

FROM THE PRINCIPAL'S DESK

This handbook is provided for all families who have students in St. Rene Goupil School. Please read and keep the booklet available for reference during the year. We are grateful to be able to work with you and your children this year and appreciate the support you give to the school.

The school policies and procedures contained in this handbook must be placed in the proper perspective. The education of each child is the joint responsibility of the home and school. Continuous and respectful communication and cooperation between the school and home will better assure a quality education for each child enrolled at St. Rene Goupil School.

It is expected that each family become actively involved in St. Rene Goupil School and Church in order to reinforce the values and attitudes for a truly Christian life. Attendance at Sunday Mass is a reinforcement of those values and attitudes. Parents and their children also agree to act at all times in accordance with these values and attitudes. Failure of a family member to act in a truly Christian manner or cooperate fully with St. Rene Goupil School may lead to the removal or non re-registration of the family member attending the school.

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

WELCOME TO THE ST. RENE GOUPIL COMMUNITY

St. Rene Goupil School is dedicated to providing quality Catholic education for our children. Recognizing that parents/guardians are the primary educators of our children, we strive to work closely together to provide a learning environment in which all students will grow spiritually. We recognize and

respect each child as a unique person with special gifts and talents, and will provide opportunities for children to use their gifts to give witness to their faith, and to make responsible decisions. Our hope is that each child at St. Rene will feel a special pride in him/herself, our school and our community as they witness Christian values in their daily lives and continually strive to be the best that they can be intellectually, emotionally, spiritually and socially.

PARISH MISSION STATEMENT

We the family of St. Rene, a caring faith community, are diverse in talents, history, and needs. We have been brought together to strengthen God's reign of love on earth, through example, so others will live a spiritual and responsible life based on Christian values.

We believe that the Church, as founded by Jesus Christ, is the Pope, Bishops, Priests, and people. We live our faith as members of the Church. We come as a Church family to live, pray, and grow together.

Our purpose is to recognize each other's dignity and support one another as we journey in faith, celebrating the gift of life.

ST. RENE GOUPIL SCHOOL MISSION & PHILOSOPHY

Mission

St. Rene Goupil School is dedicated to providing quality Catholic education for our children. Recognizing that parents/guardians are the primary educators of our children, we strive to form a partnership to provide an excellent learning environment in which all students grow spiritually and academically adhering to the state and local standards.

We recognize and respect each child as unique with individual gifts and talents, and will provide opportunities for students to develop these gifts to give witness to their faith, and to make

responsible decisions ensuring the vitality of St. Rene Goupil School.

Our goal is to foster respect for self, school, and community giving witness to Catholic values. We strive to create a learning environment where children reach their full potential. We share a friendship, gather to nurture and educate, and proclaim our desire to minister and celebrate our faith.

Philosophy

St. Rene Goupil Catholic School celebrates God's presence among us by creating a Christian educational environment permeated by the Gospel values. By this approach we demonstrate that all learning is guided from God and we apply our Catholic identity to all academics.

St. Rene Goupil School functions as and is an integral part of the St. Rene Goupil Parish community and the community of mankind. The school strives to develop a truly educated individual who is aware of his/her interdependency and responsibility in every aspect of Christian life. Each child has received special gifts and talents to be used in service to others. Daily learning experiences enhance the opportunity for students to develop these gifts with integrity, responsibility, leadership, cooperation and self-direction. We believe that the active involvement of the parent/guardian is integral to the faith and academic development of each child. Together we work to create an atmosphere that will foster in each child the desire to be a lifelong learner in an ever-changing world.

ADMISSION POLICY

Age of Admission

A child entering preschool or kindergarten must be three, four, or five by September 1st respectively. This is a state law with no exceptions. Legal documentation of age must be presented before enrollment.

