

MISSION STATEMENT

St. Louise de Marillac Parish School is dedicated to providing a Catholic environment which nurtures our students, helps them to grow and share in their Faith, encourages academic excellence, and respects their individuality.

PHILOSOPHY

At St. Louise de Marillac Parish School we truly believe that it is people who are the most important part of the Catholic Church community. For this reason we are committed to preparing each student to take his or her place as an active member of the Church community and of society. Our philosophy centers on the development of all aspects of each individual child-spiritual, intellectual, moral, psychological, creative, social, and physical. Our program stresses religion, language arts, mathematics, social studies, and science, and is enhanced by classes in physical education, human sexuality, computers, art and music. Our curriculum is comprehensive, innovative, challenging and meaningful. As Catholic educators, we are fully aware that a child's parent or guardian is his or her primary educator; therefore, we work cooperatively with the family to achieve our mutual goal-the best possible Catholic education for each child.

CERTIFICATION

St. Louise de Marillac School is certified by the Illinois State Board of Education and by the Office of Catholic Education, Archdiocese of Chicago.

ST LOUISE DE MARILLAC SCHOOL STAFF

Michele Bancroft Principal
Sandy Malhosky Secretary
Mary Perret Bookkeeper
Veronica Van De Sompele Hot Lunch

TEACHERS

Gail Butcher Preschool
Cathy Letcher Preschool/Kindergtn Aide
Monica Gyorke Kindergarten, Asst. Prin.
Kathy Krajniak Grade 1
Carol Lemkau Grade 2
Jackie Cwik Grade 3
Lucile Nichol Grade 4
Janice Walsen Grade 5
Andrew D'Amore Grade 6 Homeroom
Marianne Voss Grade 7 Homeroom
Karyn Zick-Miller Grade 8 Homeroom
Sundy Urban Music
Cedric McLaughlin P.E.
Betty Sturm Band
School Phone (708) 352-2202
Fax Phone (708) 352-6654

ST. LOUISE DE MARILLAC PARISH STAFF

Rev. Fred Tomzik Pastor
Rev. Joseph Wojcik Associate Pastor
Michael McLynn Deacon
David Kowalski Deacon
Michele Bancroft Principal
Anne Watylyk Coordinator of Religious Education
TBA Secretary of Religious Education
Kevin Zehme Liturgical Music
Maureen Johnson Parish Secretaries
Bernadene Flentye Parish Secretaries
Michael McLynn Parish Maintenance
Ron Maslana
Bryan Shanahan
Rectory Phone (708) 352-7388

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

ADMISSION POLICIES

St. Louise de Marillac School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational policies, or with regard to any of its programs.

In accordance with the regulations of the Department of Education of the State of Illinois, students are required to be of entry age by September 1st. Birth and Baptismal certificates must be presented when registering. If a child was baptized at St. Louise it is still necessary to present a certificate. Registration is not complete until these forms have been received.

Registration and placement of transfer students will be on a temporary basis pending the completion of the student's files and/or all pertinent background, health, and academic information.

Withholding of any pertinent information will render the registration and placement invalid. Final approval of registration and placement is subject to the discretion of the principal.

The Illinois Department of Public Health requires evidence of a physical examination prior to a student's initial entry into school, regardless of grade level, and also prior to entry into Kindergarten and sixth grade. Immunization requirements are part of the physical examination by a physician or licensed optometrist. Vision exams are required for Kindergarten students and any student enrolled for the first time. Dental examinations are mandatory for Grades K, 2 & 6. Children not in compliance with these State of Illinois health regulations will be excluded from school. Parents will be given sufficient time and notification to help them to comply with these requirements

ATHLETIC ASSOCIATION

The Athletic Association shall sponsor and provide organized team programs for children attending St. Louise School. The Athletic Association shall foster good sportsmanship in a Catholic atmosphere and encourage physical, social and spiritual growth through the programs offered.

