ST. GILES SCHOOL HANDBOOK

St. Giles School is recognized by
the Office of Catholic Schools and the State of Illinois.

ADDRESSES AND PHONE NUMBERS:

SCHOOL: Frawley Building (School Office and 4-8) 1034 Linden Ave.
Corrigan Building (K-3) 1030 Linden Ave.
Gleeson Building 1101 Columbian Ave.
(Preschool, Extended Day & Kids Klub) 708-763-0240

School Office 1034 Linden Ave. 708-383-6279
Oak Park, IL 60302
Fax 708-383-9952
E-mail office@stgilesschool.org
Website www.stgilesschool.org

Principal Mrs. Nancy Zver x 503
Asst. Principal Ms. Kathleen Lofgren x 504
Asst. Principal Mrs. Kimberly Murawski x 505
Business Manager Mrs. Michelle Bibbey x 513
Office Manager Mrs. Kasia Sonska-Niznik x 502
Receptionist Mrs. Carla Saravia x 501
Development Dir Mrs. Kelly Richard x 517
Athletic Director Mr. Zac Cocco x 514

PARISH CENTER 1025 N. Columbian Ave. 708-383-3430
Oak Park, IL 60302 Fax 708-383-8644

Pastor Rev. Carl Morello
Resident Rev. Edward P. Salmon
Resident Rev. Thomas E. Unz

RELIGIOUS EDUCATION OFFICE
1025 N. Columbian Ave. Oak Park, IL 60302

Coordinator Ms. Marrey Picciotti
Secretary Mrs. Zelda Rideaux
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ST. GILES SCHOOL CREED

Lord, we believe in you. We believe in your good news, in what you have done for us, and in what you have revealed to us. We want to recognize your love and respond to it. We must meet you on our way. We must know you through our daily school experiences. The way we answer your love must make the difference in the building of the kingdom.

We believe that for each of us to become all that we can be, we must first believe in ourselves. We strive to be creative and critical thinkers who are capable of sound decision making and responsible action. While we lean on and learn from each other, mutual trust and respect can be ours. We believe in learning by doing. With constancy we assess the change we hope for in ourselves, our plans, and our actions.

Thus, we believe this good news to be an inspiring force - a moving force to deepen our union with you as we become a community of faith, bound together with a shared vision.

Lord, it is good for us to be here.

PHILOSOPHY

As an institution encompassing Scripture based Catholic tradition, St. Giles School exists to foster the intellectual and spiritual growth of our elementary school children.

We recognize parents as the primary educators of their children and appreciate their continual support and cooperation in fostering their children’s faith and insuring their continued academic growth.

We believe that students need to participate in an orderly, creative learning process amidst diversified teaching styles, nurturing the uniqueness of each child. St. Giles offers its students a school community in which the individual’s gifts and limitations may be discovered. Working individually and in community with others the students develop a sense of personal responsibility toward school, parish and community at large.

We believe our curriculum is designed to challenge our students in their pursuit of academic excellence as well as to develop a growing sense of spirituality. This provides a comprehensive education for our students in a rapidly changing society.
ST. GILES SCHOOL MISSION STATEMENT

St. Giles School exists to foster the spiritual, intellectual, emotional, social, and physical growth of our elementary school children. As a Catholic institution sponsored by St. Giles Parish, we participate in the Church’s mission of education and evangelization by proclaiming and living the Good News of Jesus Christ with our students and families. We are committed to a quality education that prepares our students to be people of faith, lifelong learners and to serve the broader community.

PEOPLE AND EVENTS

Administration and Staff

Pastor
The Pastor is the spiritual leader of the parish which is defined as a faith community. He is responsible for presenting and fostering the Christian message according to the mind of the Church and the needs of the people. The Pastor and associate priests play an integral part in the spiritual development of the students.

Principal
The Principal is the administrator of the School. The Principal is responsible for administering the educational program of the School and the implementation of school policies.

Assistant Principal
The Assistant Principal assists the Principal in the administration of the educational program of the School and the implementation of school policies.

Faculty
The people essential to the success of our educational endeavors are the faculty. It is their responsibility to direct the formation of the Christian attitude and to be facilitators of knowledge and skills to their students. They respect and are concerned for the personal dignity of each child, yet impose restrictions on that child for the common good. The faculty succeeds only with the cooperation of the parents. This mutual cooperation results in the achievement of our common goal: the complete development of the child.