Admission of New Student – Non-Discrimination Policy

St. Rene School is operated under the auspices of the Archdiocese of Chicago. St. Rene does not discriminate on the basis of race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

Admission to St. Rene is prioritized as follows:

1. Students who are currently enrolled
2. Siblings of students who are currently enrolled
3. Registered parishioners
4. Students from other Catholic schools
5. Non-Catholic students

The Principal, after consulting with the Pastor, has the right to refuse admission of a student having behavioral, disciplinary, or mental problems.

For the admission of a kindergarten, first grade, or a transfer student, parents shall present: 1) an official copy of the child's live birth certificate 2) the Baptismal record (if applicable) 3) a record of compliance with local and state of Illinois health requirements. Admission to grades first to eighth also requires a report card from the previous year and records from the previous school.

AMENDMENT STATEMENT

Statements in this handbook are subject to amendment without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as possible and practical. Some changes are made immediately due to unforeseen circumstances. Please read carefully through school correspondence to address any changes noted.

ATTENDANCE

At St. Rene we believe that school is a place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Regular prompt attendance

is necessary for every student's success in school. Parents/guardians are responsible for ensuring their child(ren)'s attendance. Students must stop at the school office if they come in after 7:55 A.M.

Parents must call the office (773-586-4414) between 7:45 – 8:30 A.M. to report a child's absence **each day that the child is absent**. We will call parents at home or at work if we have not received a call for an absent child as close as possible to 9:00 A.M.

Any child absent during any part of the school day should not attend extra-curricular activities including sports, Scouts, band, etc. that same day or evening.

When a student returns to school, he/she must bring a written, dated note from his/her parent/guardian explaining the reason for the absence. Students will lose their recess until such note is given to the teacher. If a student has been absent for five or more consecutive days, he/she must bring a written, dated note from a doctor that states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

BEHAVIOR/DISCIPLINE

In guiding the child's growth in habits, virtues, and Christian attitudes, our emphasis is on the positive. The essence of Christian life is self-discipline. Courtesy is always demonstrated by the school's faculty and staff and therefore is also expected of our students on a daily basis. Mutual respect for one another is the behavior fostered at St. Rene Goupil School. No harassment of any kind shall be demonstrated or tolerated. Continued lack of effort, disregard for instruction, overly disruptive behavior in and around school, disrespect for teachers, supervisors, aides, patrol guards, and school property demonstrates a negative pattern that must be corrected. Good discipline begins in the home and the classroom. To assist the

children in taking advantage of the best educational privileges, parents need to support and respect the teachers, staff and administration.

At times students may need to be corrected for failure to treat another student charitably or justly. Extraordinary misbehavior may require a conference among the parent, student and teacher. If such behavior continues, a conference between all of the above and the principal may be necessary to develop a formal plan for improved behavior.

Suspensions may be necessary when other means to solve a problem have proven unsatisfactory. All situations concerning student behavior problems and relationships outside of school hours are the parent's responsibility. The school cannot and will not involve itself with behavioral problems that exist outside of school. This includes the use of technology and social media.

Discipline is an essential factor in any school. Social structure requires adherence to certain authority, laws and regulations for the good of all. When the school finds it necessary to discipline a student, parents are expected to accept the consequences without interference. If parents have some reservations or questions concerning what happened or the consequence given, they are requested to discuss the matter with the teacher or the principal.

The effectiveness of a school's disciplinary policy is its ability to help a student improve his/her work habits and/or behavior. It also depends largely on the parents' support of the school in its efforts.

HOMEWORK POLICY

Students are expected to do homework/classwork at the assigned times. Should a student not do or complete assigned work, a violation will be indicated for each assignment not turned in from the previous week. The work must be made up in

order to be given credit toward report card grade, but the homework violation will not be taken away. The homework report will be sent home with each student in their Wednesday folder whether the student has missed an assignment or not. The parent/guardian must sign the folder and the student must return the folder to his or her teacher the next day. **THE SYSTEM WILL BE USED IN GRADES 4-8.**

DEMERIT SYSTEM

The Demerit System will be used in grades 4-8. The demerit sheet will be sent home in the Wednesday folder each week.

