

ST. WALTER-ST. BENEDICT SCHOOL

STUDENT & FAMILY HANDBOOK POLICIES AND PROCEDURES 2025-2026



STUDENT & FAMILY HANDBOOK

The Student & Family Handbook explains the policies and regulations for the general operation of St. Walter-St. Benedict School. Policy statements are necessarily general, and the Administration reserves the right to make specific applications as circumstances arise.

We urge you to read the Student & Family Handbook carefully. After you have read it, please go over it with your child/ren. Please keep the Student & Family Handbook in a convenient location for easy reference. The Student & Family Handbook will also be available on our school's website.

Upon reading the Student & Family Handbook, you and your child/ren are asked to **abide by the contents of the handbook**. It is understood by St. Walter School- St. Benedict School administration that any unreturned acknowledgements **are not exempt** from the policies and procedures of the school.

AMENDMENTS OR ADDENDA TO HANDBOOK

St. Walter-St. Benedict School, through the Principal, retains the right to amend the handbook for just cause with or without notice. Quickly changing circumstances or events will be considered just cause. In the event of handbook changes, the school will inform parents of all changes as soon as possible.

FACULTY AND STAFF	6
MISSION STATEMENT	9
PHILOSOPHY OF ST. WALTER-ST. BENEDICT SCHOOL	9
ADMISSION POLICIES	10
AGE OF ADMISSION	10
PRIORITY OF ADMISSION	10
APPLICATION DOCUMENTATION	10
CATHOLIC IDENTITY	10
LEARNING DISABILITIES	11
GOVERNANCE	11
NON-DISCRIMINATION	11
SOCIAL MEDIA STATEMENT	12
SCHOOL INCIDENT REPORTING SYSTEM (SIRS)	12
ADOPTION OF STATE REQUIREMENTS	12
TRANSFER STUDENTS	13
ATTENDANCE POLICIES	13
ABSENCE/ILLNESS	14
MISSING PERSONS RECORD ACT	15
EMERGENCY CLOSINGS/EMERGENCY DRILLS	15
EXTENDED ABSENCES & VACATIONS	15
SHADOW DAYS	15
TARDY	16
TRUANCY	16
DAILY SCHEDULE	16
EMERGENCY CLOSURES	17
STUDENT WELFARE	18
ACCIDENTS & ILLNESS	18
HEALTH RECORDS	18
MEDICATION	19
ADMINISTRATION OF MEDICAL CANNABIS	20
ACADEMIC POLICIES	20
SCHOOL CURRICULUM	20
HOMEWORK	22
HONOR ROLL	22
NATIONAL JUNIOR HONOR SOCIETY	22
PARENT/GUARDIAN-TEACHER CONFERENCES	23
POWER SCHOOL	23
REPORT CARDS & PROGRESS REPORTS	23

STANDARDIZED TESTING	24
STUDENT RECORDS	24
UNITED STATES AND ILLINOIS CONSTITUTION TESTS	24
GRADUATION REQUIREMENTS	24
STUDENT POLICIES	25
BIRTHDAY CELEBRATIONS	25
CHILD ABUSE & NEGLECT	25
CUSTODY/VISITATION	25
EXTRA-CURRICULAR ACTIVITIES	25
FIELD TRIPS	25
INSURANCE	26
LUNCH & RECESS BREAK	26
PERSONAL & SCHOOL PROPERTY	26
TEXTBOOKS & LIBRARY BOOKS	27
TECHNOLOGY ACCEPTABLE USE POLICIES	27
Archdiocese of Chicago Technology Acceptable Use Procedure	29
TECHNOLOGY USE OUTSIDE OF SCHOOL	30
UNIFORM POLICIES	30
ST. WALTER-ST. BENEDICT UNIFORM POLICY	30
DISCIPLINE POLICIES	33
STUDENT CODE OF CONDUCT	33
FORMS OF DISCIPLINE	34
GENERAL DISCIPLINE	35
CHRONIC MISBEHAVIOR	35
SERIOUS OFFENSE	35
SEVERE BEHAVIOR	36
MENTAL HEALTH PROTOCOLS AND ASSESSMENTS	36
GANG-RELATED ACTIVITY	38
CONTROLLED SUBSTANCES	38
CELL PHONE POLICY	39
SMART WATCHES	39
CONFLICT MANAGEMENT	40
SEXUAL HARASSMENT	40
PARENT/GUARDIAN CONDUCT	41
ARRIVAL/ DROP-OFF PROCEDURES	41
SCHOOL SAFETY	44
PETS	44

VOLUNTEER REQUIREMENTS	44
TUITION AND MANDATORY FEES	44
TUITION & ACADEMIC FEES (2024-2025)	44
FEES & REQUIRED FUNDRAISING (2024-2025)	45
PAYMENT POLICIES	45
SCHOLARSHIPS & FINANCIAL AID	46
ATHLETIC POLICIES	46
EXTENDED DAY PROGRAM POLICIES	48
ASBESTOS NOTIFICATION	52
OPIOID ANTAGONIST POLICY	53
PHOTO RELEASE	55
NO FIREARMS POLICY	55
ACKNOWLEDGEMENT OF RECEIPT	57
SCHOOL CALENDAR	58

FACULTY AND STAFF

Title	First Name	Last Name	Email Address	Position	
Ms.	Lisa	Agner	lagner@stwstb.org	Assistant Principal	Both
Mrs.	Viridiana	Alcaraz	valcaraz@stwstb.org	Parish Administrative Assistant	Blue Island
Mrs.	Lori	Campione	lcampione@stwstb.org	Kindergarten Teacher	Chicago
Mrs.	Elizabeth	Cardenas	ecardenas@stwstb.org	Administrative Assistant	Chicago
Mrs.	Gloria	Dikcis	gdikcis@stwstb.org	Physical Education Teacher	Both
Mr.	Joe	Esse	joe.esse@stwstb.org	6th Grade Homeroom/ Math	
Ms.	Lela	Foster	lfoster@stwstb.org	Lunchroom Supervisor/ Aftercare	Blue Island
Ms.	Margaret	Gahan	mgahan@stwstb.org	1st Grade Teacher	Chicago
Mr.	Jose	Gonzalez	jgonzalez@stwstb.org	Custodian	Chicago
Mrs.	Dora	Guel	dguel@stwstb.org	Before Care/ Substitute Aide	Both
Mr.	William	Gula	mr.gula@aol.com	Band Teacher	Both

Mrs.	Mary	Harris	mharris@stwstb.org	7th Grade Homeroom, SS/REL	Blue Island
Ms.	Tabrasia	O'Neal	tonealstwstb.org	5th Grade Homeroom, Science	Blue Island
Ms.	Citlali	Herrera	cherrera@stwstb.org	Aftercare Supervisor	Chicago
Ms.	Rachel	Krueger	rkrueger@stwstb.org	8th Grade Homeroom, ELA	Blue Island
Mr.	Dwight	Leonard	dleonard@stwstb.org	Director of Maintenance	Blue Island
Mrs.	Kimberly	Leonard	kleonard@stwstb.org	Principal	Both
Fr.	Dennis	Lyle	dlyle@archchicago.org	Pastor, Parish and School	Both
Sr.	Sr. Jyothi	Maria	jmaria@stwstb.org	Computers Library/ Tech Support	Both
Ms.	Julie	Martinez	jmartinez@stwstb.org	Administrative Assistant	Blue Island
Ms.	Rachel	McLaughlin	rmclaughlin@stwstb.org	Preschool for All Teacher	Blue Island
Mrs.	Josie	Mendez	jmendez@stwstb.org	Office Staff	Blue Island
Ms.	Carrie	Minium	cminium@stwstb.org	Art Teacher	Both
Mrs.	Diane	Mulcrone	dmulcrone@archchicago. org	Business Manager	Both

Mrs.	Yesenia	Nelson	y.nelson@stwstb.org	Kindergarten Assistant/ After Care	Chicago
Ms.	Sharon	O'Bryant	sobryant@stwstb.org	4th Grade Teacher	Chicago
Mrs.	Therese	O'Riordan	toriordan@stwstb.org	Preschool Teacher	Chicago
Mrs.	Nohemi	Palos	npalos@stwstb.org	Lunchroom Supervisor/ Aftercare	Chicago
Mrs.	Griselda	Ramos	gramos@stwstb.org	Preschool Assistant	Blue Island
Mrs.	Theresa	Rich	trich@stwstb.org	FSP Coordinator	Chicago
Mrs.	Rosy	Robinson	rrobinson@stwstb.org	FSP Coordinator	Blue Island
Mrs.	Alicia	Salinas	asalinas@stwstb.org	Tuition Manager	Both
Sr.	Angel	Sebastian	asebastian@stwstb.org	Third Grade	Chicago
Ms.	Eileen	Sheehan	e.sheehan@francenter.com	Title 1 Teacher	Both
Mr.	Jas	Stafford	jstafford@stwstb.org	Lunchroom Aide	Chicago
Mrs.	Wendy	Stein	wstein@stwstb.org	PK Assistant	Chicago
Ms.	Magdalena	Torres	mtorres@stwstb.org	Second Grade	Chicago

MISSION STATEMENT

St. Walter-St. Benedict School is a Catholic School dedicated to developing each child spiritually, intellectually, morally, physically, and emotionally. We partner with families so that each child will achieve personal success, develop in faith as well as social/emotional growth, and embrace a growth mindset to be a life-long learner.

PHILOSOPHY OF ST. WALTER-ST. BENEDICT SCHOOL

We believe that St. Walter-St. Benedict School, as a Catholic school, shares in the three-fold mission of Jesus Christ – to proclaim the gospel message, to foster community, and to serve humankind.

We believe that a creative and supportive atmosphere challenges and motivates students to realize their potential – spiritually, intellectually, emotionally, and physically. Through worship, sharing, accepting and living in the school environment, students may better live in and serve the total community.

We believe that parents are an integral part of this educational process and recognize the importance of their cooperation and partnership in this endeavor.

We believe fostering a faith-filled community is a primary importance and witness this through active participation in church life at school and at home.

We believe that by recognizing the diverse gifts of all and celebrating their individual differences, we strive to create an atmosphere conducive to learning that promotes a sense of belonging and acceptance for everyone in a culturally diverse environment.