Lunch Supervisors & Classroom Aides
The Assistant Principal coordinates the lunchroom and classroom supervisors and oversees the administration of the Archdiocesan Protecting God’s Children requirements. Adults are employed to assist students in the classrooms and the lunchroom. They also provide playground supervision. They are required to complete the Archdiocese of Chicago Application of Employment/Volunteer Service Form and will be asked to complete an online Criminal Background Check, to fill out DCFS and Code of Conduct forms, and to attend Virtus training. Paid supervisors are also required to complete fingerprint screening and Mandated Reporter Training which is available online. See Appendix.
School Faculty

PreK 3  Mrs. Anne Brady  Mrs. Peggy Rohlfing (Asst.)
         Mrs. Gina Liguori (Asst.)
PreK 4 - 4 day Mrs. Richelle Rominski  Mrs. Cara Magrowski (Asst.)
PreK 4 - 5 day and Ext. Day Mrs. Bridget LaPietra  Mrs. Marge Peresin (Asst.)
Kindergarten Ms. Terry Mamolella  Ms. Kelly Wakeman (Asst.)
          Ms. Sandra Tomeczko  Mrs. Carol Nelson (Asst.)
Grade 1  Mrs. Shannon Berry  Mrs. Karen Valentino (Asst.)
         Mrs. Sara Spencer  Mrs. Kathy Ritten (Asst.)
Grade 2  Mrs. Bonita Magana  Mrs. Ester Banias (Asst.)
         Mrs. Jordan Schwab  Mrs. Denise Irizarry (Asst.)
Grade 3  Ms. Terese Albregts  Grade 4  Ms. Anna Moskos
         Mrs. Lisa De Alba  Ms. Shannon Byrne
Grade 5  Ms. Rebecca Burns  Grade 6  Mrs. Kathleen Lucas
         Mrs. Rosemary Kufta  Ms. Jennifer Dankowski
Grade 7  Ms. Brittany Byrne  Grade 8  Mrs. Kate Janush
         Mrs. Gloria Mikulecky  Ms. Ashleigh Lewandowski
         Mr. Jackson Reighard
Art       Ms. Blanche Dougal  Gym       Mr. Jim Collins
Technology Mrs. Susan Bailey  JH Religion  Ms. Bryanna Gomez
Spanish    Ms. Frances Arroyo
Music     Ms. Nicole Tuma
Resource  Ms. Elizabeth Gallo  Consultant  Mrs. Marie Lane
          Ms. Mariorose Ferrara
Library   Mrs. Cara Magrowski  Counselor  Mrs. Monica Lechowicz
Kids Klub Ms. Kelly Wakeman  Band       Robert Gloppen
          Michael Knauf

Statement of Non-Discrimination
St. Giles is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Giles School to provide equal opportunity in employment to all employees and all applicants for employment. No person is discriminated against in employment by reason of such individual’s race, color, gender, national origin, age, veteran status, marital status, political affiliation, mental or physical disabilities unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.
School Board
The St. Giles School Board of Specified Jurisdiction acts in an advisory role to the Pastor and the Principal. The Board develops, proposes and adopts policies that govern the operation of the School in accordance with guidelines set by the Office of Catholic Schools. The Board collaborates with the Pastor in hiring and evaluating the Principal, preparing the School budget, and promoting the School. Currently, the Board operates with the following committees: Executive and Member Development, Finance, Development, Marketing, and Technology. Non-Board members are welcome to join the Development, Marketing and Technology Committees. Membership on the Board consists of at least nine adult members appointed by the pastor who have children attending St. Giles School or who are registered members of St. Giles Parish, or who are at-large community members. Members are appointed for a term of three years. Meetings are usually conducted bi-monthly in accordance with the Board’s Articles and Bylaws. Those wishing to communicate with, or request information from the School Board may do so in writing through the School Office.

Members of the School Board for the School Year 2015-16:
Mike MacKinnon                      Ann Clements
Julia Harmon Bell                   Rachel Rettberg
Beth Fegan                         Kent Pflederer
Flavia Morrisey                    Janet Coffey
Christine Verni                     Tracy Wysockey
Tanya Castrogiovanni

Development Office
The Development Office of St. Giles exists to find and implement opportunities for fund development by creating, implementing and supporting new and existing fundraising activities and programs to enhance school revenue. The office manages Alumni Relations (including class reunions,) annual and special fund giving and school fundraising events. The office is located in the lower level of the Frawley building. Beth Linnen, director; Kelly Richard, office assistant.

Fundraising at St. Giles School
Tuition and fees pay for only 75% of our school’s $2.4 million budget. The only fundraiser with a mandatory obligation is Lion’s Leap, but school families are encouraged to participate in all fundraising activities to the best of their ability.

Lion’s Leap Fun Run: This major annual fundraiser takes place during the last week of September. Students and families seek pledges from friends and family members to sponsor the preschool through 6th grade students as they run or walk laps around the campus; junior high students seek sponsors to participate in an obstacle course. Proceeds from Lion’s Leap are established as a line item in the school budget and are critical to meeting school expenses each year. The School Board, in conjunction with the Parish Finance Committee and Principal, sets an annual monetary goal for Lion’s Leap as part of budget planning in the spring. With an understanding that tuition does not fully cover the expenses for our school, it is expected that parents will demonstrate their commitment to St. Giles by giving a generous donation and/or seek outside sponsors.
The 2015-16 fundraising goal for students is $90,000. There is a required minimum contribution of $200 per family, $100 per single child, $50 per preschool student. Families are encouraged to meet this commitment by soliciting donations from family members, friends and neighbors. Students will be rewarded for their achievements in participation and fundraising.