Students may receive demerits for the following reasons:

- **Classroom Disturbance**
- **Hallway Disturbance**
- **Disrespect to adults or fellow students**
- **Gum Chewing**
- **Out of Uniform**

Demerits for other reasons may be given at the discretion of the principal or teacher. 3 demerits will automatically be given for fighting.

THESE ARE THE CONSEQUENCES OF THE NUMBER OF DEMERITS PER TRIMESTER.

10 Demerits – Parent/teacher conference

15 Demerits – 2 day home suspension

20 Demerits – Student will be expelled

Failure to follow these guidelines may result in any of the following consequences:

Suspensions: Suspending a student from school/classes is a punishment for repeated violations of school rules. It also may be issued immediately if the offense so warrants. It is used after other means of discipline fail. During an in-school or out-of-school suspension a student is expected to complete all assignments that would normally be completed during class

time as well as assigned homework. An “**out of school suspension**” is considered a warning for possible expulsion; the student remains at home and is not allowed to participate in any school related activities before, during, or after school until the suspension is lifted. This includes all sports and practices.

Expulsions: The expulsion of a child from school is a serious consequence that demands immediate removal of a student. Some situations are: harassment, delinquency, immorality, incorrigible behavior, bringing to school illegal substances, such as cigarettes, any alcoholic beverage or any drug or controlled substance, weapons, gang recruiting/jeopardizing the safety of student and or school personnel, or behavior which constitutes a definite menace to others and/or impedes or endangers the well being and academic progress of others. **Students shall not carry, possess, or use weapons in school or on school premises. The definition of weapons is anything that can be used to cause bodily harm. Guns are never allowed.** School authorities are allowed to inspect and search places such as desks, parking lots, and other school property as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. School officials shall report weapon violations and vandalism to the local police. Once a student has been expelled from school. he/she will not be permitted to apply for enrollment to the school in the future.

No roller skates, skateboards, radios, tape recorders or electronic devices of any kind may be brought to school without school permission. Cell phones, headphones, or any other electronic equipment are not permitted while on patrol. Balls, jump ropes, etc., may be brought only with the teachers’ permission and used only at recess time.

Students owe the same obedience and respect to adults who supervise at lunchtime as they owe to their classroom teacher.

BIRTHDAY TREATS

In order to go along with the state guidelines and to try to keep our students on a healthier track and dietary restrictions as well as allergies, we are no longer allowing food treats for birthdays. Please feel free to perhaps buy pencils, pens, etc. Or purchase a book for the class. Your child's name will be on a nameplate inside the front cover as the donor.

CAFETERIA CONDUCT

Students are expected to proceed to lunch in an orderly manner. Running, cutting in line or failure to properly dispose of lunch containers or litter may result in disciplinary action. All food and drinks served in the cafeteria or brought as a lunch must be consumed in the cafeteria. **Glass bottles are not permitted and will be taken away to be replaced by water.**

CAFETERIA GUIDELINES

1. Students should talk at a normal conversational level at all times. No yelling or loud talking is permitted.
2. There is to be no throwing of food, paper, etc.
3. All food should be eaten in the lunchroom and should not be taken into the hall or to recess.
4. Students are responsible for their own clean-up.
5. Students should remain in the lunchroom during the lunch period and only leave the room when dismissed by the adult on duty.

CAFETERIA RULES

1. Students are to remain seated after they have gone through the food line. If they need assistance, they are to raise their hand. Aides, teachers, or volunteer helpers can provide assistance as needed.
2. Students are expected to clean the table and pick up napkins, etc., off the floor and table. If they are ready as a group, then the aide or teacher should go to the next table. Aides, volunteers or teachers will dismiss students

one table at a time. They will lineup at the door and wait for further directions.

3. Students will follow aides, volunteers or teachers to their classrooms or outside recess (weather permitting). Students are to walk quietly in single file lines.

