the students. They must be returned the next day with a parent signature. Grades are accessible at any time for parents with students in grades 1-8 via PowerSchool. A username and password can be obtained by contacting the school office. Report cards are issued three times a year. Third Trimester report cards are sent home on the last day of school.

RELIGIOUS EDUCATION

St. Gerald students attend Mass once a week with their peers. We ask our families to schedule and attend mass weekly on their own, as well. Our Academy religious education program emphasizes the building of community of faith by teaching students to understand and to live in accordance with the doctrine and practices of the Catholic Church, to participate actively in Catholic liturgical life, and to dedicate themselves to serving others, not only at home, school, and in their parishes, but ultimately within society at large. All students are required to participate in all aspects of the religious education program including all prayer and worship services. St. Gerald School works in conjunction with the Director of Religious Education for the parish.

St, Gerald religious curriculum presents children with accurate and comprehensive religious instruction based on the following:

Catechesis in Human Sexuality and Sexual Morality: In accordance with Archdiocesan policy, St. Gerald incorporates the authentic Catholic teachings regarding family living, human sexuality, and sexual morality into both its religion and science curricula in a manner appropriate to the age and maturity of the students.

PRAYER: Prayer is an essential and daily part of St. Gerald. The day begins and ends with prayer and students pray frequently throughout the school day. Prayer services are scattered throughout the year as marked on the yearly mass calendar. Students in 3rd-8th grade have opportunities to receive the Sacrament of Reconciliation. Mass is celebrated once a week for students. Parents, family, and friends are most welcome and encouraged to be part of this important time.

SACRAMENTAL INSTRUCTION: Students in second grade are prepared for the sacraments of Reconciliation and Eucharist. Seventh grade students prepare for the sacrament of Confirmation. Parents are required to attend informational meetings during the year in which their child is being prepared to receive a sacrament. Participation in these meetings will strengthen the efforts of all. Failure to attend these meetings may disqualify the child from receiving the sacrament.

SERVICE: Students assist in liturgical celebrations through lecturing, altar serving, and gift presentation. During the year, different classes participate in various projects. The purpose of these projects is to encourage students to be aware of those in need and to practice responding to those needs with compassion. This curriculum offers daily religious instruction including Catholic doctrine, scripture, morality, lives of the saints, social justice, as well as preparation for Liturgy.

PARENTS' ROLE IN FAITH FORMATION: Religious formation goes far beyond the formal instruction of Catholic doctrine and traditions. It involves leading our young people to a life centered on Christ. Parents are the first and foremost educators of their children. They are the first to communicate the faith to their children through example and instruction. Non-Catholic students are welcomed at St. Gerald. Students are expected to understand and agree that St. Gerald exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

RETENTION

Teachers must inform the principal and parents if they are considering retention for a student and do so by the beginning of the third trimester. Students who fail two out of three trimesters in a core subject will be required to attend a recognized summer program. Proof of satisfactory completion must be given to the principal before the child can be promoted to the next grade.

SACRAMENTAL PROGRAMS

Second Grade – First Reconciliation & First Eucharist

Sixth Grade – Confirmation Preparation begins
Seventh Grade – Confirmation
Parents are notified of dates for parent meetings and are expected to be present. ALL of the above sacramental programs are PARISH programs. However, instruction is given during the course of the year to students attending St. Gerald School.

SAFE REQUIREMENTS FOR VOLUNTEERS

Archdiocese of Chicago Application for Employment **or** Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. When employees **or** volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people. Volunteers are not fingerprinted nor are they mandated reporters.

- Complete an online criminal background check, online at www.archchicago.org. **No one may work or volunteer unless the criminal background check has been completed and approved.**
- Select Background Screening.
- Follow eAppsDB Instructions for Employees.
- Scroll to the Protecting Children button and select Fingerprinting.
- Go to Accurate Biometrics fingerprinting location. Take the completed Fingerprint Application Form and a government-issued ID. Ask the principal for the school's ID number required on the form.
- Return receipt received from fingerprint technician to the principal.
- Attend Virtus/Protecting God's Children for Adults™. Online at www.archchicago.org
- Scroll to the Protecting Children button and select Virtus. NOTE: All participants must pre-register online to attend.
- Virtus Certificate received at the completion of training to be placed in the employee's personnel file at the school.