**Lion’s Pride:** Introduced in 2008, this event is a social evening for parents, parishioners, alumni and friends of St. Giles School. The school budget includes a line item for the important funds raised through this event. Live and silent auctions offer a chance to bid on trips, outings, tickets to sporting events and other great items while supporting the school. The year the event will be held on March 28th. Many volunteers are needed to make this event a success and parents are encouraged to get involved. Beginning this year, parents of students in 3rd and 6th grade each year will be expected to commit some volunteer time for this event in order to share the work. For more information about volunteer options, watch the E-News.

**The Sister Marie Imelda Wilson, O.P. Giving Society:** This is the top tier of our annual fund, which is supported by current and former parents and families. The society recognizes the generous donors who support the school with a gift of $1,000 or more annually. Sr. Marie Imelda is a legendary figure at St. Giles, not only teaching kindergarten at our school for 37 years, but also becoming known nationally as an innovator and consultant in early childhood education. She designed our original kindergarten room known to the last 50 years of alumni.

**Annual Fund:** This year-long appeal to parents, past parents, alumni and others helps fund the year’s priorities for the campus, classrooms and instructional materials. All are encouraged to be as generous as possible according to their financial circumstances.

**500 Club:** Supporting the operating budget, the 500 club is a membership that is rewarded with periodic $500 prize drawings. Membership is open all year.

**Margaret Stewart Tuition Assistance Fund:** St. Giles School wants to insure that every parent who wants to send a child to a Catholic School can regardless of ability to pay. Designated funds received from the Annual Appeal and parish collections along with the interest from the Education Endowment Fund are used to assist qualified families in need of tuition support. See Tuition Assistance on page 15.

**Endowment Fund:** In 1986, St. Giles pastor Fr. Frawley had the foresight to establish a school endowment to insure continued dedication to our mission of educating children in the Catholic faith. Generally, the interest from the fund is used for tuition assistance.
Parent and Teacher Organization

The Parent and Teacher Organization (PTO) is run by a volunteer parent board whose purpose is to be an information link between the School and our families. The PTO also provides opportunities for teachers, parents and children to interact through activities designed to be fun, build school spirit, and raise funds to benefit the school.

The officers of the PTO for the School Year 2014-15 are:

- Heather Pflederer President
- Dee Iantorno Co-President
- Meredith Marzano Co-President
- Kristen Reale Secretary
- Amy Crilly Treasurer

Some PTO Sponsored Events/Fundraisers:

**Welcome Back Coffee** – Due to the renovation of McDonough Hall, this year parents will gather in the Gym after arrival on the first day of school to socialize, be informed of homeroom rosters, and volunteer for PTO committees. The PTO Uniform Exchange is also available for resale of used uniforms.

**Back-to-School Curriculum Night** - Evening meeting for parents designed to give an overview of the coming school year. The evening consists of general introductions of the Pastor, Principal, Faculty, School Board and PTO. Parents have an opportunity to visit classrooms, meet teachers and hear an overview of the year’s curriculum. PTO prepares hospitality and specific grade level parent guide books for each family.

**Birthday Book Club** - Students donate money towards the purchase of books to be placed in the library or resource center in their honor.

**Book Fair** - A book fair is held in November. Each classroom (K-8) is assigned time during the school day to attend the fair to browse or purchase books. The fair is also open on the day of Fall Parent/Teacher Conferences for parents, children and friends to purchase books. The profit of the fairs is used for new books to be added to our libraries and resource centers and to fund other school needs.

**Catholic Schools Week** - Students celebrate their Catholic identity by participating in various school spirit activities. This week usually is held at the end of January.

**Fundraising** - These are ways to help keep our tuition costs low:

- **Market Basket** - Once a month, baskets of pre-ordered fresh seasonal produce is delivered to McDonough Hall for pick-up. A percent of total sales benefits the school.

- **Target Rebate Program** - Designate St. Giles School as your school of choice, and every time you use your Target card the school will receive rebate.
**Hot Lunch** - The PTO frequently sponsors a hot lunch for Grades K-8, and the extended day program. Proceeds support PTO and the school.

**Teacher Appreciation Fund** - Each year our staff is awarded a Christmas bonus through the generosity of school families who contribute to a special restricted collection.

**Parent Roles**
Parents are recognized as the primary educators. They create a Christian atmosphere enlivened by love and respect for God. Such atmosphere includes worship of God and love and respect for others.