SCHOOL WIDE EXPECTATIONS FOR STUDENTS LUNCH ROOM

1. Treat everyone with kindness and respect (including yourself)
 - Use a quiet voice
 - Use good table manners
 - Be polite; use please, thank you, and excuse me
 - Keep hands and feet to self
2. Be safe and responsible
 - Walk
 - Clean up your area

CAFETERIA CONSEQUENCES

1. Warning
2. Move to another table for the remainder of lunch
3. Send student to the office – loss of recess privilege

CELL PHONES

Cell phones are to be turned off. Students are not permitted to carry them during school hours. Extended Day is considered a part of school hours for those students who attend.

CHILD ABUSE

Under Illinois law school personnel are required to inform the Department of Children & Family Services of any allegation/suspicion of child abuse/neglect. **School personnel shall follow Archdiocesan procedures, which have been developed in accordance with Illinois law.**

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records.

CHILD CUSTODY

The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to these school records. Release of copies of records to the non-custodial parent is granted unless there is a court order to the contrary. It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

If parents are separated or divorced, the school presumes that both parents have access to the child/children, unless information to the contrary is on file at the school office. It is the responsibility of the parent to notify the school immediately of any changes in the legally delegated change in custody.

DISASTER DRILLS

During the school year students practice procedures to be followed in case a disaster such as a tornado or fire was to occur while in school. A continuous sound of the bell signals a fire drill. When a signal is given, students should follow procedures that will allow all students to exit the building quickly and safely:

- 1. Line up quietly in the classroom as directed by the teacher.**
- 2. Exit the building silently, walking in a single file line.**
- 3. After reaching the designated area, without talking, turn and face the building as the teacher checks roll.**
- 4. Stand silently in line until directed by the teacher to re-enter the building.**

The bell ringing intermittently signals a tornado drill. Students should adhere to the following procedures when the signal is heard:

1. Move to the area designated for the student's class, without talking and with arms folded. This is usually in the hallway outside the classroom.
2. Kneel on the floor with their knees against chest, head bent forward, and hands clasped over the back of the head.
3. Remain quietly in this position until directed to do otherwise.

Other safety drills include bomb threat and lock down. During such drills students are to follow the instructions of the teacher. No talking is permitted during the entire drill. This allows the staff to clearly address the students if additional information needs to be relayed to the students. Teachers will be notified via the public address system when drills are complete.

EMERGENCY INFORMATION SHEET

Each family will be asked to complete a sheet with the name, address, and phone numbers of persons to contact in case of an emergency. Please include the FATHER'S AND MOTHER'S BUSINESS PHONE, E-MAIL ADDRESSES AND BOTH PARENT/GUARDIAN SIGNATURES. It is essential that the school office be notified immediately if any emergency information changes during the school year. In case of evacuation please inform the office of the name of another adult your child may be released to if you are not able to pick him/her up.

EMERGENCY SCHOOL CLOSINGS

St. Rene uses SchoolReach, an automated phone and e-mail message service, to inform parents of school emergency closings, etc. Notification of cancellation of school due to inclement weather or any other emergency may also be obtained via major TV stations and radio stations WGN (720 AM) or WBBM (78 AM). If the Chicago Public School System is closed because of inclement weather, we will close St. Rene Goupil School for that day or days. Also, please know that the

weather must be extremely severe to warrant the school to be closed. Please do not call the rectory for emergency closing information.

ENTRANCE AND DISMISSAL PROCEDURES

Students should not arrive at school before 7:45 A.M. unless they are attending Extended Day. At this time, students are expected to be in line at designated areas. Therefore, the students are not allowed in the building or classrooms until the first bell rings at 7:45 A.M. If there are exceptions, please call the office. The tardy bell rings at 7:55 A.M. Students may not enter the classroom without the teacher present. Students are expected to wait quietly in the hallway for their teacher. First dismissal bell rings at 2:55 P.M. with the final dismissal at 3:00 P.M.

EXCLUSIONS FROM SCHOOL FOR DISEASE

A pupil who has an infectious or contagious disease known to be spread through casual contact shall be excluded from school until the danger of transmitting the infection or disease to other students has passed. Below is a list of diseases or conditions for which a child should not attend school until danger of communicability has passed.