Athletic programs currently offered for student in grades

5-8 are:	boys/girls:	varsity/junior varsity
Basketball	co-ed:	varsity/junior varsity
Soccer	boys/girls:	varsity/junior varsity
Volleyball		

Specific conditions and guidelines which apply to the athletic programs are as follows:

1. State law requires a student to have a physical in order to participate.
2. A student must be covered by the school accident insurance or show proof of other insurance to participate.
3. Each student must have an eligibility slip completed and signed by parents and teachers before registration can take place. As soccer takes place prior to school opening, eligibility will be reviewed by teachers as soon as possible.
4. A student must have a C average to be eligible to participate. A student may not be doing unsatisfactory work in any subject or have more than one D grade. The subjects incorporated into the C average are Religion, Reading, English, Math, Social Studies,

Science and Spelling. Eligibility is reviewed at the middle and end of each quarter.

5. A student will be suspended from the activity if academic or discipline requirements are not met.
 6. A student who has been suspended (or has been excused from school due to illness) may not participate in practices or games while suspended or absent that day.
 7. To be reinstated, A Reinstatement Form (completed by teachers, coach and parents) must be filed with the principal at the next mid-quarter or end of quarter. Only one reinstatement is permitted for the same activity.
 8. Coaches are not responsible for transportation to or from games or practices. Parents or other drivers must be aware of times for picking up, since no phone calls may be made for this purpose.
 9. Students must be in full uniform.
- See athletic handbook for further information.
Athletic Director – Dan Letcher #708 387-9255.

ATTENDANCE

Punctual and regular attendance at school is extremely important.

School doors open at 8:05 A.M. Please do not send your child to school before the 8:05 A.M. entry, since the playground is not supervised prior to that time. The school does not assume responsibility prior to the 8:05 A.M. admittance. If a student arrives after the 8:15 A.M. bell, he/she is tardy, and must go to the office for a late slip. When repeated tardiness is called to the principal's attention by the teacher, parents should expect to receive a call regarding this situation. Missed time due to chronic

tardiness must be made up after school. After 8:15 A.M. late students should enter through the office doors.

If it is necessary for a student to be absent, please call the school office each day before 8:15 A.M. (352-2202). A written excuse must be brought to school when a child returns from being absent.

Medical and dental appointments should be scheduled outside of school hours except for emergencies.

Absence from school for family vacations is strongly discouraged at any time of the year. The principal must be notified in writing if a child is to be absent for a family vacation. Teachers are not required to provide advance assignments for vacation absences. All work missed is the responsibility of the student, and will need to be completed after returning to school. Arrangements for completion of work should be made with each of the child's teachers.

BICYCLE RULES

Children in grades 6-8 may ride bikes to school when the weather permits. Bicycles are to be walked on the school grounds, and locked in place in the racks provided. The school does not assume responsibility for damage to or loss of bicycles ridden to school. Failure to observe bicycles rules will result in a Discipline Report. NO Skate Boards are allowed on school premises.

BOOSTER CLUB

The St. Louise Booster Club has been in operation since 1957. Since that time it has raised over \$250,000 for the

school and paid out over \$600,000 to its lucky winners. The Booster Club to help meet the expenses not covered by tuition and the parish subsidy.

Each month 28 possible winning letter/number combinations may receive a \$20, \$100, or \$1000 share of the total monthly prizes. The membership fee for a letter/number combination is \$20 which enters you in the monthly drawing from September to August of the next year.

For more information or a membership form, contact (708) 352-2202 school office.

CELL PHONES*

Cell phones usage is not permitted during the school day. Any cell phone used during the school day will be appropriated and sent to the school office. A parent note must be sent to have it returned. We understand that students may need to contact parents after school hours to check in. During the school day cell phones must remain in the student's book bag and not in use. To contact a parent during the school day, students must come to the school office. We also ask that parents call the school office should they need to contact their child during the school day. This is for the protection of everyone.