We believe that a well-balanced, challenging curriculum, continually reevaluated to meet the changing needs of our community, prepares the students to accept a responsible leadership role in society.

We believe that character building is an important factor in shaping the students minds and hearts. We firmly believe in discipline based on self-respect, concern for others, and Catholic, Christian ideals.

ADMISSION POLICIES

AGE OF ADMISSION

- A child entering Preschool must be the age of three by September 1st.
- A child entering Kindergarten must be the age of five by September 1st.
- A child entering First Grade must be the age of six by September 1st.

PRIORITY OF ADMISSION

When space in school is limited and it becomes necessary to prioritize among applicants for admission to the school, the following order of preference shall be observed:

1. Students currently enrolled in St. Walter-St. Benedict Catholic School.
2. Brothers and sisters of currently enrolled students.
3. Catholic children of parishioners seeking enrollment who have been registered members of St. Walter-St. Benedict Parish for at least one year.
4. Catholic children of families who reside within the parish boundaries but have not been registered members of St. Walter-St. Benedict Parish for at least one year.
5. Christian children of all other families who live within the parish boundaries.
6. Children of all other families.

APPLICATION DOCUMENTATION

All applications for admissions to St. Walter-St. Benedict School, including transfer applications, must be accompanied by the following: a certified copy of the child's birth certificate, baptismal record (if Catholic), and current health and immunization records as prescribed under the Illinois State School Code. Proof of residency and other documentation may be requested by the Principal.

CATHOLIC IDENTITY

St. Walter-St. Benedict School was established to assure that members of the Parish community would have the opportunity to provide their children with a quality elementary education in a Catholic environment. Maintaining, enhancing, and projecting the Catholic values and character of the school is a priority. In addition to our religion curriculum, the school provides opportunities for prayer, celebration of the Liturgy, seasonal services, and the preparation and reception of the sacraments of Reconciliation, Eucharist, and Confirmation. Full participation in the religious program and in related school religious activities is expected of all students and parents.

LEARNING DISABILITIES

St. Walter-St. Benedict School believes that all students can learn. However, the school does not provide specific curriculum or support staff for those students who are diagnosed as having a learning disability. Students with IEP, 504, or ISP plans must request consideration for their attendance at St. Walter-St. Benedict School. Admission will be determined by the Principal upon review of documentation including but not limited to Individualized Education Plans (IEP) or 504 Action Plans, review of supports in place to assist the learner, and agreement of parent, student, and staff for ability to accommodate the learning needs to ensure all students achieve the highest potential.

GOVERNANCE

St. Walter-St. Benedict School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Walter-St. Benedict 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.

NON-DISCRIMINATION

St. Walter-St. Benedict School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole in the Archdiocese of Chicago.

St. Walter-St. Benedict School admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

St. Walter-St. Benedict School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of education policies, athletic or other school administered programs.

Questions and/or concerns regarding discrimination in **admissions** should be directed to the principal (if applicable) the pastor (or parish administrator) and the Regional Director of the Archdiocesan Office of Catholic Schools. (Parent Handbook)

Questions and/or concerns regarding discrimination in **employment** should be directed to the pastor or parish administrator and the Human Resources Department of the Archdiocese of Chicago. (Faculty Handbook)

As per Illinois PA 102-0360, St. Walter- St. Benedict 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.

St. Walter-St. Benedict 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.

SOCIAL MEDIA STATEMENT

Students and their parents/guardians are advised that St. Walter-St. Benedict 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. Walter-St. Benedict 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.

SCHOOL INCIDENT REPORTING SYSTEM (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. 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.

ADOPTION OF STATE REQUIREMENTS

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

(Arch Policy 202.01)

TRANSFER STUDENTS

Parents/guardians wishing to transfer their child/ren into St. Walter-St. Benedict School will be required to complete the Application for Admission form, including payment of the application fee and items requested on the admission form. Once accepted, parents/guardians will be required to complete and sign a Release of Records form, which allows the transfer of the student's complete school record. All transfer students must have all records including IEPs or ICEPs in place before the first day of school; otherwise the student/s will not be allowed to begin school. Additionally, based on students' academic performance, the principal has the right to adjust grade-level placement.

All transfer students, Kindergarten through 7, will be accepted into St. Walter- St. Benedict School on probation status for one year. The students' academic and behavioral performance must meet the standards expected of all students in the school. This status will be reviewed at the end of each trimester. If at any time during the school year, academic or behavioral performance does not meet the expected standard, a meeting with administration and the parents will be held to determine the best school placement for the student.

Parents/guardians wishing to transfer their children out of St. Walter- St. Benedict School at the end of the school year will be required to complete an exit form. Student records will only be released to the receiving school upon request, and once **all tuition and fees are paid in full** to St. Walter-St. Benedict School. No tuition refund will be given prior to the start of school or during the school year unless the family moves and the distance precludes the student from finishing the school year at St. Walter-St. Benedict School. In that case, the family is responsible for the tuition up to and including the current trimester's tuition, plus the difference of any financial assistance or scholarship awards applied to date. Families who withdraw their children for other reasons are responsible for their full tuition commitment.

Certified copies of transfer students' records are requested within 14 days of enrollment. St. Walter- St. Benedict 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.

ATTENDANCE POLICIES

Students are to be present each day that school is in session.

ABSENCE/ILLNESS

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. Walter-St. Benedict 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.

To report a student's absence, the parent/guardian must call the school office before 8:45am. If we do not receive a call by 8:45am, the parent/guardian will be notified by the school to confirm that the child is safe and supervised. If you call the school prior to 7:30am, please leave a message stating the child's name, grade, and reason for absence.

Students must be symptom free for 24 hours and have a normal temperature for 24 hours before returning to school without the use of fever reducing medicines. An absence of three or more consecutive days requires a doctor's note before readmission stating that the student is able to return to school and is free from contagion (for example: strep throat). In cases of parasite infestation (for example, head lice) students may return to school after presenting proof of treatment.

Communicable diseases are required by law to be reported to the school office. Parents/guardians are asked to conform conscientiously to this requirement, for the health and safety of all. Any child who has a communicable illness or disease requires a doctor's note before readmission stating that the student is able to return to school and is free from contagion.

There are no excused absences for medical or dental appointments during school hours. When it is absolutely necessary for a student to be excused from school for medical or dental appointments, the school must be notified in advance either with a written note to the teacher or a call to the office. No child will be allowed to leave the school building without an authorized adult (parent/guardian, or parent-authorized adult). This adult must sign out the child in the office and meet the child there. Students will be marked absent for a half-day for the time missed.

Students are required to make up assignments. Parents/guardians can pick up assignments at the end of the school day. It is the expectation that the student make-up missed assignments **within two days of returning**. Students in need of an extension should contact the office.

MISSING PERSONS RECORD ACT

St. Walter-St. Benedict 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.

EMERGENCY CLOSINGS

In cases of inclement weather requiring the closing of the school, a notification will be sent through our School Reach communication system. In addition, any announcement of school closings affecting all Chicago Archdiocesan Catholic schools will be in effect for St. Walter-St. Benedict School. Notification can also be found on television station WGN (Channel 9). In other emergency closing situations, the school's School Reach communication system will be put into effect to notify parents/guardians.

EMERGENCY DRILLS

Drills for fire, tornado, building evacuation, lockdown and law enforcement are held regularly throughout the school year. For safety, students are to follow all directives of the administrator and teachers during an emergency drill.

EXTENDED ABSENCES & VACATIONS

Parents/guardians must understand that missing school may affect their child's academic grades.

Vacations are considered unexcused absences. Parents/guardians who find it necessary to take their child/ren out of school for an extended period of time or on vacation must send a letter to the Principal prior to the absence explaining the circumstances. Parents/ guardians must also notify the school office and homeroom teacher. **Teachers are not required to provide assignments before a planned absence nor are they required to give credit for work or missed tests during a planned absence.** Students are required to make up assignments and projects within a reasonable amount of time as determined by the teacher. It is the parent/guardian's responsibility to contact the teacher and make arrangements for any missed tests.

SHADOW DAYS

Students are encouraged to attend Shadow Days on days when St. Walter- St. Benedict School is not in session. Only eighth grade students will be allowed one excused absence if they attend an alternate Shadow Day. Teachers are not required to provide assignments nor are they required to give credit for work or missed tests for a Shadow Day absence. Students are required to make up assignments and projects within one school day.

TARDY

A student is considered tardy if they arrive after the 8:00 am (CHI) / 8:15 am (BI) bell. For safety purposes, the school doors are locked at 8:05 am/8:20 am.

If tardiness is a consistent problem, a meeting may be scheduled with the parents/guardians. The parents/guardians are to take a positive role in alleviating this problem. Tardiness is reflected on the student's permanent record. Chronic tardiness impacts academic achievement. Classwork, tests, or quizzes missed due to a tardy may not be made up.

TRUANCY

If a student is absent without an approved excuse, or if the school has reason to suspect the validity of the excuse, the Principal shall investigate the situation and apply appropriate remedies. If all efforts to persuade the child to return to school are fruitless, the case shall be referred to the appropriate official of the public district for further and immediate remediation. This includes but is not limited to the Chicago or Blue Island Police Department and DCFS.

DAILY SCHEDULE

The daily school schedule will include bells at the following times at the **Chicago** location:

7:50am	Students may enter the school
8:00am	First Bell
8:00am	Classes Begin (Students who arrive after 8:00 will be marked tardy.)
11:15 pm-12:00 pm	Lunch/Recess
2:50pm	Dismissal of Pre-K to Foyer
2:55pm	Prepare for Dismissal K-4
3:00pm	Dismissal for K-4

Students may begin to arrive at school at 7:50am and proceed directly to their classroom. Any student who arrives before 7:50am will be required to go to AM Extended Day and the family will be charged for the time.

The daily school schedule will include bells at the following times at the **Blue Island** location:

8:05am	First Bell
8:15am	Tardy Bell
8:20am	Classes begin
11:45-12:15pm	Lunch/Recess
3:10pm	Prepare for Dismissal for PreK, 5-8

Students may begin to arrive at school at 8:05am and proceed directly to their classroom. Any student who arrives before 8:05am will be required to go to AM Extended Day and the family will be charged for the time.