Chicken Pox	7 days after eruption appears
German Measles	4 days after onset of rash
Measles	7 days after onset of rash
Mumps	9 days after glands swell
Hepatitis	Clearance by physician
Mononucleosis	Clearance by physician
Conjunctivitis (Pink Eye)	Until under proper treatment

Impetigo	Until under proper treatment
Pediculosis (lice)	Until under proper treatment
Ringworm	Until under proper treatment
Scabies	Until under proper treatment

Students experiencing fever, vomiting and/or diarrhea must be kept home and be free of symptoms for 24 hours before returning to school. The H1N1 virus has made this especially crucial.

EXTENDED DAY SERVICES

Parents may wish to take advantage of the extended day service that the school provides. Extended day services are provided for students from 6:30 A.M. to 7:45 A.M. and from 3:00 P.M. to 6:00 P.M. daily on full days of school. Detailed information is given in the Extended Day brochure that is given to all parents on the first day of school. Any parent wishing to have their child use the extended day services must have on file in the office the completed registration form and must have paid the registration fee. The registration fee for extended day is \$30.00 per child, per year. Children attending extended day are expected to follow the rules set down by the principal and supervisors. Disregard of the rules may result in extended day privileges being taken away. Children will not be released from extended day without a written request from the parent/guardian. Written permission of all persons permitted to pick up students from extended day must be given to the extended day supervisors or students will not be released and parents must come to the school to pick up their children.

FIELD TRIPS

As an extension of the learning process, field trips are periodically planned and supervised by teachers.

The parent must complete a special permission slip before the student will be allowed to participate in the field trip. Students with allergies need to bring the necessary medications for teachers to carry on. Chaperones must complete Virtus training, criminal background checks, CANTS and Code of Conduct forms. Chaperones are not permitted to smoke on field trips.

GANG RELATED ACTIVITIES

Gang-related activities have no place in the Catholic school that is fostering a gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action: any conduct on or off school premises that may be gang-related, any conduct that may be gang-related during school sponsored events or activities, the wearing of clothing/symbols that may be in manner displayed/worn gang-related. This includes, but it not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing, the display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang-related, and the use or possession, and/or concealing of a weapon. Such violations may result in probation, suspension, and/or expulsion.

HANDLING OF MONEY

If a child needs to bring money to school for any reason to cover the cost of a program, hot lunch, milk, etc., the money must be enclosed in an envelope with the child's name and room number on it to facilitate record keeping. We encourage the use of a check or money order for the payment of any school related expenses. The school is not responsible for lost or loose money. NO CASH.

HEALTH RECORDS

A medical examination for all students entering preschool and all new students is required. All students entering kindergarten must have a medical, dental and vision examination upon entering school. All second grade students must have a dental

examination upon entering school. All immunizations must be updated in accordance with the Archdiocesan Policy and State of Illinois law.

HEALTH AND SAFETY

Current emergency information is required. Parents are required to have on file in the school office the name of at least one alternate person who can be contacted in the event that a parent cannot be reached. If a student becomes ill during the school day, the office staff will first attempt to contact the parent at home or work. When a parent cannot be reached, the alternate person designated by the parent will be contacted as per the registration form. Children are not permitted to ever leave the school once they have entered the building. Any student who becomes ill during the school day must be picked up by a parent or designated adult as soon as possible. Students must be signed out from the school office. Parents, guardians, and designated adults must be able to provide identification as requested by the office staff to ensure proper identity whenever a child must be released early from classes. Parents are urged to make doctor and dental appointments after school hours to ensure uninterrupted scheduling of the children's classes.

HOMEWORK

Homework is used as a supplement to regular classroom instruction that provides students with the reinforcement of concepts already presented and may also enrich the student with challenges and incentives for research. Homework may be in the form of written work, studying or reading. Students should use their assignment notebooks/homework logs to keep track of their daily and long-term assignments.