CHILD ABUSE

St. Louise School personnel are, by law, mandated reporters of allegations/suspicions of child abuse and must make reports to the Department of Children and Family Services whenever such circumstances are thought to exist. All Archdiocesan employees have gone through Virtus training for child abuse observation.

CHRISTIAN BEHAVIOR

Behavior reflecting Christian values is one of our goals at St. Louise. Students are encouraged to show respect and courtesy toward teachers, other adults, and fellow students. Holding doors for teachers and classmates, helping someone pick up or carry items, greeting teachers and other adults in the building, and being kind and considerate to others at all times are some of the ways for students to exhibit these Christian values.

DAILY SCHEDULE

Grades K-8	8:05 A.M.	2:35 P.M.
PK 3 & 4	8:20 A.M.	10:50 A.M. or 2:30 P.M.

DISCIPLINARY PROCEDURE

St. Louise uses the following disciplinary procedure which adheres to the Archdiocesan guidelines for problems involving student behavior:

1. Depending on the severity of the incident a Discipline Report or Detention Slip is given for the offenses listed below. Forms are sent home for a parent's signature, and should be returned school the following day.

Offenses include, but are not limited to:

- Unchristian behavior/disrespect toward adults or peers
- Fighting, cheating, lack of respect for property
- Disruptive behavior in school, in church or on bus
- Use of inappropriate or obscene language or gestures
- Violation of school/playground safety regulations, such as throwing snowballs or other objects, playing ball on the

playground before or after school, riding bicycles, skateboarding, or rollerblading on school property

- Non-compliance with the dress code
- Repeated tardiness, if it is the student's fault
- Chewing gum in school or on school grounds
- Laser lights, CD players, radios, earphones, beepers, cell phones*, any electrical equipment. A note from the parent will be needed for their return

2. A Detention Slip may also be given to students who have received more than one Discipline Report. Detentions are generally served before school as indicated on the Detention Form. This form must be signed by the student, taken home for a parent's signature and be returned to school the following day.

3. A second Detention Slip is sent following another serious incident involving the student. The principal calls a conference with the parents, and, if necessary, the student's teacher or teachers. A plan for remediation of the student's behavior includes but is not limited to loss of privileges: field trips; athletic participation; school assemblies.

4. In school suspensions may be indicated for certain behavior.

5. The student is suspended from school. This will take place as an immediate out-of-school suspension.
PARENTS/GUARDIANS WILL BE CALLED AND ARE REQUIRED IMMEDIATELY TO PICK UP THE CHILD.

Immediate suspension would follow:

- serious acts of misbehavior or disrespect
- possession, sale, or use of alcohol, drugs, cigarettes
- possession or use of matches, lighters, flammable substances, fireworks
- possession, use or display of weapons, real or those which can be perceived as real
- any sign of affiliation with or participation in gang activities
- sexual harassment

At the discretion of the principal any of the above offenses may also be reported to the police.

St. Louise de Marillac is committed to providing its students with an academic environment free from physical, psychological or verbal harassment. Any behavior that creates or is intended to create a hostile, offensive or intimidating school environment constitutes harassment. St. Louise de Marillac prohibits any form of harassment by students, and views such actions as extremely serious misconduct.

6. The student is expelled from school. When the above steps have been followed and no improvement in behavior is seen the student's attendance at St. Louise will be terminated. Parents will be asked to transfer their child to another school.

Professional counseling would be suggested at some point in the above process to assist the student in overcoming his/her disciplinary problem. Counseling may be required as a condition for a student's continued attendance. The principal retains the right to make exceptions at his or her discretion for

situations in which there may be mitigating circumstances.

DISMISSAL

A child may not be released from school into the custody of any person other than the child's parent or guardian, as listed in the school records, unless a previous arrangement has been made with the principal. For an early dismissal, the parent/guardian needs to notify the school office by a note or phone call, then sign the register at the office when meeting the student.