Parents should encourage their children to be serious in their attitude toward learning, to take pride in accomplishments, to recognize their shortcomings, and above all, to be happy with whom they are. We see the following as important areas:

- To foster Christian living in the home;
- To create a learning atmosphere in the home;
- To encourage support of authority, the teachers’ and the Principal’s role in the School;
- To support School procedures and rules as well as consequences for non-compliance; and
- To financially support the Parish and the School and to participate in activities in the School.

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

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

When, in the judgement of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.
Family Events - Substance Abuse Procedure: In furtherance of the philosophy set forth herein, St. Giles School prohibits the possession, consumption, use and distribution of alcohol, illicit drugs and other controlled substances by anyone, including, without limitation, parents, guardians, staff and employees, on school grounds during a school session or at a school-sponsored activity at which students are present (other than the use of wine in connection with a liturgical celebration). Anyone violating this prohibition shall be subject of such sanctions as the Principal may deem reasonable including, without limitation in the case of a parent/guardian of a currently enrolled student or students, the expulsion from the School of the student(s) of the offender. This policy is in addition to, and is not intended to override the “Substance Abuse Policy” set forth in the “Health and Safety” section of this handbook.

Party Invitations - Private birthday and party invitations are not to be distributed at school unless every child in the classroom is invited.

Student Responsibilities
St. Giles School is here for the sake of the student. The student not only learns within the confines of the School, but also shares his/her talents with his/her fellow students. It is believed that the student has certain responsibilities, primarily:

To respect teachers, helpers in the School, and neighbors in the community;

To respect fellow students - their ideas and their heritage;

To respect other people's property;

To respect themselves by taking responsibility for their actions;

To work at their school subjects to the best of their ability, to present a neat appearance, and to follow the uniform code;

To follow rules made to insure each person's safety, including internet use guidelines;

To prayerfully participate in school liturgies by following Church expectations:

1. Walk to Church and enter in a prayerful manner.
2. When entering Church, bless yourself with Holy Water and the sign of the Cross.
3. Genuflect before entering the pew.
4. Upon entering the pew, kneel down for a moment to remind yourself of the presence of God (silent prayer).
5. Sit up straight and stand straight in the pew at appropriate time during the mass. When seated, feet should rest on the floor, not the kneeler.
6. When kneeling in church, keep your body straight.
7. Actively participate by singing, praying and responding throughout the mass. Use the missal and hymnal when necessary.
8. Listen respectfully and silently during the mass. Responses such as clapping or answering questions should only occur if invited by the priest, and must be carried out in an appropriate manner for Church.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>27</td>
<td>Opening Day Gr. K-8, 2:00 p.m. Dismissal,</td>
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<td>Dismissal Gr. K-8 at 3:10 p.m.</td>
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<td>September</td>
<td>2</td>
<td>Early dismissal 2:00 p.m.</td>
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<td>7</td>
<td>Labor Day – No Classes</td>
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<td>8</td>
<td>PreK3 – 2 Day &amp; 5 Day and PreK4 Programs Begin,</td>
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<td></td>
<td></td>
<td>Extended Day Care Begins</td>
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<td>9</td>
<td>PreK3 – 3 Day Program Begins</td>
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<td>10</td>
<td>Preschool Orientation 6 p.m. / Curriculum Night – Open House</td>
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<td>16</td>
<td>Early dismissal 2:00 p.m.</td>
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<td>24</td>
<td>Lion’s Leap</td>
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<td>25</td>
<td>No School – Institute Day</td>
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<tr>
<td></td>
<td>28</td>
<td>School Pictures</td>
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<tr>
<td>October</td>
<td>7</td>
<td>Early dismissal 2:00 p.m.</td>
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<td>12</td>
<td>Columbus Day – No Classes</td>
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<td></td>
<td>21</td>
<td>Early dismissal 2:00 p.m.</td>
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<td></td>
<td>30</td>
<td>Halloween/Lion’s Leap awards</td>
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<tr>
<td>November</td>
<td>4</td>
<td>Early dismissal 2:00 p.m.</td>
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<td>11</td>
<td>Sr. Marie Imelda Wilson Society Reception</td>
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<td>13</td>
<td>No School – Catechetical Conference/ End of Trimester 1</td>
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<td>18</td>
<td>Early dismissal 2:00 p.m.</td>
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<td>20</td>
<td>Report Cards</td>
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<td>23 &amp; 24</td>
<td>Parent-Teacher Conferences – <strong>11:40 a.m. Dismissal on both days</strong></td>
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<td>25, 26, 27</td>
<td>Thanksgiving Recess – No Classes</td>
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<tr>
<td>December</td>
<td>2</td>
<td>Early dismissal 2:00 p.m.</td>
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<tr>
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<td>15</td>
<td>Christmas Pageant</td>
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<td></td>
<td>16</td>
<td>Early dismissal 2:00 p.m.</td>
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<td>18</td>
<td>Early Dismissal at <strong>11:40 a.m. No After School Kids Klub</strong></td>
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<td>21</td>
<td>Christmas Vacation Begins</td>
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<tr>
<td>January</td>
<td>4</td>
<td>Classes Resume</td>
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<tr>
<td></td>
<td>6</td>
<td>Early dismissal 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Graduation Pictures</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Martin Luther King Day – No Classes</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Early dismissal 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>All School Open House – Catholic Schools Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:30 – 2:30 p.m.</td>
</tr>
<tr>
<td>February</td>
<td>3</td>
<td>Early dismissal 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>No School – Institute Day</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>President’s Day – No Classes</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Early dismissal 2:00 p.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>March</td>
<td>2 Early dismissal 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 End of Trimester 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11 Report Cards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 Black &amp; Gold Pride</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 Early dismissal 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17 &amp; 18 Optional Parent-Teacher Conferences – <strong>11:40 a.m. dismissal on both days</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25 Good Friday – No Classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>28 Spring Break Begins</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>4 Classes Resume</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 Early dismissal 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 Early dismissal 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 Grand People Day</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>4 Early dismissal 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 Early dismissal 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 Memorial Day – No Classes</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>1 Early dismissal 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 8th Grade Graduation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 <strong>Last Day of School – Dismissal 11:40 a.m.</strong> No After School Kids Klub (Possible weather adjustment days June 9 -15)</td>
<td></td>
</tr>
</tbody>
</table>