It is important that homework be completed on time. The teacher, student, and parent/guardian will handle incomplete/missing assignments in the primary grade (K-3) on an individual basis. In grade 4-8 notification is sent home for

missing assignments in the weekly homework folder. A lower grade will be given on missing/incomplete assignments. The work must still be completed to avoid a failing grade. Missing work can result in a subject grade of "I" (Incomplete) on the student's report card until the work is satisfactorily completed. In the case of an emergency that prevents the completion of an assignment, parents/guardians must write a note of explanation and a request for postponement. The assignment can be postponed, but not excused. **Social engagements, vacations and extracurricular activities are not considered emergency situations; notes will not be accepted for due date extensions on long-range assignments.**

Students who are absent are responsible for class work and for homework missed while absent, unless other arrangements have been made between parent and teacher.

Students who are absent from school because of a family trip are also expected to make missed class work and homework. Teachers will not prepare work for the child to complete during the time. It is the student's responsibility to make up the missed work upon returning to school.

PROGRESS REPORTS

Interim reports are sent home via the student trimester to notify parents of outstanding success or need for improvement. If a child receives an interim notice regarding a need for improvement, parents are asked to discuss the remedy with the child and teacher. If children are to succeed in school, they will need cooperation from both the home and the school. It is the parent's responsibility to contact the teacher after the distribution of interim reports. This is especially important in the case of a failing grade so that there are no misunderstandings at report card time.

INTERNET

The internet is utilized as part of the educational process and used at St. Rene under strict monitoring. No student is ever allowed to "surf" freely on the Internet. It is used for research papers, cultural exchange and current events. Parental monitoring at home is strongly encouraged at all times to warrant safe viewing sites for children.

LOST OR DAMAGED BOOKS

Students who have had books checked out to them are responsible for paying for the books if lost or damaged. Students will be required to pay the cost of replacing the lost book.

LOST AND FOUND

Each year many items such as sweatshirts, sweaters, hats, gloves, gym uniforms, boots, glasses, and jewelry are never claimed. All items must be marked with the student's name. The lost and found is in the school office.

LUNCH PROGRAM

Milk and/or hot lunch may be ordered each month. The school provides the Archdiocesan Hot Lunch Program that is a well-balanced lunch. Lunch orders and menus are sent home each month and orders are placed a month in advance. Please go over these menus carefully with your children.

NOTIFICATION OF CHANGES

Parents are required to notify the school office immediately of any changes in telephone, cell phone, address, e-mail address, work numbers, or emergency contacts without delay. It is of the utmost importance for your child/ren's safety and security.

PARENT/TEACHER CONFERENCES

Parent-Teacher conferences are scheduled at the end of the first and second trimester. It is required that at least one parent attend this conference. The purpose of this conference is to

distribute the report card directly to the parent and to discuss the student's progress. The teacher or parent may also request conferences any time throughout the remainder of the school year. Parental request for conferences should be made with at least 24 hours prior notice to the school. Request for conferences should be in writing and submitted directly to the student's teacher.

PROCEDURE FOR EARLY DISMISSAL

No student is to be taken out of school without clearance through the school office. Only the parent, legal guardian, or other persons previously designated by the parent or legal guardian may check a student out of school. All parties must comply with the school's policies and practices for preventing unauthorized removal of students from school. The student's safety may well depend upon strict observance of these policies.

RAINBOWS FOR ALL GOD'S CHILDREN PROGRAM

Rainbows for All God's Children is a peer support group program for children who have suffered a significant loss in their lives, either by death, by divorce, or any other painful transition. This is an optional program. The children, as well as the adults, are bound by confidentiality. This program fosters a better understanding of God as a friend, and instills a feeling that each change in life can become an occasion for a new beginning.

RECESS

As it is important for children to get fresh air, exercise and interact socially with others in a less structured atmosphere, recess is held outside unless the weather is inclement (rain, bitter cold, snow, etc.). Children should be prepared for an outside recess all year round, thus it is important especially in winter that the children come to school dressed appropriately.