DRESS CODE

The girl's uniform consists of:

Gr. 1-4 Plaid belted-waist drop waist jumper or navy blue uniform pants with belt, worn with a powder blue long or short sleeve blouse.

Gr. 5-8 Plaid skirt, split-skirt, or navy blue uniform pants, worn with a knit polo shirt worn over the skirt.

Navy blue uniform walking shorts may be worn Sept. and May/June. (Shorts must be from Schoolbellies.)

Solid blue or white ankle or crew socks or tights should be worn with the uniform. Socks must be able to be seen above the top of the shoe. Those wearing socks below the shoe will receive an out-of-uniform slip.

Students may not wear makeup or tattoos. This includes blush, lip-stick, and mascara. Only colorless nail polish may be worn. Jewelry, if worn, should be such that it causes no disruption in class and is not a danger to the student. Boys may not wear earrings. Wearing shorts underneath the uniform skirts is not allowed. Extreme hair styles, including hair wraps, dyeing, spiked, shaved,

or any high lighting and streaking are unacceptable and hair must be returned to its natural color. Extreme scents of hair spray and cologne are also unacceptable. Students may wear thin chains.

The boys uniform (Gr. 1-8) consists of:

Navy blue regular or relaxed-fit uniform pants with a powder blue uniform shirt or dress shirt which must be tucked into the pants. "Dockers" brand pants are not allowed.

Uniform pants require a belt. Navy blue corduroy pants may be substituted for the lighter weight uniform pants in very cold weather. (December through March). Solid blue or white crew socks should be worn with the uniform. Navy blue uniform walking shorts may be worn Sept. and May/June. (Shorts must be from Schoolbellies.)

P.E. uniform consists of: Gr. 1-8:

Navy athletic shorts, sweatpants, sweatshirts, and gold t-shirt from the uniform company.

Certain gym items may be purchased from Spirit-Wear - navy t-shirt, navy or gray crew-neck sweatshirt. Long gym shorts may be worn.

PARENTS: PLEASE LABEL ALL UNIFORM ITEMS WITH CHILD'S NAME

Shirts-blouses must be tucked in. Both boys and girls may wear the navy blue long-sleeved cardigan or uniform sweatshirt during cold weather. Dress shoes or black, navy or white gym shoes can be worn with the uniform. The gym shoes can be worn for both class and P.E. **NO HIGH-TOP GYM SHOES, CLOGS, WHEELS OR SLIDES, WILL BE ALLOWED.**

EMERGENCY WEATHER SITUATIONS

If it is necessary to close the school due to severe weather or other emergency, an announcement will be given over the major radio and T.V. stations, F.S.A. will also put the emergency relay into effect.

During a tornado warning all students are assembled in a protected area of the school. If such a condition exists at dismissal time, the students will not be released until it is safe to do so. Please keep in mind your own safety if you arrive in a car to pick up children at such a time.

Other crisis situations will be handled using our written Crisis Plan, which has been approved by the Office of Catholic Education.

EXTENDED CARE PROGRAM

Before and after school care for students ages 5 through 12 is available at St. Louise. This program is conducted by the Medallion School Partnership, a division of Knowledge Learning. The Champion program offers challenging activities that are tailored to the individual interests and needs of school age children. The child will be guided by supervisors to choose his/her own activities from five different interest areas that are part of the Champions every day. The program is not subsidized by the school or parish.

The time is as follows:

- Before school (7 AM until 8:10 AM)
- After school (2:30 PM until 6:00 PM)

The Champions program can be selected to fit your schedule. Rates for the before and after school care are available.

The phone number at the St. Louise center is (708)579-9344

EXTRA-CURRICULAR PROGRAMS

In addition to our academic curriculum, we are able to offer extra-curricular programs for the students at St. Louise. These include Athletics, Band, Children's Choir, and Student Leadership Council, Peer Mediation, Focus Groups, Chess and Intramurals. Athletic programs are described under the Athletic Association information, where you will find specific guidelines.