Students are expected to leave the school grounds after dismissal unless the student has been detained by the teacher, is under the teacher's supervision, or if the student is enrolled in the extended day program.

INCLEMENT WEATHER PROCEDURES/CLOSURE INFORMATION

Heat Procedures

During days of higher temperatures, St. Walter-St. Benedict School uses their resources and building spaces strategically to provide relief to students and staff.

- Students have frequent breaks outdoors, and conduct learning outdoors when the air temperature outside is more comfortable than inside.
- Classes rotate through designated cooling areas.
 - Chicago Campus: Peterson Hall, Church, Library, Brown Center, Computer Rm
 - Blue Island Campus: Faculty Lounge and Computer Room
 - Classroom fans, open windows, and hallway fans utilized to increase air circulation
 - Overhead lights off and shades drawn to cool space
 - All staff and students are encouraged to take frequent water breaks and keep a water bottle with them. Refilling water stations are in each hallway
 - Staff watch for signs of heat related distress, parents are notified of any concerns
 - Students are permitted to bring wearable fans that go around the neck. Personal student desk fans are not permitted.
 - Sometimes, students are provided with cold treats to cool down :)

The school uniform dress code includes shorts and polo options for all students, so that students could be comfortable whatever the weather. Students are permitted to wear shorts anytime the weather is predicted to be 70 degrees Fahrenheit or higher.

To accommodate the lack of air conditioning in classrooms, fans are placed in each classroom to ensure that ventilation is in accordance with ISBE guidelines for ventilation, which is considered to be an important safety consideration. We continue to put the safety of students and staff at the forefront of our decision making.

When does the school close due to weather conditions?

An informed decision by the principal (in consultation with the pastor) is made based on the following factors:

- does the building have appropriate power and heat?
- are the parking lots and roads/pathways to the school passable and safe?
- does the air temperature allow arriving at the school or being in the buildings safely?

If the answer to these questions are no, it is likely that the school would remain closed for the duration of the inclement weather (heat or cold).

EMERGENCY CLOSURES

School is assumed to be open unless weather or building conditions temporarily cause us to close.

Within the Emergency Closure Center notification system, our two campus locations are identified with their prior school names Chicago Campus nee St. Walter and Blue Island Campus nee St. Benedict. If one campus is closed, the other will be closed as well.

As a reminder families are notified of emergency weather closures in several ways:

- <https://www.emergencyclosingcenter.com> (this site now notifies if e-learning will replace in-person learning).
- Text and email notices from the school's school messenger system.
- Social Media notifications

STUDENT WELFARE

ACCIDENTS & ILLNESS

If a student becomes ill or is the victim of an accident during the school day, the parents/guardians will be notified. In the event the student needs to leave school, a parent/guardian or a person authorized by the parent/guardian must sign the student out in the school office before the student will be allowed to leave the building.

HEALTH RECORDS

All students entering St. Walter- St. Benedict School for the first time are required by state law to present a record of physical examination and immunization. These records should be turned into the school office no later than the first day of school. Students will not be admitted to school without proof of immunization and/or physical exams.

Students in Kindergarten, second grade, and sixth grade are required to have medical, dental and vision examinations. All medical reports/records are due by the first day of school.

The State of Illinois requires all students have proof of immunizations for the following diseases: Polio, DPT or TD, Measles, Rubella, Hepatitis, Mumps, Chickenpox, (and HiB and pneumococcal for Pre-K). Proof of physical exam and updated immunization records must be on file in the school office for students in Pre-K, K, Grade 5 and Grade 6 (and proof of Tdap for 7th and 8th Graders) by October 15th or the student will be excluded from school until the information is provided.

Student vaccinations for other diseases/viruses may be submitted to the school office.

MEDICATION

Parents/Guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student.

It is the policy of this school that school personnel, including teachers, administrators, and administrative staff shall not administer medication to students except as provided in the School Medication Procedures established by the Archdiocese of Chicago for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. Each family has been provided a copy of the school medication procedures upon enrollment for the year.

In summation, these procedures state that school personnel shall administer medicine only if a Medication Authorization Form containing a written prescription, written administration instructions, written indication of the diagnosis and effects of the medicine, and written permission of the parent is given. The medication must be in an appropriate labeled container. The School Principal reserves the right to deny such requests. Parents/guardians must make other arrangements for the administration of medication if any conditions do not exist.

A student may self-administer medication at school if so ordered by his/her licensed prescriber. Such medication shall be kept in the school office under the control of the School Principal or his/her designee. Students in Grades 4 through 8 who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer the medication if the appropriate forms are completed and on file in the school office. Students must come into the office to self-administer medication so it can be documented and reported to the parents/guardians, unless an emergency situation requires immediate action. Students in Pre-K through Grade 3 who suffer from asthma or allergies will have such medication (e.g., EpiPen, inhaler) kept in the school office and administered with assistance by school personnel or kept with the student if there is a medical authorization.

Diabetes

All school staff members receive training in basic diabetes care. A Diabetes Care Plan is written for all students with diabetes. Students are permitted to check their blood glucose whenever and wherever necessary. Capable students may self-administer medication and self-manage their diabetes at school.

Administration of Medical Cannabis

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

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

ACADEMIC POLICIES

SCHOOL CURRICULUM

The instructional program of St. Walter-St. Benedict School includes religion, language arts, mathematics, the biological, physical and social sciences, the fine arts and physical education and health.

St. Walter-St. Benedict's programs are centered around the gospel values taught by the Catholic Church. Particular emphasis is placed on the following:

Respect: Children are taught to recognize the good in each other and to accept each individual for the unique creation of God she/he is. Children are taught to value themselves, others, and nature – from conception to death.

Honesty: Children are taught to be truthful through what they say to others and through the work they submit as their own.

Obedience: Children are taught to follow rules and directions because they are for the good of the entire group.

Service: Children are taught to be helpful to others through the daily routines of school life and through special class projects focused on people from the community.

Peace: Children are taught nonviolent ways to resolve conflict and to have empathy for others.

Justice: Children are taught to seek ways to help others receive what they need for a comfortable life.

Value of Life: Children are taught to realize the benefits of hard work and are encouraged to always do their personal best.

Teachings and Traditions of the Church: Children are taught the basic doctrine of the Roman Catholic Church and the prayers, rituals and traditions of practicing that doctrine.

GRADING SCALE

Teacher expectations for earning grades are determined by grade-level teachers. Grades will be given for the six major subject areas: Reading (Literature), Language Arts (English), Math, Science, Social Studies, and Religion. Parents receive these policies at the beginning of the year. All grading policies are approved by the Principal.

Teachers in Pre-K, Kindergarten, and Grade 1 will issue an assessment of the student's progress.

Teachers in Grades 2 through 8 will issue grades for six major subject areas as follows:

A = 90-100 A+ = 99%, A = 98-94%, A- = 93-90%

Consistently shows a thorough understanding of the material presented through high quality work that goes beyond the minimum requirements.

B = 80-89 B+ = 89%, B = 88-84%, B- = 83-80%

Exceeds the basic requirements for knowledge gained, accuracy of information and quality of work.

C = 70--79 C+ = 79%, C = 78-74%, C- = 73-70%

Meets the basic requirements for knowledge gained, accuracy of information and quality of work.

D = 60-69 D+ = 69%, D = 68-64%, D- = 63-60%

Shows a less-than-adequate understanding of the material

presented by submitting work that does not meet the basic requirements.

F = 0-59 Performance shows a lack of understanding that will interfere with future academic success

Teachers of Special Classes, depending on the grade-level, may issue grades as follows:

S = 85-100 Satisfactory

I = 77-84 Improving

N = 60-76 Needs Improvement

U = 0-59 Unsatisfactory

HOMework

Homework assignments reinforce classroom instruction and content covered; therefore, homework is the responsibility of the student. Students (Grades 3-8) **MUST** use their planner to record homework assignments. Emphasis is placed on completeness, accuracy, and neatness.

Students will not be allowed to call home should they forget their homework.

Homework can also provide parents and guardians the opportunity of keeping in touch with their child's progress. Parents/guardians are asked to provide a regularly scheduled time and a quiet place at home for homework to be done. Parents/guardians are also expected to monitor the completion of the work.

Time allotted for homework varies according to the grade level of the student and the subject matter being studied. Failure to use time well during the day, poor study habits, or a home atmosphere not conducive to study may necessitate a longer period of time. Teachers will give parents/guardians an idea of what to expect at the beginning of the school year.

HONOR ROLL

Students in Grades 3 through 8 have the opportunity to qualify for the Honor Roll. The "A" Honor Roll requires students to earn all "A's" in the six major subject areas and "Satisfactory" in Specials Classes. The "B" Honor Roll requires students to earn "A's" and "B's" in the six major subject areas and "Satisfactory" in Special Classes.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an honor society open to students in Grades 6 through 8 upon invitation. An invitation is based on exemplary academics, leadership, character, conduct, and service.

The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NJHS.

Candidates/members must also meet and maintain the requirements set forth by the St. Walter-St. Benedict School Chapter throughout the school year including:

- must maintain grades of "B" or higher in the six major subject areas and "Satisfactory" in Special Classes each trimester. A grade of "B-" is not accepted.
- If grades fall below a "B" at the trimester, the member is placed on academic probation until Progress Reports. If grades have not improved by Progress Reports, the member will be withdrawn from NJHS.
- candidates/members may not receive any Behavior Demerits or any Academic/Behavior detentions.
- candidates/members must maintain regular attendance at school with minimum absences.

PARENT/GUARDIAN-TEACHER CONFERENCES

Parent/Guardian-Teacher Conferences for all students will be scheduled annually in November after the first trimester. These conferences are mandatory. A second, optional, Parent/Guardian-Teacher Conference will be offered after the second trimester.

Additional conferences may be scheduled at any time during the school year as deemed necessary by either the parent or the teacher. An appointment must be made for this purpose to assure that the teacher can give full attention to the parent/guardian. Parents/guardians are asked not to reach out to teachers for mini-conferences before school or at lunch/recess time. Please contact the teacher by phone or email to set up an appointment.