RECESS GUIDELINES

1. Treat everyone with kindness and respect (including yourself)

- Take turns
 - Share
 - Keep hands and feet to self
 - Be polite; use please, thank you, and excuse me
2. Be safe and responsible
 - Return equipment
 - Stay in your designated area
 - Stop playing and return to class when bell rings
 3. Do Your Best
 - Invite someone to play
 - Use problem solving:
 - a. What's the problem?
 - b. What caused the problem?
 - c. How can the problem be solved?
 - d. Everyone needs to agree on solution or ask for teacher's help.

RECESS CONSEQUENCES

1. Warning
2. 5 minutes at time out area
3. Remainder of recess at time out area
4. Student is sent to the office
 - Supervising teacher may replace any step with an opportunity for students involved to use problem solving to resolve conflict is appropriate.Outside recess is held in all but very inclement weather. Children should wear outer clothing appropriate for the weather (hats, mittens, boots, and snow pants in winter.)

RELIGIOUS EDUCATION PROGRAM

Faith formation is a vital part of the educational process at St. Rene School. The emphasis of our religious education program is to provide instruction in Catholic faith and understanding, sacramental experience, exposure to the word of God in scripture and examples of our faith in prayer, practice, and

service. The cooperation and commitment of families and the school staff are an essential part of teaching our faith in a positive manner. Parents are asked to encourage their children's faith formation by joining them in teaching and saying prayers, following what is covered in their books, and taking an active part in parish worship every weekend. Two years of religious instruction are required prior to receiving First Holy Communion or Confirmation if the student has transferred in from a non-Catholic school.

In years in which sacraments are received parents are expected to attend the scheduled meetings and liturgies, and are asked to provide special effort in helping their children understand the sacraments that are experienced. In essence our aim will be to work towards making St. Rene School a living model of God's loving presence in our community.

REPORT CARDS

Report cards are issued at the end of each trimester for grades K-8. They are an indication to parents of the academic progress and personal growth of students. Report card envelopes must be signed by at least one parent or guardian and returned to the homeroom teacher within one week after distribution. Final report cards are filed in the office. Report cards will be held until all financial obligations have been met. This includes incoming transfer students.

RETENTION

The Office of Catholic Education handbook states:

Policy 139.1:

The decision to retain a student shall be made only if there has been adequate evaluation and documentation, which indicates that the student would most likely profit from retention. The decision to promote or retain a student shall be made mutually

by parents, teacher, and administrator. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year. Some of the determining factors in retaining a student will be: social immaturity, developmental maturity, lack of proficiency in reading and/or basic required skills, as well as absenteeism. Should parents decline the recommended retention, they must notify the principal in writing prior to the start of the new school year.

SAFETY PATROL

Parents are responsible for the safety of the student traveling to and from school. **Students should never cross between cars or in the middle of the street.** The purpose of the student safety patrol is to assist in the safe crossing of students at designated corners. However, by providing this service, St. Rene Goupil School and the Catholic Bishop of Chicago accept no liability for the safety of the student. There may be times, due to circumstances beyond the control of the school, when a student is not on duty at a crossing. Students on patrol should make every effort to get a substitute when they are not able to fulfill their duty. Students and adults should respect the patrol persons at all times. Parents are asked to park in the school parking lots if they are staying with their children until the bell rings. Parents are not to park in the "No Parking" areas or crosswalks and are to drop off the children with a kiss and go! Parents having to enter the building during entrance and dismissal times must be buzzed in and report to the office. Patrol officers are trained not to open the doors for any adults.

SCHEDULES AND CALENDARS

At the beginning of each year each family will be provided a yearly school calendar, the monthly school calendar, and a faculty roster. Monthly calendars are sent home at the beginning of each month of on the last day of the previous month. We strongly urge all parents to read through these thoroughly and to note any special events and/or changes in schedule.