NOTE: If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago

- Give the principal a copy of your Virtus certificate.
- Read and sign Code of Conduct. Online at www.archchicago.org
- Scroll to the Protecting Children button and select Code of Conduct. The signed copy of the Acknowledgement Form is filed at the local school.
- Complete Child Abuse and Neglect Tracking Form (CANTS). Online at www.archchicago.org
- Scroll to the Protecting Children button and select CANTS.
- Return the completed form to the principal. The original form will be sent to DCFS; a copy is filed at the local school.
- Complete Mandated Reporter Training – All School Employees -Online at www.dcfstraining.org/manrep/index.jsp, the employee is to Print three copies of the Mandated Reporter Training Certificate.
- Retain a copy for personal file.
- Present the copy to the school administrator for the school personnel file.

SAFETY DRILLS

TORNADO DRILLS / WARNINGS / SIGHTINGS

Tornado drills are held periodically during the year. In the event of a TORNADO WARNING during the school day, the children will not be sent home. Once school has been dismissed at its regular time, students will be released. If there is an actual TORNADO SIGHTING in the immediate area, the children will be kept in the building until official safety has been declared.

FIRE DRILLS are held each trimester. Everyone, including visitors, volunteers, etc. must evacuate the building immediately at the sound of the alarm. The entire school including the lunchroom is inspected regularly by the Oak Lawn Fire Department

LOCKDOWN DRILLS are practiced every year. Some drills are completed with first responders present to direct actions. Lockdown drills will not be a surprise. Parents are notified of lockdown drills in advance.

SAFETY PATROL

Parents are responsible for the safety of the child traveling to and from school. Safety Patrol adults are posted on the busiest intersections near the school by the Oak Lawn Police Department. Students attending St. Gerald School are expected to use the designated routes and patrolled intersections when walking to and from school. St. Gerald School and the Catholic Bishop of Chicago accept no liability for the safety of the child.

SCHEDULE CHANGES

Notification of any calendar changes will be made in a timely manner through the school newsletter or website or mass texts or emailing. Please make sure all contact numbers and emails are up to date at all times.

SCHOOL ADVISORY BOARD

The St. Gerald school board consists of nine members who are elected by caucus for a three-year term, the Pastor of St. Gerald, the Principal of St. Gerald School, and Ex Officio members that are appointed by the Pastor.
The constitution and bylaws adopted in May 1996 are available at any time in the school office. (Revised 2026).
Roles and responsibilities flow from the School Board's Mission, which is to provide quality Catholic education. To be a School Board member is:
1. To accept this mission
2. To bring to the mission one's talents, skills, wisdom, experience, faith, life and good will
3. To be a School Board member implies: °Eagerness to seek information, training, and spiritual formation; °Willingness to accept it; °Knowing when and where to seek assistance.
4. With the pastor and the principal, models faith community in spirit of cooperation and interdependence
5. Keeps informed of Archdiocesan policies and progress through monthly reports from the principal
6. Advises on and publishes policies that are consistent with current Archdiocesan policies, guidelines and the school's mission statement in collaboration with the Principal and Pastor
7. Participates in the Principal Performance Review
8. Assists the Pastor in the Principal Selection Process when a vacancy occurs
9. Reviews and advises on the school budget, tuition rates and other sources of funding and financing
10. Assists in formulating and implementing goals for marketing, development and recruitment
11. Acts as public relation arm of the school
12. Represents its constituency through open meetings which provide for observation and dialog

WHAT THE BOARD DOES NOT DO

1. Act as a grievance committee or conciliator
2. Hire, evaluate, or terminate faculty Administer the school.
3. Tell the principal HOW to administer the school. (Gives direction through policy)

SUPPORT GROUPS

1. The Parish
2. The Archdiocesan School Office
3. The Board of Education
4. The larger Faith Community of the Church

SCHOOL INCIDENT REPORTING SYSTEM

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

SCHOOL SECURITY

All parents, volunteers, and visitors must use the MAIN ENTRANCE, sign in at the office and receive a visitor's badge. Upon returning to the office, visitors will be required to sign out. For our children's safety, it is important to know who is in the building at all times. School doors remain locked during school hours. A security system will admit school visitors through the front door only. Teachers and students are not authorized to admit any visitor to the building.

SCHOOL STUDENT RECORDS/MISSING PERSONS RECORDS ACT

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

SEARCH AND SEIZURE

St. Gerald School reserves the right to inspect all school property and personal property.

SEXUAL HARASSMENT REGULATION

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 earn 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 sanctions for misconduct set forth above.

SICKNESS OR INJURY

If a child becomes ill or is injured during the school day, a parent or person authorized by the parent will be notified. We have a record in the school office of the emergency numbers and persons that parents have designated. A parent or authorized person must pick the student up in the school office and sign for the child's release. When your child is ill, please make arrangements for homework to be picked up daily in the school office by family or friends. Please do not send a child to school who complains of not feeling well or shows signs of illness.
When your child is sick, he/she must remain home for 24 hours after being fever free (without medicine).
Children must be kept home for 24 hours after vomiting or any intestinal issues.