Both a junior and senior band are available for students in grades 4 to 8. Lessons are held once per week during the school day on a rotational basis, and group practices are immediately before or after school.

The Children's Choir is open to students in grades 4 to 8, with rehearsals after school in the Church under the direction of the choir director. Students in grades 6 to 8 may also serve as cantors. The choir sings at student liturgies and Sundays once a month.

Student Leadership Council is composed of students and elected officers in grades 6 to 8. Council members are responsible for special school liturgies, spirit, and athletic events, as well as for enhancement of the school environment.

For participation in these programs we require
-parental permission
-conduct that complies with school discipline policies

-careful choice of activities to avoid conflicts between practices, rehearsals, performances, or games.

Judy Maurino-Abraham - Chess & Intramurals

FAMILY-SCHOOL ASSOCIATION

The Family-School Association exists to provide a "home away from home" atmosphere at St. Louise School through its sponsorship of activities and programs, both social and educational, for parents, students and teachers. FSA provides a link between home and school by offering an opportunity for parental involvement through its various activities.

FSA Officers

Co-President/ Sue Ripoli (708)485-8281
sripoli@sbcglobal.net
Karen Dziagwa (708)528-7424
kardziagwa@sbcglobal.net
Secretary Michelle Jatczak (708)482-0759
michelle.dave@live.com
Vice-President-Vol. Cathy Letcher (708)387-9255
Treasurer Laura Copp (708)579-1803
lauracopp@earthlink.net
Publicity Kari Keegan (708)352-7638
karikeegan@sbcglobal.net

FSA sponsors the following events:
Parent Receptions, Walkathon, Ice Cream Social,
Book Fair, Santa's Secret Shop, FSA Family Night,

Faculty Luncheons
St. Louise Celebration
Graduates' Ribbon Lunch

FSA funds the Rainbows program, Catholic Schools Week events, student assemblies, annual classroom gifts to faculty, birthday remembrances for students and faculty, guest speakers for parents.

FIELD TRIPS

Field trips are undertaken as extensions of our educational programs. We consider field trips a privilege, therefore, a student may be denied participation if there is an academic or behavioral concern.

Students who do not submit the proper field trip form will not be allowed to participate. Telephone calls or notes from parents will not be accepted in place of the signed form. Students who are unable to participate due to a missing form, or because a parent does not wish the child to participate, will be assigned written work, and will remain at school in another classroom or the school office.

Appropriate attire for field trips is the school uniform or gym uniform per the teacher.

NO REFUNDS ARE ISSUED FOR FIELD TRIPS

FINANCIAL INFORMATION

PARTICIPATING PARISHIONER

<u># of CHILDREN</u>	<u>TUITION</u>	<u>CONS. FEE</u>	<u>TECH. FEE</u>
K-8			
1	\$3935	\$165	\$45
2	\$6281	\$330	\$45
3	\$8086	\$495	\$45
4	\$8630	\$660	\$45

NON-PARTICIPATING PARISHIONER

# of CHILDREN	TUITION	TECH. FEE
K-8		
1	\$5294	\$45
2	\$7628	\$45
3	\$9359	\$45
4	\$9930	\$45

SACRAMENTAL FEES

Fees are payable to the Religious Education Office by December 12/31/08.

Reconciliation and Communion Fee \$60
 Grade 2
 Confirmation \$85 gown included
 Grade 8

Please make check payable to St. Louise de Marillac Religious Education.

GRADING

The following Grading Scale is used. A copy of this scale will also be found on the report card envelopes

A	100-95	C	82 - 79
A-	94 - 93	C-	78 - 77
B+	92 - 91	D+	76 - 75
B	90 - 87	D	74 - 72
B-	86 - 85	D-	71 - 70
C+	84 - 83	U	69 or lower

(A+ is sometimes given by teachers for a grade of 100) Report card grades are based on a combination of homework, test grades, and classroom participation. Specific questions regarding a child's grades should be discussed with the teacher of that grade level or subject area.