POWER SCHOOL

The Archdiocese of Chicago mandates that all elementary schools use PowerSchool as the database for student and staff information, scheduling classes, generating report cards, and on-line access to grades by parents, guardians, and students. Parents/guardians will be given a password and the website for access to their child/ren's grades. Each password and access will be protected and no one, other than the parents/ guardians, will know the password.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued each trimester. Progress reports for students are issued mid-semester or at any time a student may be struggling.

After a Trimester Report Card grade has been printed, no grade can be contested after thirty days.

Report Cards for any trimester may be withheld until all financial obligations (including payment for Extended Day services) have been met.

STANDARDIZED TESTING

Students in Grades K-8 participate in iReady diagnostic testing as mandated by the Archdiocese of Chicago. The tests will be administered three times per year as noted on the school calendar. Attendance during testing is imperative. In addition to iReady, IAR assessments may be administered to students in Grades 3 through 8 at the discretion of school administration.

STUDENT RECORDS

Parents/guardians may request to review a student's academic and health records at any time. Requests should be made in writing to the school office and an appointment scheduled. The school has ten days to comply. Copies of these documents can be made upon parent/guardian request at a charge of \$1 per page.

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

UNITED STATES AND ILLINOIS CONSTITUTION TESTS

In order for students to graduate and receive their diplomas from St. Walter-St. Benedict School, students must demonstrate knowledge of the history of the United States, and pass both the United States Constitution test and the Illinois Constitution test.

GRADUATION REQUIREMENTS

- The following graduation requirements must be satisfied before a diploma will be issued:
- A student must have completed all academic work with passing marks and/or have the written approval of the school Principal.
- All school materials must be returned in good order
- Tuition, fundraising, graduation fees must be paid in full prior to May 1.
- Graduation requirements are in compliance with the Illinois State Education Code.

STUDENT POLICIES

BIRTHDAY TREATS

Only non-food items to share may be brought on a child's birthday. Students are not permitted to bring in cupcakes or other treats to share on their birthdays.

CHILD ABUSE & NEGLECT

School personnel are mandatory reporters of allegations and/or suspicions of child abuse or neglect. According to the Abused and Neglected Child Reporting Act, school personnel are required to make reports to the Department of Children and Family Services whenever such circumstances exist.

CUSTODY/VISITATION

St. Walter- St. Benedict School assumes responsibility for each student in the school; therefore, it is important that the school be notified of any special court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated or in the placement of foster parents. The school will grant visitation to a child's parent unless court documentation prohibiting such access is on file in the school office. All parties involved will be informed of such action.

EXTRA-CURRICULAR ACTIVITIES

Any students who participate in extracurricular activities are expected to demonstrate personal responsibility and consideration for the adult sponsors and fellow students by attending meetings and events faithfully. Behavior expectations during extracurricular activities are the same as a school day.

FIELD TRIPS

Field trips are an extension of the classroom learning experience. Behavioral expectations on field trips are the same as during a school day at St. Walter-St. Benedict. A student must have a signed permission slip in order to be allowed to go on the trip. Cost for the field trip will be paid by the family, unless otherwise noted. An appropriate number of chaperones are selected for each field trip by the teacher organizing the event. All chaperones must have completed all the required volunteer policies.

Field trip chaperones are not allowed to bring additional students/siblings on a field trip.

Teachers reserve the right to withhold a field trip from a student who may have an academic or behavioral concern. Those students not attending a class field trip are expected to attend school unless otherwise indicated. If they do not, then it is considered an absence.

INSURANCE

The school does not provide insurance coverage for students for injuries or accidents brought on by themselves or caused by other students. Parents/guardians must rely on their own health insurance coverage. Parents/guardians of students who participate in athletics at St. Walter- St. Benedict School must provide proof of medical insurance for their students.

LUNCH & RECESS BREAK

St. Walter-St. Benedict School maintains a closed-campus schedule. All students in Pre-K through Grade 8 will remain at school for lunch. Students who do not participate in the hot lunch program may bring lunch from home. The school provides a daily hot lunch program through the Archdiocese Food Service Program (FSP) for students. Menus are distributed monthly, and students may participate on the days of their choice. Milk only is also available. Orders are placed a month in advance. The school participates in the Federal Free/Reduced lunch program. Applications are distributed to determine eligibility in the program.

Parents/guardians may not bring “fast food” lunches for their child, or have said lunches delivered via delivery companies or any other public means. If this occurs, the student will eat lunch in the school office.

Students will go outside for recess every day unless the weather is inclement or below 32 degrees. Please be sure to send the appropriate clothing items with your child. If your child is unable to go out for recess, a doctor's note must be provided. During inclement weather, recess is held in the classroom or gym as rooms are available.

PERSONAL & SCHOOL PROPERTY

Students are discouraged from bringing personal property to school. The classroom teacher may determine if an item is inappropriate for school or detracts from the learning environment. In such cases, the teacher will confiscate the item and contact the parent to come in and claim the item. The school is not responsible for any loss or damage of personal items brought to school, on field trips, stored in desks, backpacks, or classrooms.

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to privacy. While desks and other storage areas are provided to students by the school, the school retains control and the right to access/inspect all desks and storage areas. Students are not permitted to place personal items in any desk or storage area other than the one assigned to them. The school administration and/or faculty reserves the right to inspect any items students bring into the school including but not limited to backpacks, lunch/liquid containers, athletic bags, clothing, and purses (as well as their contents), at any time with or without cause and with or without the student present in order to fulfill their responsibility of maintaining proper safety, control, and management of the school. If appropriate, school authorities will request the assistance of law enforcement in conducting the searches. Writing on desks, bathroom stalls, or any other surfaces is not permitted. A fine or financial restitution may be levied for desks, another student's property, and/or any school property that is defaced or damaged.

TEXTBOOKS & LIBRARY BOOKS

Textbooks, workbooks, and library books are the property of St. Walter-St. Benedict School. It is the expectation that students will handle their books with care. Hardcover books should be covered. If a textbook or library book is damaged or lost, a replacement fee for the entire cost of the book will be charged.

TECHNOLOGY ACCEPTABLE USE POLICIES

Technology resources are provided to students and staff for educational and administrative purposes. The use of technology resources is a privilege, not a right. Computer and Internet instruction will be included in the curriculum at St. Walter School. Students will be expected to use computer equipment and the Internet appropriately.

The Internet will NOT be:

- provided for public access service or a public forum. St. Walter-St. Benedict School will place restrictions on the material students access or post through the system.
- available for commercial purposes. Students will not use the Internet to offer, provide, order, or purchase products or services.
- used for political lobbying. Students will not be able to communicate with elected representatives and express their opinions on political issues.

Examples of disciplinary consequences (detention, denial of access to technology, suspension from school, financial liability for damaged property, and/or expulsion from school) will result if a student intentionally causes damage to any school equipment including hardware and software. St. Walter- St. Benedict School will take disciplinary action for the following including but not limited to:

- Removing or exchanging any hardware or software components from any system
- Deleting, renaming, moving, copying, or changing any file or its properties, other than his/her personally-owned files
- Tampering with any hardware or installed software and files
- Attempting to gain access to unauthorized files
- Attempting to change passwords
- Damaging other student's work
- Installing personal software on school technology
- Violating copyright laws by unauthorized copying of software
- Installing, copying or knowingly infecting a computer system with a virus
- Using a social blog or social media/communication while at school
- Instant messaging at school

Each student is expected to adhere to the following safety rules when surfing, researching, and/or communicating on the Internet. The school administration reserves the right to administer disciplinary consequences. Examples of consequences are (but not limited to) detention, denial of technology, suspension and/or expulsion from school.

1. I will follow the school policy of turning off my monitor and telling my teacher immediately if I come across any information that makes me feel uncomfortable or I know is inappropriate.
2. I will only access approved/appropriate websites at school.
3. I will not give out personal information such as my address, telephone number, parent/guardian's work address/telephone number, or the name and location of my school without my parent/ guardian's permission.
4. I will never agree to get together with someone I "meet" online without parental permission and guidance.
5. I will never send a person my picture or anything else without first checking with my parents/guardians.
6. I will not respond to any messages that are mean or that in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher or parent/guardian immediately so that they may contact the service provider.
7. I will be a good on-line citizen and not do anything that may hurt other people or is against the law.
8. I will only share verified, important information. I will not forward information (formerly called chain mail) that can be part of a scam or fraud.
9. The Internet contains a vast wealth of information. I am expected to properly document data, writings, and pictures that belong to others. Plagiarism will not be accepted or permitted.
10. I will not use obscene, profane, threatening, or rude language while using the computer at school.

11. I will not post false or harmful information about another person while using the computer at school.
12. If I use a blog or journal site on the Internet, podcasting, or email at home, I am responsible for all information posted.
13. If I post inappropriate, threatening, or profane images or information when blogging, journaling, podcasting, or emailing, or post images or information that violates other school rules and policies, disciplinary actions will result.

Parents/guardians are primarily responsible for the students' 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 during videos/photographs, and threats.

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

Consequences may include detention, denial of technology, suspension and/or expulsion from school. These consequences may result if a student, while outside of school, when using a blog, podcast, email, instant message, text message, social networking site, photos/video posting site, and/or web designed site:

- Posts obscene, profane, threatening, bullying, hateful, or rude language.
- Shows the school's building, logo, school name, individuals' names and/or pictures in an obscene, profane, threatening, bullying, hateful context.

A student will be held accountable for any behavior that is non-compatible with the mission and philosophy of St. Walter-St. Benedict School.

Archdiocese of Chicago Technology Acceptable Use Procedure

In accordance with the Archdiocese of Chicago technology acceptable use procedure:

- Use of the technology resources that are prohibited include, but are not limited to:
- Violating student rights to privacy/confidentiality or unauthorized disclosure, use, and dissemination of personal identification information.
- Attempting any unauthorized access, including hacking of any computer system.
- Downloading unacceptable materials.
- Reposting personal communication without the author's prior consent.
- Violating copyright law.
- Using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, and political purposes.

- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel.
- Changing or attempting to alter any configuration, program, or password on any computer or system.
- Using a school computer without knowledge/approval of school personnel responsible for the computer.
- Using inappropriate language, pictures, and gestures in any form on the Internet.
- Using the Internet for entertainment or a limited self-discovery function.
- Using the Internet for unauthorized purchases.