*All dates listed hereon are subject to change.

*Complete calendar is found at [www.stgilesschool.org](http://www.stgilesschool.org)
Admissions Policy

St. Giles School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Giles School admits students of any race, color, sex, national and ethnic origin and grants to all students the rights, privileges, programs and activities generally accorded or made available at the School. The School does not discriminate on the basis of race, color, sex or national and ethnic origin in administration of educational policies, tuition assistance programs, athletic or other School-administered programs.

Students meeting the age, records, medical and transfer requirements stated herein are eligible for admission to the School and will be admitted in accordance with the following order of priority based upon available space:

1. Currently enrolled students

2. New students who are baptized Catholics:
   - Siblings of currently enrolled students
   - Siblings of alumni
   - Children of registered parishioners
   - Children of non-parishioners

3. New students who are not baptized Catholics:
   - Siblings of currently enrolled students
   - Siblings of alumni
   - Children of registered parishioners
   - Children of non-parishioners

Transfer students enrolled in St. Giles’ Religious Education Program will be admitted in the priority stated above but, within each of the categories, will receive priority over transfer students not enrolled in the Religious Education Program.

Students having an outstanding tuition balance from a previous year are eligible for admission in a current school year only after having received written approval from the Pastor.

Age Requirements

Students must meet the following age requirements by September 1 of the year of admittance:

- **Pre-school 3**: Three years old
- **Pre-school 4**: Four years old
- **Kindergarten**: Five years old
- **First Grade**: Six years old

Preschool students must be toilet trained.
Records Requirements
A birth certificate, baptismal certificate and payment of the Book/Material fee must be submitted to the School upon a student’s initial registration. A registration will not be considered complete and the student’s admission will not be processed until these items have been submitted. Any exceptions must be approved by the Principal.

Medical Requirements
All students must meet the health and medical requirements required by the State of Illinois prior to attending school. The State of Illinois School Code requires:

1. Certificate of child health examination/school physical from the following students:

   Preschool (three year olds, and four year olds new St. Giles)
   Kindergarten
   1st Grade (if did not attend kindergarten)
   6th Grade

   These physical examinations should be dated not longer than one year prior to the first day of school.

   Transfer students must submit a school physical including immunization history.

   All Chicago residents must show evidence of lead screening.

   Children through the age of six years entering school for the first time are to show evidence of lead screening indicated on the physical examination form or documentation by the provider that the child is not a high risk.

2. A dental exam is required for Kindergarten, 2nd grade and 6th grade.

3. An eye exam is required for Kindergarten. Preferred by an Optician or Ophthalmologist.

4. The following vaccines are needed by entry into Kindergarten or 1st grade (if the student did not attend kindergarten):

   4 DTP (Diptheria, Tetanus, Pertussis) last one on or after 4th birthday.
   3 IVP last one or after 4th birthday.
   2 MMR
   1 Mumps
   HIB at least one dose on or after 15 months.
   Tdap - 6th grade
   Meningococcal – all students entering 6th grade
In addition, any child enrolled in a school operated program below the kindergarten level and children entering the 6th grade must show proof of 3 doses of Hepatitis B vaccine.