A nonrefundable tuition advance will be due annually during Catholic Schools Week. This advance shall be applied toward tuition for the subsequent school year.

Tuition is paid in 12 monthly installments beginning in June, to Smart Tuition and is due the 1st of each month. You have the option of check, credit or debit. The monthly payment is calculated by adding the tuition plus the mandatory consumable fee and the tech fee less the tuition advance and \$250 fundraising divided by 12. Tuition for June, July, and August must be paid in full before enrollment is finalized.

A \$5 per month late fee will be assessed to tuition payments not paid by the 15th of the current month, in addition the late fee charged by Smart Tuition The late fee will be assessed on the next scheduled tuition payment. This also applies to Preschool.

Preschool 3 or 4 yr. old	5 Full Days	\$260/month.
Preschool 3 or 4 yr. old	5 Half Days	\$210/month
Preschool 3 or 4 yr. old	3 Full Days	\$200/month
Preschool 3 or 4 yr. old	3 Half Days	\$188/month
Preschool 3 yr. old	2 Full Days	\$160/month
Preschool 3 yr. old	2 Half Days	\$128/month

Payable August through May.

HOMEWORK

Homework is a vital part of the educational process. It develops student responsibility and organizational skills, as well as providing for practice and application of knowledge. It is assigned on a regular basis throughout the week. Assignments may average 1/2 to 1 1/2 hours daily depending on the grade level and the individual child.

Homework assignments that are an extension or practice of work done in class will be started in class and due the next class period. Long-range assignments, such as a social studies project, a book report, or a science project, will carry over a longer period of time. Encourage your child, as we do, to write down assignments and note deadlines, using the Assignment Notebook.

Parents can help by checking a child's Assignment Notebook daily to see what and when homework is due, by providing a quiet place in which the child may work, and by checking to see that assignments have been completed. If your child's homework assignments seem to be too challenging, please contact the teacher.

HOT LUNCH PROGRAM

St. Louise school provides the opportunity to order a hot, nutritious through the Professional Food Service Program of the Archdiocese. Lunch, which includes milk, can be ordered on a daily basis for a minimum cost, as follows:

Child - full price	\$2.55
Child reduced price	\$.40*
Child - Free*	
Extra milk	\$.35

Milk can also be ordered on a monthly basis at the cost of \$.35 per day.

*Must meet qualifications for reduced and free programs. Forms are sent home at the beginning of each school year.

Since we have federal funding for the reduced and free program we are required by the state and the Archdiocese to have a Wellness Plan. As part of this plan we encourage you to provide healthy foods and beverages for parties and celebrations. In bringing in a lunch, please try to refrain from fast foods.

ILLNESS/MEDICATION

If your child has a contagious disease, please consult your doctor as to when he/she should return to school. Upon return, the child must report to the school office with a note from the doctor before being admitted to the classroom. If a child has had a contagious disease during any vacation, the same procedure must be followed. This also applies to strep throat. If your child has a health problem that we should be aware of you must send it in writing the way you wish it to appear on the health list. It must be signed and dated. Specific forms are sent at the beginning of the school year and must be completed and sent to the school office.

State law and Archdiocesan policy instructs school personnel not to dispense medication to students. We will only make exceptions to this policy for medications related to an ongoing condition (ie. asthma, epilepsy). A written statement from the physician is required for these

exceptions. These medications need to be in the original prescription container and will be stored by office personnel.

Because it is a parent's responsibility to decide what treatment an ill or injured child should be given, the school will make every effort to contact a parent or the person on the emergency card. A parent will be required to come to school if a child has had an accident involving a head injury. Cough drops should be sent with a note and will be kept on the teacher's desk.

When a child is on medication for a short term, immediately following an illness, the parent must determine if it is in the child's and the school's best interest to keep the student at home during this period of recuperation.