St. Walter- St. Benedict School is not responsible for:

- Unauthorized costs or charges that are incurred by students over the Internet.
- Any damages the student may incur, including loss of data.
- The accuracy or quality of any information obtained through any school internet connection.

Technology Use Outside of School

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

UNIFORM POLICIES

All students in K through Grade 8 are to be in uniform the entire school year beginning the first day of school, unless excused by the Principal or on a school sponsored Dress Down Day. Students may not wear attire (clothing, jewelry, etc.) or exhibit a personal appearance that, in the Principal's discretion and judgment, is disruptive to the learning environment. Additionally, the following guidelines are to be adhered to:

- All clothing is to be clean and in good repair. No uniforms are to be altered from their original appearance for the sake of the student's convenience or preference (i.e. cutting of gym pants to shorts or elastic removed).
- Shoes should have soles that do not mark the floor.
- Pants must be at the waist/hips, not below the hips and not revealing undergarments. Shorts and skirts are to be a modest length for the classroom. Mid thigh is a general

guideline for minimum length. Students must be covered from shoulder to mid-thigh (for instance, skin from shoulder to mid thigh should not be showing).

- School uniforms are to be worn on uniform days. Absolutely no colored tee-shirts under uniform shirts. Long sleeve uniform shirts and sweaters are available to add to the uniform. Only proper under clothing must be worn.

Parents/guardians are responsible for seeing that their student/s are properly dressed and will be notified to make corrections if a violation occurs. The violation must be corrected in a time frame reasonably set by the Principal. Students who do not comply with the uniform policies and guidelines may be issued a detention.

Uniform Guidelines for 2025-2026

Failure to comply with these guidelines will result in a Uniform Referral and loss of future dress-down privileges.



Girls Grades K-4

- Jumper: Blue, Green & Gray Plaid
- Blouse: Round collar (White) or short sleeve polo (Gray)
- Optional: Twill flat front pants (Navy) or Twill walking shorts during warm weather (Navy)

Girls Grades 4-8

- Skirt: Wrap-around kilt skirt (Blue, Green & Gray Plaid); shorts can be worn under but must not be longer than the skirt
- Polo: Short or long-sleeved or banded polo (Gray)
- Optional: Twill flat front pants (Navy) or Twill walking shorts during warm weather (Navy)

Boys Grades K-8

- Polo: Short or long-sleeved (Gray)
- Pants/Shorts: Twill flat front pants (Navy) or Twill walking shorts during warm weather (Navy)

Preschool

- Uniform: Not required. Can wear a gym uniform.
- Clothing: Must be independently manageable. No flip-flops, Crocs, or large earrings. A belt can only be worn if the child can manipulate it independently. Tie shoes are strongly discouraged.

Gym Uniform (Wear on gym days: Tuesday and Thursday)

- T-shirt: Royal Blue with Wolves school logo

- Gym Shorts: Royal Blue with Wolves school logo
- Gym Shoes: No wheelies or platform shoes
- Gym Socks: Solid color socks must be worn
- Sweatshirt: Royal Blue with Wolves school logo
- Sweatpants: Royal Blue with Wolves school logo

Main Uniform Accessories Allowed

- Shoes: Solid color White, Black, or Gray gym shoes or Black/Brown dress shoes
- Socks: Solid color must be worn
- Girls' Tights: Gray, Black, Navy, or White
- Hair Accessories: Headband, ponytail holder, or barrette in Blue, Green & Gray Plaid
- Boys' Belt (optional): Grades 4-8 (Black or Brown)
- Jewelry: Small earrings, religious crosses, religious medals, and/or a watch (not a Smart Watch). Boys may not wear earrings. No long necklaces, earrings, chokers, or more than two rings or bracelets

Outerwear

- Micro Fleece Jacket: Gray (Allowed year-round, weather permitting; cannot be worn on warm days)
- ¼ Zip Up Pullover: Gray (Cannot be worn on warm days; NEW ITEM)
- Gym Sweatshirt: Royal Blue with Wolves school logo (may be worn in place of pullover)

Grooming

- Nail Polish: Subtle colors only
- Nails: Must not impede learning activities like typing, writing, and physical education.
- Make-up: Must be modest and appropriate for school. Excessive makeup is prohibited. The school may ask students to remove makeup and/or nail polish if deemed inappropriate, ensuring a respectful and distraction-free learning environment. Stickers are not permitted on the face or any body part.
- Hairstyles: Can reflect heritage, ancestry, and culture. Hairstyles must not impede the visibility of the eyes.
- Hair Accessories: No oversized bows, barrettes, beads, clips, or bandanas.
- Tattoos/Piercings: No tattoos, body piercings, henna tattoos, or body writing.
- Clothing Fit: No excessively baggy, oversized, or tight clothing.

Dress Down Days Attire

- Hoodies: No hoods may be worn in school
- Tops: No improper slogans, low-cut, skimpy, or midriff-exposing tops

- Bottoms: No pants that drop below the waist; no short skirts, dresses, or shorts (must reach fingertip length when arms are at sides)
- Shoes: No slides, Crocs, slippers, or house shoes

School uniforms (including the physical education uniform) can be purchased through:

Schools R Us
3146 West 111th Street
Chicago
(773) 779-0172

Martinelli's Children's Wear
3517 95th Street
Evergreen Park
(708) 425-6287

School Belles
7661 S Harlem Ave.
Bridgeview
(708) 929-4695

***Please verify the EXACT school uniform for St. Walter-St. Benedict School before purchasing at a location other than these. It must be identical and match the uniform guidelines.**

DISCIPLINE POLICIES

As a Catholic educational community, we firmly believe in discipline based on self-respect, concern for others, and Christian values. Students learn through proper guidance and self-discipline. A mutual respect is expected among the students, faculty, staff, and parents of St. Walter-St. Benedict School. See SIRS reporting in Governance.

Student Code of Conduct

- | | |
|-----------------------|---|
| Be Considerate | Think of others & find ways to create a positive learning environment for all.
Keep your voice down so others are not distracted from their work.
Walk in the hallways and classrooms to avoid accidents.
Share what you have or know when someone is in need. |
| Be Cooperative | Obey the rules and follow the directions of adults in the building.
We are all here to work and learn together.
Working together and doing what we are asked provides more opportunities for everyone to succeed. |
| Be Courteous | Good manners are always expected to be demonstrated.
Use pleasant words and cheerful greetings.
Be attentive to those who are speaking to you. |

Small acts of kindness (holding open a door) make a big difference. Remember we reap what we sow, and we want to uplift others!

Be Responsible

You are in charge of your behavior and your learning.
Do what is right and take credit for good choices.
Accept the consequences when you make a bad choice.
Complete your work on time. Always do your best.

Be Respectful

Speak kindly to and about others, using words that do not offend, like foul language or slurs.
Do not take, hide, destroy or play with their property.
Look for ways to be helpful and to include all classmates in class activities.
Do what you can to help people feel valuable and special.

FORMS OF DISCIPLINE

Discipline Notice/Demerit - Written notification informing parents of inappropriate behavior. Parents/ guardians are expected to participate in corrective action at home and to sign and return the notice. **Students who receive three demerits (behavior or academic) will serve a detention.**

Detention - Student remains after school, arrives before school, or serves a detention during lunch/recess under a teacher's supervision. A student who receives a detention will serve the detention on the date specified by the teacher. A detention notice will be sent home on the day of the infraction. It must be signed by the parent /guardian and returned the next school day. During detention, the student may reflect upon his/her actions that led to the detention. The student may be asked to complete missing school work, if that is the reason for the detention. A student who fails to report for a detention will be issued a second detention. **If a student receives two detentions in a trimester, they will be placed on an academic/behavior contract.**

Academic/Behavior Contract - When a student is placed on contract, formal notification is given that the student must meet given academic/behavior expectations by a specific date or more serious consequences will be enacted.

Suspension – In-School suspension results in the student being removed from class and assigned to the principal's office, working on alternate assignments. All regular classroom work from the day is expected to be completed, but no credit needs to be given. Out-of-School suspension results in the student being forbidden to attend school during the time of suspension. All regular classroom work from the time is expected to be completed, but no credit need be given.

Expulsion or Withdrawal - The student may no longer attend St. Walter-St. Benedict School.

GENERAL DISCIPLINE

Routine violations of the classroom procedures and common courtesies will ordinarily be handled by the classroom teacher. Examples of these behaviors include, but are not limited to blurting out, cheating, coming unprepared for class, constantly out of seat, continuous disruptive talking, immature comments and actions, incomplete/no homework or class work, not staying on task, obscene gestures or materials, silliness that disrupts the classroom routine, talking back or arguing with the teacher, teasing, refusing to follow basic rules and directions during class or lunch/recess, and verbal abuse toward others.

These violations will ordinarily be handled in this matter:

1. Verbal warning
2. Class behavior system warning
3. Written notice (e.g. demerit/discipline notice)
4. Detention

Parent support is expected when a teacher notifies the family of unexpected behavior.

CHRONIC MISBEHAVIOR

When a student repeatedly exhibits inappropriate behavior over an extended period of time, the student may be considered to have a chronic behavior problem. The teacher may request a conference with the parents/guardians and the principal to review the case. During the conference, the teacher will present the documentation identifying the incidents that have occurred and the intervention steps that teacher has taken. The parent/guardian's assistance in correcting the problem will be required. The student will be placed on a behavior contract. Failure to adhere to the criteria of the behavior contract may result in suspension or withdrawal from the school.

SERIOUS OFFENSE

When a student engages in a serious offense, including but not limited to inappropriate touching of another person, fighting, bullying, stealing, or the destruction of school property, inappropriate technology use, appropriate action will be taken to rectify the situation. The parent/guardian will be notified immediately to come to school at once. The student will be placed on a behavior contract. The student will be required to receive appropriate evaluation and/or therapeutic attention, at the parent/guardian's expense, in order to remain at St.

Walter-St Benedict School. Additionally the administration reserves the right to the following discipline or to take action deemed appropriate by the situation and circumstance.

- 1st offense: Student will receive at least a three hour in-school suspension up to a one day suspension, pending seriousness of offense.
- 2nd offense: Student will receive up to a three day suspension, pending the seriousness of offense.
- 3rd offense: Student will be expelled.