Also, children entering any school operated program for the first time at the Kindergarten level and below will be required to show proof of having received one dose of chickenpox vaccine on or after their first birthday. A physician can confirm past disease history-in lieu of vaccination-by having examined the infected child, documenting the parent’s description of the child’s history, or reviewing laboratory evidence.

Health, dental, and eye examinations must be reported on the official forms provided by the Illinois Department of Public Health, available through the School Office. Health records must be received by the first day of school. Student exclusion is required if forms are not current by mandated Illinois dates.

**Transfer Requirements**

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at St. Giles School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child’s academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

A student transferring to the School in grades 1 thru 8 must provide the School with an assessment record from the school last attended. The transfer student’s grade placement is determined by the Principal after review of the student’s record and possible testing. The Principal may require an interview with the student and parents. First trimester is a probation period for transfer students.

Upon admission of a transfer student, the School obtains a signed release of information form from the parents and requests, in writing, that the previously attended school forward the student’s official records to St. Giles School. The School must follow Archdiocesan guidelines regarding acceptance of transfer students who have financial obligations at another Archdiocesan school.

**Tuition/Fees Policy**

100% of tuition is due and payable at the time of final registration, or may be paid in monthly, semi-annual, or tri-annual installments on such due dates as may be determined by the School. Each family shall execute annually a tuition contract acknowledging its responsibility to make timely tuition payments and its acceptance of any sanctions which may be imposed if timely payments are not made. Families can make payments though a monthly automatic debit system, monthly credit card debit system, or by mailing payments to FACTS Tuition Management at P.O. Box 2597, Omaha, NE 68103-2597. FACTS Tuition Management is responsible for tuition collection in accordance with procedures approved by the School Board. If any family becomes delinquent in tuition or fee payments, appropriate action may include:
Requesting payment by cashier’s check or money order;

Restricting use of periodic payment plans by families with chronic delinquency histories;

Sanctions commensurate with the circumstances surrounding the failure to make timely payments, including, but not limited to, expulsion (with the concurrence of the Pastor and the Principal of St. Giles School).

No grades, evaluations or transcripts will be released at any time if a family is delinquent in tuition or fee payments without having made satisfactory alternative arrangements. Students having an outstanding tuition balance from a previous year are eligible for admission in a current school year only after having received written approval from the Pastor.

Tuition

*Contributing Parishioners - To receive the discounted contributing parishioner tuition rate the family must be registered in the parish and children attending school must be baptized. This also means active participation in parish life i.e. attendance at Sunday liturgies, regular average contribution of $10 per week for families with one student, and at least $15 per week for families with more than one student, and sharing of their time, talent and treasure.*

The School Board will review contributing parishioner financial requirements based on the calendar year, January through December. New Parishioner requirements will be prorated from the month they joined the parish.

For purposes of the School’s admission policy, a registered parishioner is an individual or family who has registered at the St. Giles Parish Center. The parish registration policy requires that at least one adult in the family be a baptized Catholic in order for the family to register as a parishioner of St. Giles Parish.

<table>
<thead>
<tr>
<th></th>
<th>Contributing Parishioner Rate</th>
<th>Non Parishioner Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten Half day</td>
<td>$3,750</td>
<td>$3,750</td>
</tr>
<tr>
<td>Kindergarten Full day</td>
<td>$5,100</td>
<td>$5,100</td>
</tr>
<tr>
<td>One Student</td>
<td>$5,100</td>
<td>$6,600</td>
</tr>
<tr>
<td>Two Students (K Full - 8)</td>
<td>$9,275</td>
<td>$12,350</td>
</tr>
<tr>
<td>Three Students (K Full - 8)</td>
<td>$12,150</td>
<td>$16,900</td>
</tr>
<tr>
<td>Four Students (K Full - 8)</td>
<td>$13,825</td>
<td>$20,250</td>
</tr>
</tbody>
</table>

**Pre-School**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre 3 (2 days)</td>
<td>$1,850</td>
</tr>
<tr>
<td>Pre 3 (3 days)</td>
<td>$2,575</td>
</tr>
<tr>
<td>Pre 3 (5 days)</td>
<td>$3,550</td>
</tr>
<tr>
<td>Pre 4 (4 days)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Pre 4 (5 days)</td>
<td>$3,750</td>
</tr>
</tbody>
</table>
There are four payment options: Annually, bi-annually, tri-annually or monthly July through May. Appropriate fees will be added to the annual tuition rate.

**Fees**

*Registration Fee*  
The registration (book/material) fee of $253.00 per student (K-8) and $153.00 (Preschool) is non-refundable and is paid at the time of initial registration.

**Fees Collected with Tuition Payments**

*School Supply Wrap Pack Fee*  
Each student in grades K-3 is assessed a fee of $75.00 for school supplies. Students in grades 4-8 receive a School Supply list to purchase over the summer. In Spring, 4-8 grade Supply Packs may also be purchased through EPI. On the first day of school, all list items are to be brought to school. Preschool also receives a supply list and there are scheduled drop off days for each program in August.