SEARCH

In accordance with safety guidelines, all property of the school, including students' desks, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

SEXUAL HARRASSMENT

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, or by one student to another is unacceptable. Employees or students who engage in any type of sexual harassment will be subjected to appropriate discipline, including suspension and/or dismissal. Both the archdiocese and the police may be informed if it is warranted. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will in itself be cause for appropriate disciplinary actions. Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse or embarrass the individual will be subject to the sanctions for misconduct set forth. (Archdiocesan Policy # 263)

St. Rene Goupil School seeks to create a Christian environment permeated by Gospel values of love, compassion, and justice. All members of the school community are expected to demonstrate respect for themselves and one another. Any form of sexual harassment is in direct opposition to our school's philosophy and values and will not be tolerated. Students who experience any form of sexual harassment are asked to bring the problem to the attention of a teacher or the principal.

STANDARDIZED TESTS

In the spring of the school year standardized testing is administered to the students in grades three, five, and seven. The purpose of testing is to determine indicators of a child's

academic progress and to assist the school in self-assessment. This test is not a factor in report card assessment. It is used by the school in determining short and long-range academic goals for the school year. Thus, they are very important and should not be taken lightly.

TUITION

All tuition payments are due on or before the 16th of each month. If paying in school, the tuition is prorated over a ten-month period and must be paid by check or money order. Tuition received late will be assessed a fee of \$25.00. Any Non-Sufficient-Fund checks will be returned and assessed a fee of \$30.00. Any family delinquent with their tuition must meet with the pastor and principal. Any special payment arrangement request must be submitted to the school in writing to the attention of the principal and pastor prior to the beginning of the school year in August. All tuition and fees must be paid to date prior to registration for the following year. If not paid in full, enrollment for the following year will not be permitted. The parish subsidizes the school, therefore non-parishioners are assessed the full tuition rate. All parishioner parents must be registered with the parish and must have an envelope number on file at the rectory. Regular church attendance and commitment to parish are required to be given parishioner rates. Any school families not registered with the parish or not using Sunday envelopes shall be considered non-parishioners and the tuition rate will automatically be changed to the full tuition rate per child, starting after the first quarter. The board of special jurisdictions will be monitoring tuition payments on a quarterly basis.

UNIFORM CODE

Gym uniforms and polo shirts may be purchased at the school office.

Pre-School Comfortable loose clothing, sweatpants and t-shirts suggested.

Kindergarten Any combination of St. Rene gym shorts, sweatpants, t-shirts, or sweatshirts.

First Grade-Eighth Grades

Shirt and Pants/Skirt

Both girls and boys are to wear a dark green St. Rene short sleeve polo shirt. St. Rene School sweatshirt, or fleece jacket may be worn over the polo shirt in cooler weather. Sweatshirts and fleece jackets may not be worn without a St. Rene polo shirt.

Both boys and girls are to wear khaki dress pants that fit properly. (No cargo pants.) Khaki uniform shorts may be worn during warmer weather. Girls may also wear a properly fitted uniform skirt with length to be no higher than just above the knee. The skirts are sold at School Belles.

Shoes/Stockings

Traditional school shoes or gym shoes without embellishments are the only shoes acceptable. For the safety of our children they may not wear flip flops, Crocs, moccasins, slippers or high heels. Boots may not be worn in the classroom. Stockings must be dark green, white or black crew socks, knee socks, or tights.

Students may not wear any additional apparel that may detract from the school uniform. Jewelry and make-up, nail polish or acrylic nails, may not be worn. Hair must be neatly trimmed in traditional styles. No hair coloring is allowed.

PE Uniform

The P.E. uniform is a St. Rene T-shirt and sweatpants or knee length shorts, which may be purchased in the school office.

School Spirit/Non-Uniform Days

Every Friday (unless otherwise notified) is “School Spirit Day” and students may wear a St. Rene athletic team or cheerleading uniform. Students may also wear the P.E. uniform or spirit shirts with St. Rene sweatpants or shorts. Jeans may be worn but must be in good condition. Other non-uniform days will be scheduled throughout the year. Students must follow the rules for the various non-uniform days or come in their school uniform.