SEVERE BEHAVIOR

All behaviors under this area require the Administration to contact the Regional Director and the appropriate authorities, not limited to the Blue Island or Chicago Police Department and the Office of Catholic Schools. The parent/guardian will be notified immediately to come to school at once. The student will be placed on suspension pending the investigation of the situation or expelled. Suspended students will be required to receive appropriate evaluations and/or therapeutic attention, at the parent/guardian's expense, in order to remain at St. Walter-St. Benedict School.

Severe behavior is defined as:

- Blatant disrespect of authority
- The use of verbal or physical threats or harm against any student or adult
- Having a weapon or using an object to harm or threaten another person
- Suspicion of involvement in gang activity
- Having a controlled substance.

Mental Health Protocol and Assessments

St. Walter-St. Benedict School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive 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 cocurricular activities at St. Walter-St. Benedict School.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
 3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
- a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow-Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see **step 3**.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to St. Walter-St. Benedict School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 - b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Walter-St. Benedict School.
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.

5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.

a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

GANG AND RELATED ACTIVITY

The school prohibits the presence of gangs and gang-related activity on school premises and at school-related activities and events.

CONTROLLED SUBSTANCES

St. Walter- St. Benedict School will maintain a drug-free environment. Controlled substances include alcohol, illegal drugs, and tobacco products. Students are forbidden to use, possess, and/or distribute any controlled substances during school hours, on school property, or at school events on or away from the school site, except for authorized sacramental use. Disciplinary actions will be taken and/or the appropriate authorities will be notified, not limited to the Chicago and Blue Island Police Department and the Office of Catholic Schools.

Programs will be in place to teach students the dangers of controlled substances and ways to resist the pressures to use such substances while promoting self-esteem.

Alcohol and tobacco products may be used by adults at events conducted for the general parish/public in St. Walter-St. Benedict facilities, within the guidelines of insurance and local ordinances. Such substances will not be allowed at school events or events sponsored for children even if adults are present.

CELL PHONE POLICY

All cell phones must be turned off and placed in the student's backpack for the duration of the school day; on school property for extra-curricular activities; and during extended day hours. The only exception to this rule would be in case of an emergency at which time the student can ask a faculty member or administration for permission to make a call/send a text to parent/guardian only. Students who need to use their cell phone at dismissal time in the parking lot must ask permission first from the supervising teacher or administration. Smart Watches are not allowed.

Random checks may take place to ensure cell phones are in backpacks and not in students' possession.

Possession and/or use of a cell phone or Smart watch (outside the backpack) during school hours; on school property for extra-curricular activities; and during extended day hours will result in the following disciplinary action:

- 1st offense: Device is taken away and turned into office by teacher/administration, parent/ guardian is contacted immediately, student is given a warning, and parent/guardian must pick up the device.

- 2nd offense: Device is taken away and turned into office by teacher or administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the cell phone/smart watch and will be submitted and picked up daily to/from the school office.

- 3rd offense: Device is taken away and turned into office by teacher or administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the cell phone/Smart watch. Student will not be permitted to bring the device to school. If parent wants the child to have it, the parent must drop it off to the school office daily. The child will be responsible for picking it up.

Continued offenses will result in discipline stated in 3rd offense and an in-school suspension.

SMART WATCHES

Students may not utilize any type of Smart Watch during the school day. This includes but not limited to Apple, Android, Samsung, Sony, Garmin, Tag, etc. texts, notifications, etc. If these items are brought to school and/or kept in backpacks, the school is not responsible for damage

or loss. Failure to comply with this policy will result in the same discipline actions as detailed in our school's cell phone policy.

- 1st offense: Device is taken away and turned into the office by teacher/administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the device.
- 2nd offense: Device is taken away and turned into office by teacher or administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the cell phone/smart watch and will be submitted and picked up daily to/from the school office.
- 3rd offense: Device is taken away and turned into office by teacher or administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the cell phone/Smart watch. Student will not be permitted to bring the device to school. If parent wants the child to have it, the parent must drop it off to the school office daily. The child will be responsible for picking it up.

Continued offenses will result in discipline stated in 3rd offense and an in-school suspension.

CONFLICT MANAGEMENT

Parents/guardians must request a meeting in writing when it becomes necessary to discuss any school-related circumstances and/or incidents (academic and/or disciplinary) that must be worked out directly with the student, parents/guardians, and teacher. Teachers will have 24 business hours to provide a response including the date and time of the meeting. If an agreeable answer or compromise is not met during the meeting, then a parent/guardian may request in writing a meeting with the Principal. The principal will have 24 business hours to provide a response including the date and time of the meeting. If a solution is not reached with the Principal, teacher, parents/guardians and student, then a request for mediation from the Pastor or the Office of Catholic Schools may be requested by the Principal. The Pastor, Principal and/or Administration of OCS and St. Walter- St. Benedict School reserves the right to define the date, time, location and those in attendance at a requested meeting.

SEXUAL HARASSMENT

Employees or students who engage in or are involved in any type of sexual harassment activity will be subject to appropriate discipline, including suspension and/or dismissal pending

investigation of their situation. Retaliation in any form against an employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. An employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, abuse, or embarrass that individual shall be subject to appropriate disciplinary actions.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parents/guardians in the St. Walter- St. Benedict School community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. 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 the re-registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, publicly stated false accusations, or physical or verbal assaults of and/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 offense material or withdraw their child/ren 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 regular school hours in 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 interfered with the teaching, learning, or a positive school environment, the administrator may:

- Inform the parent/guardian that their right to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child/ren of the parent/guardian temporarily or permanently from the local Catholic school.

Arrival/Drop Off Student Procedures

No parking permitted in front of the school on Western Avenue or Oakley Avenue.

Morning Drop Off Chicago Campus:

Students may begin arriving for school at 7:50 AM, when supervision begins. If a student must be dropped off prior to 7:50 AM, they must be brought to Extended Day for safety and supervision. Applicable Extended Day fees will apply.

Campus Drive Through Procedures:

All families need to follow the Campus Drive Through procedures.

- Vehicles enter the Campus: Western Avenue and proceed to the Student Drop Off Zone (see diagram).
- Students exit their vehicle at the designated Student Drop Off Zone. Please pull forward as soon as your child is out of the vehicle.
- For safety, do not pass cars that are taking longer to unload. All families are expected to have students ready to unload as quickly as possible.
- Vehicles will then proceed to the east exit of the parking lot and exit onto Oakley Avenue.

No parking permitted in front of the school on Gregory Street

Morning Drop Off Blue Island Campus

Students may begin arriving for school at 8:05 AM, when supervision begins. If a student must be dropped off prior to 8:05 AM, they must be brought to Extended Day for safety and supervision. Applicable Extended Day fees will apply.

Campus Drive Through Procedures

All families need to follow the Campus Drive Through procedures.

- Vehicles enter New Street and line up on the North side of the street.
- Students exit their vehicle near the New Street door. Please pull forward as soon as your child is out of the vehicle.
- For safety, do not pass cars that are taking longer to unload. All families are expected to have students ready to unload as quickly as possible.
- Vehicles will then proceed to the east turning left onto Gregory Street.

Student Walkers

Students must always cross streets at the corners. Students are not to leave the school property during school hours.

- Students should cross Western Avenue at 118th Street with a crossing guard. (CHI campus)
- Students walk east on 118th Street to Oakley Avenue turn north and proceed to the Oakley Avenue entrance. (CHI campus)
- Student walkers will then go directly to their respective grade line or classroom.

Entering the Building - Arrival

All grades will enter the schools through the main doors (south doors) in their grade lines.

Tardy/Late Arrival

Any student who is tardy or late arrival will need to go directly to the school office to check in and receive a tardy slip to indicate that the office has admitted them. Parents are able to enter with the students.

Inclement Weather on Arrival

The same drop off procedures will apply if there is inclement weather. Students will enter the building and walk directly to their classroom where they will meet their teacher. Entry begins at 7:50 am. Students are late after 8 am. (CHI campus) Entry begins at 8:05 am. Students are late after 8:15 am. (BI campus)

Dismissal

Grades K – 4 will dismiss at 3:00 PM. Grades 5-8 will dismiss at 3:15PM.

CHI: Teachers will escort their class to the Student Zone area where the student will walk to their family car. Once all students have gone to their respective vehicles, the Safety Monitor will start dismissing the vehicles out of the parking lot to exit on Oakley Ave.

There will be NO student walk around to 118th Street. All families are required to use the school parking lot. If you arrive late, once dismissal has started, you may park on 118th Street, exit your vehicle, and walk to Extended Day to retrieve your child/ren.

Parents/guardians will be allowed to pick up their child/ren at the Extended Day doors until after 3:10pm.

BI: Grades 5-8 will dismiss at 3:15 PM. Teachers will escort the students outside where students will walk to their homes or the parked cars. All drivers are asked to park in the Vault parking lot or the public lot adjacent to the school/church.

Preschool Dismissal

Chicago Campus PK students will dismiss at 2:55 PM. PK students will exit out the west doors that face Western Ave where parents can pick them up. Blue Island Campus PreK dismisses at 3:15 at the playground doors.

- CHI: Parents are to park along 118th Street and walk in the school lobby to sign out their child.
- If a PK family has an older sibling, the PK student will wait with teacher for that student's sibling
- Any PK student that is not picked up will be sent to Extended Day

Internal School Traffic Flow

Staff and students will follow proper hallway etiquette:

- Stay to the right: we walk on the right side of the hallway
- Keep moving until the destination is reached
- Don't push or shove
- Be polite

Visitors

The doors to the school are locked at all times.

CHI campus: Visitors to the school can park along 118th Street. Visitors must come to the west doors of the school, ring the doorbell, and identify themselves.

BI campus: Visitors to the school can park on New Street, ring the New Street door, and identify themselves.

Volunteers (and/or faculty, staff, or students) are not allowed to open the doors to visitors. Parents/Guardians/Visitors are not allowed to enter the building if you see the door open. You must ring the doorbell to gain admittance.

SCHOOL SAFETY

PETS

Parents who bring dogs to school are not to bring them to the student waiting/walking areas when picking up and/or dropping off children. This is in the interest of the safety of all children and is exclusive of service animals.