SMOKE FREE CAMPUS

St. Gerald School is a Smoke-Free Campus. There is no smoking anywhere on the school/parish on the grounds.

SOCIAL MEDIA STATEMENT

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

STATE REQUIREMENTS

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

SUBSTANCE ABUSE

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription, or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed. Substance abuse means the consumption or use of any substance for purposes other
than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.
School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is found, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to, continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained. Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal. The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violations, treatment and counseling shall have priority over, but not necessarily, exclude disciplinary measures.

TECHNOLOGY CODE OF CONDUCT / FAIR USE POLICY

Recognizing that using technology at St. Gerald School is a privilege and not a right, students pledge to follow a code of conduct or safe use policy.
General Computer Use:

- Handle equipment with care
- Use equipment only with instruction and permission
- Open, move, and delete folders and files only with specific instruction and permission of the adult in charge
- Leave the equipment and surrounding area clean and tidy
- Internet Use
- Use the Internet to research assigned class projects and/or utilize educational games, websites, etc.
- Send electronic mail to others only with the supervision of the teacher/adult. Outside accounts will not be accessed in school
- Use the Internet to explore other computers that are connected to the internet
- Use polite and proper language
- Use common sense and observe rules of communication etiquette
- Send, receive, or retrieve copyrighted materials only with permission
- Never —surf the net freely or use chat rooms
- Alert an adult immediately if something improper comes on the screen.

Technology Use Outside of School

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

(105 ILCS 75/15) The school may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. However, the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

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

TELEPHONE USE

As a rule, no student or teacher will be called to the office to accept a telephone call during the school day. Messages received by telephone will be conveyed to the teacher or the student involved. Only in situations of real necessity will students be permitted to make phone calls during the school day. Teachers should pay particular attention to student's requests to call home. Students will not be allowed to call home for homework assignments, band instruments, etc.

STANDARDIZED TESTING

Students in kindergarten through eighth grade are given I-Ready diagnostic tests three times per year to measure growth of reading and math. After each testing session, students will receive a growth report to take home to parents/guardians. The results are used by the school to identify strengths and weaknesses in the individual student as well as the entire school.

TEXTBOOKS

It is school policy that any textbook defaced, damaged, or lost during the school year will be the responsibility of the student and parent/guardian to replace. Books should be covered. PLEASE NOTE: Adhesive contact paper destroys the covers of books.

TUITION AND FEES

Tuition is established yearly by the cooperative effort of the Pastor, Principal, School Board and Parish Finance Board. Tuition is subject to change annually. Generally, tuition will not be changed during the school year. Any parent unable to meet payments on time is required to contact the Pastor or Principal for suitable arrangements.

Payments may be made in full before the beginning of the school year, or in ten monthly installments. All financial obligations must be paid before June 1st in order for students to receive report cards, re-enrollment, or transfers. Early Childhood grades must have all accounts paid in full before the closing program. Participation in closing activities may be denied to students if accounts are not paid in full. This includes fines and fees of any kind.
St. Gerald uses Blackbaud to manage all tuition and fees. Each family is asked to create an account and pay electronically via a checking account.

UNIFORMS
Students in Grades Kindergarten through 8th, shall observe a uniform dress code with which they must comply at all times unless special permission has been granted by the school administration for a substitute.
On the days when Cub Scouts, Girl Scouts, Brownies or St. Gerald Band members have a function or meeting during or immediately after school, they may replace the school uniform with their Scout or Band uniform.
The school uniform can be purchased at Martinelli's in Evergreen Park on 95th St.
When a student is in violation of the dress code (regular uniform day or gym day) the teacher will send a BEHAVIOR NOTICE which will explain the violation.

ATHLETIC UNIFORMS
St. Gerald School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

PRESCHOOL UNIFORMS – All Pre-School students will be required to wear gym uniforms daily.
HAIR: Hair should be clean and well-groomed. NO SPIKES, LINES, TAILS, CUT INS, FADES, WILD PERMS, POMPADOURS, WILD COLORING, BLEACHING OR MULLETS, etc. Hair coloring or highlighting which enhances the natural color of hair is not permitted.

- Girls – Bangs for both girls and boys should be cut over the eyebrows and not hang in the eyes. Curlers are not allowed in school. A conventional hairstyle is required. The principal will determine whether hair is considered distracting and/or not uniform.
- Boys – For boys, hair should not hang on or be over the boys' ears or shirt collars. Bangs for both girls and boys should be cut over the eyebrows and not hang in the eyes. Hair is not to go below the top of the shirt collar, over the ears

  or past the middle of the forehead. Facial hair is not permitted. Sideburns must stop at the ear lobe. A conventional hairstyle is required. The principal will determine whether hair is considered distracting and/or not uniform.