If medication is necessary to maintain the student in school, parents are asked to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent or a responsible adult appointed by the parent, come to school to administer the medication. In the event that this cannot be done, the parent must adhere to the following regulations:

1. A written order for administration of the medication must be obtained from the student's licensed prescriber. This order must include:

- Student's name
- Date of birth
- Licensed prescriber and signature
- Licensed prescriber phone/emergency phone

- Name of medication, dosage, frequency and time of administration
- Date of prescription and date of order
- Discontinuation date
- Diagnosis requiring medication

2. All medication must be brought to school in the original packages or an appropriately labeled container which includes the following:

- Student's name
- Prescription number
- Medication name/dosage
- Administration routine and/or directions.

A written request shall be submitted to the principal asking that the medication be allowed during school hours. Other paperwork must also be completed. Please request forms. This request must include the above information. Ordinarily, medication should be delivered to the school by a responsible adult, not by a student. The medication is stored in a locked cabinet in the school office.

INSURANCE

Student Accident Insurance is available through the school at the beginning of each school year. Participation is optional, but all forms must be signed whether or not you care to participate in the insurance program. All students who participate in the extra-curricular athletic programs offered by the school must be covered by the 24-hour school insurance policy or a family policy.

MARKET DAY

The Market Day program offers the opportunity to order quality meats and other food products monthly for pick up at the school. A percentage of the gross proceeds of the sale goes directly to the school. Order forms are available in the school office and in the church. Parents are required to work the Market Day assigned to their child's/children's grade level.

NON-CUSTODIAL PARENT'S RIGHTS

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

PROCEDURES

Communication between school and home is handled through the weekly family envelope. The envelope contains such items as monthly calendar updates, letters from the Principal, information from the school classroom teacher, School Advisory Committee, FSA, Band, Athletic Association, and Hot Lunch Program.

To contact a teacher: call the school office

(708-352-2202) or send a note with your child.

To contact the principal: call the school secretary to make an appointment. An appointment is preferred, but not always necessary.

In order to maintain the security of the school, we ask that all visitors including parents, entering the school must use the main office door on Harrison, and sign in at the office.

RESOURCE FOR SPECIAL NEEDS

The public school district (#95) provides special resource help, as needed, for students enrolled in this school. Services include special testing, counseling, speech therapy, and other resources. Requests for these services are made by the principal based on student needs as indicated by teachers and/or parents.

SCHOOL ADVISORY COMMITTEE

The St. Louise de Marillac School Advisory Committee exists to promote and ensure quality Catholic education for present and future children of our parish while representing and being accountable to this community.

Members

Greg Ripoli	(708)485-8281
Cathy Arredia	(708)485-2393
Larry Korenchan	(708)354-9160
Joanne Suba	(708)447-6135
Kathy Keen	(708)485-2256
Dan Graham	(708)387-7208

Non-Voting Members

Rev. Fred Tomzik	(708)352-7388
Michele Bancroft	(708)352-2202

SHADOW DAYS

Shadow days are an excellent way of getting acquainted with a prospective high school. We encourage students to take these days on a day when St. Louise is not in session. If it is necessary to take a day when we are in session, a student must get approval from all the teachers before scheduling a shadow day. No shadow days are to be scheduled in December due to Christmas program practice.

STUDENT SAFETY

Parents are responsible for the safety of the child traveling to and from school. Please note and observe the following traffic regulations that are in effect every school day.

From 7:45 to 8:15 AM, and 2:15 to 2:45 PM, Harrison is one way Northbound, Raymond is one way Southbound, and 30th Street between Harrison and Raymond is closed. Students should not arrive before 8:05 AM.

In areas where no adult crossing guard is present, there is a student on safety patrol who reminds students of appropriate safety practices and reports problems to school personnel. However, by providing service, St. Louise de Marillac School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a student is not on duty at a crossing.