VOLUNTEER REQUIREMENTS

The Safe Environment Office of the Archdiocese of Chicago was created in January 2007 to ensure compliance with Articles 6, 12, and 13 of the USCCB Charter for the Protection of Children and Young People. The Charter set forth that all dioceses/eparchies were to have clear and well-publicized standards of behaviors and boundaries (Article 6), maintain safe environment programs for all children and adults (Article 12), and evaluate the background of all lay employees, clergy, and all volunteers who would have contact with children (Article 13). Over the years, the Safe Environment Office has become a resource to parishes and schools who share the Archdiocese's commitment to protecting children and young people.

St. Walter- St. Benedict School complies with the Archdiocese of Chicago's "Protecting God's Children" policies for volunteers which includes attendance at a VIRTUS training session, completion of Archdiocese of Chicago Code of conduct paperwork, and the DCFS CANTS form (completed yearly). Effective 2015, all volunteers and Coaches must also complete the online Mandated Reporter training as well.

For security purposes, ALL volunteers must report to the School Office to sign-in upon arrival and sign-out when leaving.

TUITION AND MANDATORY FEES

St. Walter- St. Benedict School operates solely on the financial support of its families. It is imperative that all agreements are adhered to and payments are made on time.

TUITION & ACADEMIC FEES

Pre-Kindergarten tuition and fees can be paid on a 10-month or 12-month plan. Current tuition rates can be found on our website at www.stwstb.org

All tuition payments must be made through FACTS (see payment policies).
All families are encouraged to fill out the Financial Assistance portion of FACTS.

Financial assistance is provided through Big Shoulders Scholarships, Phoenix, and St. Walter-St. Benedict Scholarships to those families who qualify based on information provided through FACTS and/or the TCS Application Process.

FEES & MANDATORY FUNDRAISING (2025-2026)

The fundraising items are NOT included in tuition rates and are applicable per family. Families that do not participate in fundraising activities are billed in arrears for the fundraising responsibility. Fundraising is an important way we support the school, and all families are expected to participate.

Separate groups such as HASA or Athletic Club or Parish organizations may conduct fundraisers that we support and are important to the success of the organization's mission; however, these fundraisers do not apply to the school fundraiser obligation.

PAYMENT POLICIES

St. Walter- St. Benedict School utilizes the FACTS Tuition Management System as a means for tuition payment. Each school family is required to maintain an active account throughout the school year. Tuition payments must be made to FACTS in accordance with your contract. Alternative dates can be arranged by calling the school office. Please note three business days are needed to change a payment due date. This will be done one time as a courtesy, and additional date changes will incur a \$25 fee added on to tuition payments. Any families incurring unexpected financial situations should contact the school office.

Late Payments - In accordance with the tuition non-payment exclusion policies of the Archdiocese of Chicago, if part or all of any tuition payment or late fee remains unpaid on the 30th day after the due date, the delinquent family's child(ren) shall be suspended from school until such time as all delinquent funds are paid in full. If your family receives financial assistance or scholarships, a past due account may result in a loss of these funds.

Unpaid Balances - In accordance with the financial policies of the Archdiocese of Chicago, report cards, official transcripts, graduation activities, and other items/events identified by Office of Catholic Schools can be withheld until all past due tuition, late charges, and fees or charges of any kind are paid in full to St. Walter- St. Benedict School at the school year's end. Payment must be made in the form of cash, certified checks, or money orders.

Under no circumstances will a student be allowed to begin the new school year unless families have fulfilled their tuition obligations in full for the prior school year (including but not limited to

tuition, late charges, NSF checks and fees, and Extended Day services). Payment must be made in the form of cash, certified checks, or money orders.

Returned Checks - Any checks returned NSF will incur the following penalties: The check returned NSF to the school will be treated as a non-payment and our current late fee policy will apply. A bank service fee and bookkeeping fee incurred by the school in the amount of \$35.00 will be passed on to the family. Payment must then be rectified in the form of cash, certified checks, or money orders.

SCHOLARSHIPS & FINANCIAL AID

Families seeking any form of financial assistance or scholarship monies are required to complete the FACTS Grant and Financial Assistance Forms by the required due date to be considered for assistance. Financial assistance is provided through CARITAS, Big Shoulders Scholarships, and St. Walter-St. Benedict Scholarships. All scholarship and financial assistance monies will be credited to a student's account and all future payments will be adjusted for the remainder of the school year by School Personnel only.

TAX INFORMATION

Parents are able to access their tuition accounts directly from FACTS Management, Inc. for tax purposes. The school will provide a year-end Extended Day statement which will be sent home mid-January. A school is not required to provide their Tax Identification Number. Please refer to the Illinois state regulations.

INTENT TO RE-REGISTER

An Intent to Register Form is sent home in late January to provide current families top priority for enrolling their children for the next academic year. A non-refundable fee will be required with the intent form to show good faith on behalf of your family's intent for the upcoming school year. The final decision for any acceptance into the next academic year is based on an individual student's academic and discipline record and a family's financial account.

ATHLETIC POLICIES

Participating in a sports program is a privilege, not a right. Athletes must be held to personal, academic, and behavior standards. Students who choose to participate in the school's athletic program are representing that school and parish at all times. They must act in a manner that reflects favorably upon the school and on themselves. This expectation is not limited to the sports arena but should also be evident at school, in the community, and at other schools before, during, and after the games.

In accordance with the Archdiocese of Chicago Handbook for Athletics, the rules and regulations set forth in that handbook will be adhered to and will be enforced at St. Walter- St. Benedict School and Parish.

ACADEMICS

A student must maintain grades of "C" or above during the season of the sport. If at any time a student receives an average of "C-" or below, he/she will be placed on academic probation and will not be allowed to practice or play in the sport until the grade average is brought up. Student-athlete grade averages will be monitored by the faculty, and notification of academic probation will be sent to the principal and forwarded to the respective coach.

An athlete who was absent from school due to illness is not allowed to attend practice or play in a game on that given day. Absence from school on a Friday should not affect Saturday or Sunday participation if the athlete has recovered sufficiently to play.

CODE OF ETHICS FOR STUDENT-ATHLETES

All student-athletes are expected to exhibit the following behaviors:

- Play the game for the game's sake.
- Be generous in winning and gracious in losing.
- Display good sportsmanship and respect towards all opponents.
- Work for the good of the team.
- Accept the decisions of the officials gracefully.
- Conduct yourself at all times with honor and dignity.
- Recognize, applaud, and encourage the efforts of your teammates and opponents.
- Show respect for your coaches.
- Show respect towards fans and personnel from other schools.

DISCIPLINE

Consequences of disrespectful behavior can include a reduction in playing time or suspension or expulsion from the team. School policy shall govern all such incidents, and appropriate consequences will be enforced by administration. Student-athletes may be suspended from practicing/playing in interscholastic competition or terminated from the team for the following behaviors:

Inappropriate language, as deemed by the coach, officials, or school administration.

Physical or emotional abuse of teammates, opposing players, coaches, spectators, officials.

Destruction of school facilities and equipment.

Disrespect toward any coach or official in games or practices.

Lack of academic performance, effort, and/or positive behavior in the classroom.

Several Code of Ethics violations.

Final decisions rest with the Pastor and Principal.

ELIGIBILITY REQUIREMENTS

A student-athlete may participate in St. Walter- St. Benedict School related athletic programs if he/she: is a fully enrolled student at the school; exhibits academic progress as determined by the classroom teacher/s; displays positive social behavior as determined by the classroom teacher/s; has a current medical physical on file; has a child/minor acknowledgement form on file; attends school the day of game and/or practice. Concussion forms must also be on file.

PERSONAL PROPERTY SEARCHES

An athlete may be asked to submit to a search of gym bag, backpack, uniform or other athletic gear when the Athletic Director, Coach, or another school official suspects that the student possesses drugs, weapons, or anything that might be detrimental to the health and safety of the student or of the team.

EXTENDED DAY PROGRAM POLICIES

The St. Walter- St. Benedict School Extended Day Program is an option offered as a service to parents. The program is available for registered students of St. Walter-St. Benedict School. Parents may elect to enroll their child/ren in the Extended Day Program for an additional fee. Hours of operation for before school are 7:00am-7:50 (8:05)am. Hours of operation for afterschool are 2:55pm - 6:00pm. Please consult the monthly school calendar regarding changes to days of operation.

This service is offered to provide a safe and nurturing environment for children outside the normal school hours. Time will be provided for snacks, recreation, planned activities and quiet activities. Homework may be completed if the parent so desires. Students in this program will be in areas supervised by the Extended Day personnel and only in those areas. Those students found in violation of the handbook will be asked to leave the Extended Day program and seek another alternative of extended day.

The morning extended time will be spent doing quiet activities, like reading a book, reviewing homework, or playing board games. Breakfast is not provided; however, students may eat breakfast during this time if brought from home (the breakfast cannot be heated/re-heated).

The afternoon extended day will include time for active play, homework completion, and playing games such as board games. A snack is provided.

CELL PHONES & ELECTRONIC DEVICES IN EXTENDED DAY

Cell phones may not be used during attendance at Extended Day. The school's policy on cell phones will be adhered to in Extended Day. All other electronic devices including but not limited to personal iPads or iPods are not to be used on school grounds except for times when a

staff member has given permission. Any music or videos that are played on devices are subject to the approval of the supervising staff member.

COMPUTERS

The computer center is made available to the students for use during the extended day program. These machines are to be used in accordance with the technology use guidelines of the school. They are intended for academic use. Students may use the computers to complete class assignments. They may request permission to use the internet to conduct research for a class assignment. They may play academic games that are installed in the machines and/or part of the school resources. Students may not use the computers to play strictly arcade games. They may not install their own games on the computers. They may not download games and/or files from the internet.