- (*406.04*) Hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks and twists are permitted.

Any student violating this policy will have one week to restore his/her hair to comply with the code. If the hair is not restored to the code, the student may not be permitted to return to school until his/her hair is styled appropriately. Hair violations will be determined by the teachers and/or administration.

HATS/HOODS/SCARVES/COATS: are not to be worn in the building at any time.

SHOES (ALL STUDENTS): Gym shoes or regular school shoes may be worn with the regular school uniform. No FAD shoe styles are acceptable such as shoes with roller wheels, high heels, light-ups, very thick soles, slides, moccasins, clogs, crocs, slippers or any backless shoes. On student gym days, gym shoes must be worn.

GIRLS UNIFORMS

Girls Grades K-3 Dress Code	**Girls Grades 4-8 Dress Code**
Plaid jumper Blouse with jumper Dress shorts Pants Short or long sleeve blouse with round collar	Plaid shirt or skort Dress shorts Pants Polo

Shirts must be monogrammed.
***School sport sweatshirts and spirit wear sweatshirts are not to be worn with the daily uniform or gym uniform; they are only to be worn on Spirit Days. Spirit wear days are announced by the administration.
*** HOODIES are never to be worn on a regular school uniform day. The exception to this rule is 8th graders may wear their class hoodies. Only white undergarments are to be worn under the polos/blouses.
White, navy, or black socks must always be worn and socks must COVER the ankles.
No patterns or designs on socks, except for small logos such as Nike, Adidas, etc.
Tights/leggings worn for warmth or modesty should be solid in color.
Make-up: No make-up of any kind is permitted including but not limited to; eye liner, lip color and eyebrow enhancements.
Nail Polish: Only clear nail polish may be worn.
Jewelry: No jewelry, except for religious items or small earrings, may be worn with the regular school or gym uniform. Girls may have single pierced ear lobes only.
No tattoos, temporary or permanent, are allowed for any student. Hair decorations and religious jewelry should be appropriate in size for the student. Only headbands that are navy blue, white, black or uniform plaid can be worn, and they must be worn flat on the head.
When a student is in violation of the dress code (regular uniform day or gym day) the teacher will send a BEHAVIOR NOTICE which will explain the violation.

BOYS UNIFORMS
Boys Grades K-8 Dress Code

Polo shirt (long or short sleeve)
Pants
Dress shorts

Socks should be solid in color (white, navy blue or black) and always worn. Socks must cover ankles. No patterns or designs on socks except for small logos such as Nike, Adidas, etc.
Boys- No pierced ears or earrings allowed. No jewelry, except for religious items. No tattoos, temporary or permanent, are allowed for ANY student. Jewelry must be appropriate in size for the child's age. When a student is in violation of the dress code (regular uniform day or gym day) the teacher will send a BEHAVIOR NOTICE which will explain the violation. The teacher's or Principal's judgment is final on code violations.
PHYSICAL EDUCATION UNIFORM –KINDERGARTEN THROUGH 8th GRADE
The gym uniform is to be worn on designated gym days or field trips as instructed by the teacher. The gym uniform may be purchased through the school. Blue monogrammed/fleece shorts or navy-blue sweatpants/fleece or blue nylon basketball shorts or pants may be worn. No plaid pants. Gym shorts may be worn only during the months of August, September, May, and June unless extended by the administration. St. Gerald navy blue or gray t-shirt or navy-blue sweatshirt can be worn. No sports team clothing allowed. On student gym days, gym shoes may be worn. High top gym shoes are now allowed provided the laces are completely up to the top of shoe and ties. The restriction against light up shoes is still in place. White, navy blue or black socks must be worn, and socks must cover ankles.

OUT OF UNIFORM DAYS / FIELD TRIPS
Out of uniform days will be solely at the discretion of the school administration. The school administration will determine appropriate wear for the out of uniform days (red, white and blue day or pajama day, etc.). On out of uniform days, a student may opt to wear his/her regular school uniform or on the student's gym days, his/her gym uniform. For purposes of safety and security the dress code for field trips will be either a St. Gerald gym shirt or sweatshirt with appropriate pants, jeans or shorts OR full uniform dress, at the discretion of the teacher. When an out of uniform day is permitted by the school administration, the following dress code shall apply:

- No sleeveless shirts, tank tops, or dresses of any kind (cap and short sleeves are permitted);
- No crop tops or low-cut tops;
- No tight or ripped jeans; Leggings must be worn with tops that go to the top of the thigh and covers the behind
- Shorts and skirts must be fingertip length;
- No hats or caps or hoods (unless an outside field trip);
- Clothes must be neat and orderly in appearance;
- Clothing must be worn as it was intended. No coats worn in class, pants worn at the waist, etc.;
- Shoes should be the same as uniform days/gym days and socks must be worn;

- No clothing should contain any offensive language or pictures, nor should it promote any bands, cigarette or liquor companies or offensive trends.