Also, in the interest of the students' safety, adults will be at doors in the morning to admit students. If you have something to deliver to a teacher or wish to see a

teacher, please do not try to enter at these doors. Come to the office doors for admittance. It is important for everyone's safety that we are aware of who is in the building.

For the safety of all students no animals are permitted on the playground. Animals may not be brought into the classroom without permission from the principal.

VOLUNTEERS

Opportunities exist for volunteers in the following areas: Library, Art Awareness, Coaches and Coordinators for Athletic Programs, FSA Events, and School Fund-Raisers. School families are expected to volunteer 15 hours during the school year. They may opt out of volunteering by paying a \$150 fee. The opportunity to volunteer is not limited to school parents. Please call the school office (352-2202) if interested. **All volunteers must register with the Archdiocese, take Virtus Training and have background checks per Archdiocesan Policy.**

Paperwork will be sent home to all parents who request them. Anyone considering volunteering for school events on a regular basis (room moms, art awareness program, etc.)

must complete and return the forms to the school office. Follow the procedure to register online with the Archdiocese and for a Virtus training session.

INTERNET RULES AND ACCEPTABLE USE POLICY

St. Louise de Marillac School believes that while technology is essential to education, it is a privilege to receive access to computers and to the Internet. Students and parents in all grades will be required to agree to and sign an Acceptable Use Policy at the beginning of each school year. In accordance with our educational philosophy and goals, and in compliance with the legal and moral restrictions regarding the use of information resources, the following applies to Internet use:

RESPONSIBLE USERS MAY:

- * Use the Internet to research assigned classroom Projects.
- * Use the Internet to send electronic mail (e-mail) As part of a class project with the supervision of the teacher.
- * Use the Internet to explore other computers that are connected to the Internet with teacher supervision.

RESPONSIBLE USERS MAY NOT:

- * Use the Internet for any illegal purpose.
- * Use impolite, abusive, or offensive language.
- * Send or display offensive pictures.
- * Violate the rules of common sense and etiquette
- * Change any computer files that do not belong to the user.
- * Send, receive, or retrieve copyrighted materials without permission.
- * Damage any computer, or computer systems or networks.

St. Louise School reserves the right to review alleged violations of our Acceptable Use Agreement on a case by case basis. Clear violations of policy may result in termination of telecommunication resource services. The school reserves the right to amend these rules as needed. Any changes will be communicated to you as soon as possible.

LIBRARY MEDIA CENTER RULES

1. Students in Pre-K4 through Grade 3 may check out books or magazines for one week. They may be renewed once. Students in Grades 4 – 8 may check books, magazines or select CDs for student borrowing for two weeks. They may be renewed once.

2. Reference books may be checked out but must be returned the following morning. The fine for an overdue reference book is twenty-five cents per school day.

3. The fine for an overdue book or magazine is five cents per school day. The overdue fine for a CD is twenty-five cents per school day. Materials not returned prior to the Christmas and Easter vacations will be assessed the applicable fine for each day of the vacation.

4. Any student having an overdue book must return it and pay the fine before checking out another book. Overdue books should be returned as soon as possible. It is not necessary to wait for the next library class as the fine will continue to accumulate.

5. There is no fine when a student is absent. However, material must be returned the first day a student returns to school. The applicable fine will be assessed starting the day the student returns if the materials are not returned.

6. Fines for lost or damaged books will be charged according to the cost of the replacement. If the book is returned before the end of the school year, the money will be refunded. The fine for a lost or damaged CD is five dollars; the fine for a damaged case is fifty cents.
7. If books or magazines have not been returned or a fine is unpaid after three notices, a letter will be sent home to the parents. Prompt resolution is appreciated.
8. All students may use the Internet for reference work if their parents have signed an acceptable use policy.
9. The scanner and digital camera may only be used for educational purposes.
10. Students will not be allowed to use personal disks on the Library Media Center computers.

Handbook has been revised June, 2008