DISCIPLINE

We have the same expectations for our Extended Day Program participants as we do for our students. The same rules and guidelines are in effect. Students who violate these rules will be isolated from the group. If problems persist, a parent conference will be requested. Should there be a problem following the rules, **the student will be dismissed from the activity or the Extended Day Program.**

Rules which are particularly important for the Extended Day Program are:

- All people are valuable and all are to be addressed with respect and consideration.
- Students should greet staff members and speak to them respectfully.
- Inside voices are to be used indoors.
- Students must remain in the immediate supervision of staff members unless express permission has been given to do otherwise.
- Behaviors which hurt others, physically or emotionally, are not acceptable.
- Running in the Extended Day room or the hallway is not allowed.
- Students are expected to clean up their own areas following snacks, craft activities, and play times.
- Profanity and other inappropriate language may not be used.
- Computer use is governed by the guidelines of the school acceptable use policy.
- The use of cell phones and other electronic devices are governed by the regular rules of the school.

Disciplinary action for behavior in the Extended Day Program is the same discipline codes and procedures outlined in the Handbook earlier. The Extended Day staff will alert the Principal of any wrong behavior or trouble, and corrective action will take place (demerits, detentions, expulsions) from the program.

EMERGENCY PICK UP

All Parents/Guardians have filled out a Student Emergency Information Form that is maintained in the school office and the Extended Day room. The form asked each family to list the persons authorized to pick up your child from school or extended day, if a parent/guardian cannot be reached.

Anyone other than a child's parent/guardian that picks up a child from the School Office or from Extended Day will be required to show a photo I.D. that will be matched with the information on the child's emergency information form. Unless we have been notified in writing of any changes, and the person picking up the child does not match the Emergency Information Form, the child/ren will not be released.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities and after school obligations may require altering your child's attendance in the after-school program. Please inform the program supervisor of these plans in writing.

A child must always report to the Extended Day program supervisor before beginning one of these activities, so staff members are aware of the whereabouts of all. Staff members will not be responsible for these children while they are away from the program. Students will not be released from the program to attend soccer practice, school-sponsored parties, or other events that start later in the afternoon without a written note from the parent.

MANDATED REPORTERS

Personnel of the Extended Day Program are personnel of the school. As such, State law makes them mandated reporters of any allegations/suspicion of child abuse/neglect.

MEDICATION

Ordinarily, medication is not to be dispensed by the Extended Day personnel. The regular school/ Archdiocesan policy applies to this program. The required forms must be on file and approved if medication is required during the program.

PAYMENT

Services are billed at a flat rate of \$6.00 for morning care, and \$6.00 per hour after school until 6 PM. Billing time begins as soon as the student arrives and is checked into the extended day room. Charges accrue in 15 minute increments. Extended day ends at 6:00 pm.

Payment for services will be billed bi-weekly during each month and **payment is due upon receipt**. Payments can be sent to school in the form of cash or check. Credit card payments

can be made by calling the school office during normal school hours. **Payments not received will result in the student not being allowed to attend the program until bills are current.**

PICK-UP PROCEDURES

Chicago Campus

Please use the doorbell at the north end of the Chicago school building and the New Street Door at the Blue Island Campus to gain admittance to the school. Children are not allowed to answer the door. A designated individual must call for the child and sign the child out. These individuals are designated by the family at the time of enrollment in the program. Changes and additions must be given to the staff in writing to insure the safety of all. **Children will not be allowed to leave the program alone.** They must be picked up by an adult. Parents/guardians may never take their child from the program without informing a program supervisor.

The final pick-up time is 6:00pm each day Extended Day is in session. A late charge of \$20.00 per fifteen minutes will be assessed for pick-up after that time. Four or more late pick-ups after 6:00pm will result in the family forfeiting their utilization of Extended Day services. There is a yearly registration fee for families utilizing the Extended day program more than three times in a year.

PHONE CALLS

The Extended Day Program will be accessed through the regular school phone number. Parents are asked to communicate directly with the staff to inform them when a change of circumstances arises.

SITE

The Extended Day Program will be headquartered in the school building. **All arrivals and departures will be handled at the north end of the Chicago building and New Street at the Blue Island building.** Students will also use the outside parking lot, the prairie and Peterson Hall, or the gym and playground for activities.

TOYS

We request that the children do not bring their own toys from home unless they are donating them to the program. Children are expected to clean up after themselves before leaving at the end of the day. They are also expected to clean up in one center before switching to another center.

ASBESTOS NOTIFICATION

DATE: August 2, 2024

TO: Parent, Teachers and all other School Employees

FROM: Principal

RE: Notification Letter Concerning Asbestos Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Sincerely,

Kimberly Leonard

Principal
Designated Person

Supply of Undesignated Opioid Antagonists Policy

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

To the extent the School can maintain a supply of undesignated opioid antagonists, they will generally be available during:

school hours: 8:00 am - 4:00 pm

after-school hours: 4:00 pm - 6:00 pm

maintained in the following designated secure locations: Main Office

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees, and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against

any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Steps for Implementation/Procedures

- **Determine internally where opioid antagonists will be stored.**
- **Maintain a list of expiration dates of opioid antagonists.**
- **Determine who will be "trained personnel" to administer opioid antagonists and ensure they receive the necessary training. Per the statute, the training must include:**
 - **How to recognize symptoms of an opioid overdose;**
 - **Information on drug overdose prevention and recognition;**
 - **How to respond to an emergency involving an opioid overdose;**
 - **Opioid antagonist dosage and administration;**
 - **The importance of calling 911, or if 911 is not available, other local emergency medical services;**
 - **Care for the overdose victim after administration of the overdose antagonist;**
 - **Documentation of training demonstrating competency of the knowledge required to recognize an opioid overdose and administer a dose of an opioid antagonist;**
 - **Where the opioid antagonist is stored and how to access the drug;**
 - **The method by which the school nurse or trained personnel will be notified of an incident that could require the administration of an opioid antagonist;**
 - **The process for administering the specific opioid antagonist available at the School and Any other additional statutory requirements outlined in the Substance Abuse Act or regulations promulgated thereunder.**
 - **Any other additional statutory requirements outlined in the Substance Abuse Act or regulations promulgated thereunder.**
- **Maintain a "trained personnel" list and determine who is responsible for maintaining it.**
- **Anytime an opioid antagonist is administered, convene a team meeting to ensure all appropriate notifications are made and documentation is submitted.**
 - **Immediate notification is required to 911.**

- **Immediate notification is required to the student's parent/guardian/emergency contact.**
- **Notification to the prescribing provider is required within 24 hours of the administration of the opioid antagonist.**
- **Notification to ISBE is required within three days of administration of the opioid antagonist.**

PHOTO RELEASE

GUIDELINES FOR PUBLISHING PHOTOGRAPHS

Parents may at any time withdraw their consent/ non-consent for the use of pupil images and digital recordings in school publicity printed materials, on the digital media and in the press. Any such request must be made in writing to the school Principal.

Except for the yearbook, no other publication will use personal details of any child or adult in a photograph in association with the photograph (including in the accompanying text or the photograph caption) without explicit permission from the parent / guardian. Student's name and grade will be stated in the school yearbook.

Where photographs are taken at an event attended by a large crowd, this is regarded as a public area, so it is not necessary to get the permission of everyone in a crowd shot before publishing the image on the school website.

No Firearms Policy

Purpose

The purpose of this policy is to ensure a safe and secure environment for all students, staff, and visitors at St. Walter-St. Benedict. The presence of firearms on school premises poses a significant risk to the safety and well-being of the entire school community. This policy is established to prevent potential threats and promote a secure educational environment.

Policy Statement

STWSTB strictly prohibits the possession, use, or distribution of firearms or any other dangerous weapons on school property, including but not limited to classrooms, offices, athletic facilities, parking lots, school buses, and any school-sponsored events, whether held on or off school grounds.

This prohibition applies to all individuals, including but not limited to students, staff, faculty, parents, visitors, and contractors, regardless of whether they hold a valid permit to carry a firearm. Exceptions to this policy may only be granted to law enforcement personnel in the performance of their official duties.

Definition

For the purposes of this policy, a "firearm" is defined as any weapon (including a starter gun) that is capable of expelling a projectile by the action of an explosive or any replica or imitation of such a weapon.

Consequences

Violation of this policy will result in immediate disciplinary action, which may include student expulsion or employee termination of employment. In addition, any individual found in possession of a firearm on school property will be reported to the appropriate law enforcement authorities and may face criminal charges.

Reporting

Students, staff, or visitors who become aware of any individual possessing a firearm on school premises are required to report it immediately to school administration or security personnel. The identity of individuals reporting such incidents will be kept confidential to the extent possible.

Review and Compliance

This policy will be reviewed annually to ensure compliance with local, state, and federal laws. All members of the STWSTB community are expected to adhere to this policy and cooperate in maintaining a safe and weapon-free environment.

St. Walter -St. Benedict 2025-2026 Handbook

Acknowledgement of Receipt

I have read and understand the St. Walter-St. Benedict Student and Family Handbook for the 2024-2025 school year. I agree to abide by all rules and regulations mentioned therein.

Parent Name: _____

Parent Signature: _____

Student Name(s): _____

Date: _____

School Year 2025- 2026
List of Days Off, Breaks, Early and Half Day Dismissals

Early Dismissal Days (Thursdays) CHI: 1:30 pm, BI: 1:45 pm

MONTH	DAY	REASON
September	11 and 25	Faculty Meeting
October	9 and 23	Faculty Meeting
November	13	Faculty Meeting
December	11	Faculty Meeting
January	8 and 22	Faculty Meeting
February	12 and 26	Faculty Meeting
March	12 and 26	Faculty Meeting
April	2 and 16 and 30	Faculty Meeting
May	14	Faculty Meeting

NO SCHOOL

MONTH	DAY	REASON
August	29	Professional Development
September	1	Holiday, Labor Day
September	26	Professional Development
October	13	Holiday, Columbus / Indigenous Day
November	7	Professional Development
November	26	No School
November	27	Holiday, Thanksgiving
November	28	Holiday
December & January	Dec. 22- Jan 2	Christmas Break
January	19	Holiday, MLK Jr. Day
February	6	Professional Development
February	16	Holiday, Presidents' Day
March	20	Professional Development
April	3	Holiday, Good Friday

April	6-10	Easter Break
May	22	No School
May	25	Holiday, Memorial Day
June	4	1st day of Summer Vacation
Half Day Dismissals, CHI: 11:30 am, BI: 11:45 am		
MONTH	DAY	REASON
August	20	First day of school
November	25	Student Success Conferences
December	19	For Christmas Break
March	19	Spring Student Success Conferences
June	3	Last day of school