Discretion of the teacher is the final judgment on this type of clothing violation. When a student is in violation of the out of uniform dress code, the teacher will send home a BEHAVIOR NOTICE which will explain the violation, call home before a field trip for a change of clothing, and/or request a gym uniform top or pants from the office to wear in place of the child's clothing choice. Repeated violations of any dress codes may eventually result in additional disciplinary actions.

VACATIONS

Parents who wish to take their children out of school for several days because of family vacations, are advised to discuss the child's progress with the teacher to determine what effect such an absence will have on the student's work. The final decision is the responsibility of the parent. Children will be given a reasonable amount of time to make up for all work missed while on vacation. Work may be requested prior to the vacation, but teachers are not obligated to provide work. Often workload is not determined until the end of the week.

VOLUNTEER SERVICES

Archdiocesan guidelines require criminal background checks and VIRTUS Training compliance for all volunteers. Cooperation by all such volunteers is necessary to ensure the safety of our children.

- Complete an online criminal background check, online at www.archchicago.org. Scroll to the Protecting Children
- Select Background Screening
- Follow eAppsDB Instructions for Employees
- Present themselves for digital fingerprinting within three business days of hire. (School Employees only) Online at www.archchicago.org
- Scroll to the Protecting Children button and select Fingerprinting.
- Go to Accurate Biometrics fingerprinting location. Take the completed Fingerprint Application Form and a government issued ID. Ask the principal for the school's ID number that is required on the form.
- Return receipt received from fingerprint technician to the principal.
- Attend Virtus/Protecting God's Children for Adults™. Online at www.archchicago.org

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, brass knuckles, "Billy clubs," bats, pipes, sticks and any other object that causes bodily harm.

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. The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

WELLNESS POLICY
Recognizing the role schools can play in health promotion, this wellness policy has as its objectives the improvement of the school nutrition environment, promoting student health and reducing childhood obesity, promoting an active lifestyle. Integrated throughout the curriculum and activities will be lessons on lifelong health habits—good nutrition, physical activity promotion, healthy eating patterns and good health habits. At St. Gerald School, our wellness program includes physical health, social and emotional learning and the education to support these ideals.

GOALS:
At St. Gerald School, we are committed to encourage all members of the school community to create an environment that supports lifelong healthy habits, including good nutrition, physical activity, and wellness.

NUTRITION
Proper nutrition influences a child's development, health, well-being and potential learning. St. Gerald School will:

- participate in the National School Lunch Program.
- offer free or reduced-cost meals which are made available to students whose families meet certain income criteria. Forms are available at the school and/or online.
- plan menus to meet the nutritional guidelines established under the National School Lunch Program by the U.S. Department of Agriculture.
- meet nutritional requirements established by local, state, and federal statutes and regulations.
- offer fresh fruits and vegetables, as often as possible.
- provide a clean and safe eating environment for students.
- provide all students with a 20-minute lunch period.
- not allow foods or beverages other than those associated with St. Gerald School lunch program to be sold from midnight to 30 minutes after the end of the school day.
- encourage parents to provide healthy snacks daily for preschool/kindergarten students in addition to lunch.

PHYSICAL ACTIVITY
Physical activity is a key component of the health and well-being of all students. Physical activity lowers the risk for certain diseases, including obesity, heart disease, and diabetes. Physical activity also helps improve brain function, allowing students to perform better in school. Through daily recess periods and physical education classes, St. Gerald School will provide students with:

- adequate equipment for all students to participate in physical education.
- a physical and social environment that encourages safe and enjoyable activities for all students.
- opportunities for physical activity through a range of after-school programs.
- opportunities for participation in school-based sports, grade level appropriate, shall be offered to students each year: soccer, volleyball, basketball, and golf.

WELLNESS EDUCATION
To promote wellness and healthy lifestyles, the St. Gerald School will provide:

- a social-emotional learning curriculum.
- self-esteem and anti-bullying programs.
- substance abuse education.
- violence prevention resources.
- promote state mandated health screenings and educational programs.
- provide emotional health resources and activities.
- provide safety activities and resources to prevent injuries.