Grades 4-6: Pencil case/Homework Assignment Book - $8.00  
Grades 7-8: Homework Assignment App - $4.00

*Homeroom Fee*  
Pre3-8 - $10.00/child

*Milk Fee*  
A fee of $20.00 per student is charged for those students who wish to purchase milk. St. Giles participates in the federal milk program to provide milk at a reduced price.

*Lunch Period Fee*  
One child      $115.00  
Two children   155.00  
Three or more  205.00

*Technology Fee*  
Kindergarten - $125.00 / student  
Gr. 1-6 - $200.00/student  
Gr. 7-8 - $400/student

*Graduation Fee*  
A fee of $60.00 is charged for each graduating student to defray the costs of the ceremony.

**Tuition Assistance**

For parents/guardians needing assistance, the School Board accepts requests for financial aid in accordance with guidelines set forth in its Policies and Procedures Manual. All school families may apply for assistance from February through the middle of May. Application includes the following: applying online at [www.factstuitionaid.com](http://www.factstuitionaid.com), forwarding tax forms and W-2's to FACTS and a statement of need is to be submitted to the principal. The School Board Finance Committee reviews the applications anonymously. Please contact the School Office for more information.
Tuition Waiver for Bereavement

In the event of the death of a parent of a student(s) attending the School, the tuition for the remainder of the academic year in which the loss occurs, or the following academic year if the loss occurs in the summer, shall be waived.

Tuition Refunds
For tuition purposes, students who are withdrawn during the school year will receive a refund based on the number of school days passed at time of withdrawal.

SCHOOL INFORMATION

Attendance
School attendance is compulsory in the State of Illinois. The responsibility for compliance with the law belongs to the parents/guardians for children 6 through 16 years of age. The school is responsible for keeping accurate record of each students’ daily attendance. Illinois law requires accumulated absences beyond nine days to be excused by medical personnel.

Student Arrival and Dismissal
For the safety of the students, please be punctual with the times that students arrive and depart from school. No supervision is provided before 8:05 a.m. and after 3:20 p.m. The school provides before and after school care through the Kids Klub program for children who need to be at school before 8:05 a.m. or after 3:20 p.m.. Unsupervised use of School grounds before/after school hours is prohibited.

Arrival Times
The School’s doors open at 8:15 a.m. Students are marked tardy after 8:20 a.m. Students arriving thereafter must report to the School Office.

Entrance Doors
Students enter through the following doors:

- PK4 - Gleeson Bldg. - North door on Columbian Ave.
- PK3 - Gleeson Bldg. - South door - Columbian Ave.
- Kindergarten 100 - Corrigan Bldg. - Linden Ave. - Playground Gate
- Kindergarten 312 - Parish Center. - Columbian Ave. - Rear Entrance
- Grade 1 - Corrigan Bldg. - South door on Linden
- Grades 2 & 3 - Corrigan Bldg. - North door on Linden Ave.
- Grades 4 & 5 - Frawley Bldg. - Linden Ave. door
- Grades 6, 7 & 8 - Frawley Bldg. - Columbian Ave. door
- Kids Klub - Gleeson Bldg. - South door on Columbian Ave

Student Drop-Off Points
Students that are driven to school must be dropped off at one of six designated drop-off points. These drop-off points have been designated “Loading Zones” to increase safety.
1. Corrigan Building’s South door
2. Corrigan Building’s North door
3. Parish Center Columbian Loading Zone
4. Frawley Building’s Columbian door
5. Gleeson Building’s South door
6. Gleeson Building’s North door

Dismissal Times
Grades K Full Day - 8th - Students are dismissed at 3:10 p.m.
Morning Preschool and Kindergarten dismissed at 11:15 a.m.
On half days, morning Kindergarteners may stay until 11:40 when grades 1-8 dismiss.
On scheduled half days, the School day ends at 11:40 a.m.
If severe thunderstorms or tornado warnings are in effect at dismissal time, students will be kept in school until it is safe to leave.

Exit Doors
Students exit through the following doors:
   Extended Day - Gleeson Bldg.- North door
   Pre3 - Gleeson Bldg. - North Door
   Pre4 - Gleeson Bldg.- North door on Columbian Ave.
   Kindergarten Room 100 & Grade 1 - Corrigan Bldg. South door
   Kindergarten Room 312 – Parish Center – Columbian Ave. – Rear Entrance
   Grades 2 & 3 – Corrigan Bldg. North door
   Grades 4 & 5 – Frawley Bldg. Linden door
   Grades 6, 7, & 8 - Frawley Bldg. - Columbian door

Student Pick-up Points
Students that are driven home must be picked up at one of six designated pick-up points. These pick-up points have been designated “Loading Zones” to increase safety.

Gleeson Bldg. students
Corrigan Bldg. students and students with siblings in the Corrigan Bldg.
Grade 4, 5
Grades 6, 7 & 8

Gleeson Bldg. South and North doors
Corrigan Bldg. North & South doors
Frawley Bldg. Linden door
Frawley Bldg. Columbian door

Dismissal: Preschool & Kindergarten
1. Teachers will collect from parents names of persons who will be picking-up their students. If there is a change in the usual pick-up on any day, please inform teachers before dismissal who the pick-up person will be.
2. Teachers will stay with students at pick-up points until all are dismissed. If a person is unusually late, the student will be brought to the office and the parent or appropriate person will be called.
3. Driving through or parking in alley is not allowed.
Dismissal to Non-Parent Adults
No student shall be dismissed to any adult other than their parent or guardian, unless the parent or guardian has made previous arrangements in writing.

Requests for Early Dismissal
No student may leave school before the regular dismissal hour without a written request from the parent/guardian. At the time of early dismissal the child must be signed out in the School Office by an adult. All efforts should be made to arrange for doctor or dental appointments outside of school hours, on free days or on Saturdays.

Traffic Rules
For the safety of our students and to improve traffic flow, all parents and students must observe the following rules:

1. Drive North on Linden and South on Columbian on the 1000 and 1100 blocks. Both blocks are one way during arrival and dismissal.
2. Drop-off and pick-up students only at the designated locations described herein.
3. Loading Zone Areas
   Park only at the curb. DO NOT DOUBLE PARK. Wait in car - Do Not exit vehicle. Students will come to cars. As cars are loaded and leave loading zone, move your vehicle forward.
4. If you need to exit vehicle to pick up child or enter school building, you must park in parking lot on Columbian Ave. or on Berkshire or Greenfield Sts.
5. Students must only cross at the corners even when accompanied by an adult.
6. Do not cross diagonally at the corners.
7. Walk, do not run, across the street.
8. Crossing guards have been trained to assist in the safety of the students. If you do not agree with them, please do not yell or reprimand them; speak to the Principal.
9. Cross main streets only at approved corners:
   • Greenfield and Oak Park Ave.
   • Division and Columbian Ave.
   • Division and Oak Park Ave.
   • Berkshire and Columbian Ave.

Absence
All absences from Pre K - 8 are to be reported to the School Office by 8:30 a.m., through the email at office@stglesschool.org or the school phone 773-383-6279. Please announce your child's name, homeroom number, and reason for absence. When there is no communication, and the child is absent, the school calls the family in order to ensure our knowledge of the child’s safety. Parent/guardians requesting homework for the absent grade 4-8 child must do
so at this time. Requests cannot be accepted during the school day. Primary teachers do not send homework for sick students unless the absence is prolonged, and the parent/guardian and teacher agree the child is ready to complete work at home. We ask your serious cooperation in this matter. Students absent from school are required to make up as much school work and homework as each teacher may prescribe. Arrangements should be made with another student to bring home make-up work or request homework through the school office before 9:00 a.m.. Pick up is in the School Office after 3:10 a.m.

**Extended Absence**
Because of the value we place on education and the need for regular attendance to benefit from the curriculum, students are highly discouraged from missing school for vacation purposes. Please consult the School calendar in planning vacations and give this due consideration before asking that your child be excused. If there is a necessity for such absence, the parent/guardians shall alert the teacher and the office in advance and discuss with the teacher the possible effect of the absence on the student’s schoolwork. The recommendations shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. No homework/assignments will be given prior to an extended absence. THE STUDENT WILL MAKE UP THE MISSING WORK UPON THEIR RETURN CORRESPONDING TO THE NUMBER OF DAYS ABSENT. Regularly scheduled assignments such as novel reading, Simple Solutions math, or a previously assigned long term project can be completed during the absence.

**Funerals During School Hours**
When families wish a student(s) to attend a funeral at St. Giles Church, during school hours, the school must be notified in writing. Families may come to pick up the child at school and take him/her to the Mass. The family is responsible for the student(s) until returning to school. Families may request in writing that their child attend with another adult.

**Truancy**
If a student is absent without an 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 come to school are unsuccessful, the case shall be referred to the appropriate official of the public district.

**Tardiness**
Punctuality is a habit all students should acquire, a responsibility shared by families. Students will be marked tardy after 8:20 A.M. The school will notify the parents if being tardy becomes habitual. **Tardy students in Grades K - 8 must report to the School Office for an admit slip before reporting to their homeroom for class.**

**Excessive Time Missed**
Excessive absences and chronic tardiness seriously disrupt the learning process. When our records indicate a pattern of poor attendance or tardiness, the parent(s) will be informed. If no improvement is made, the parent will be required to come to school for a conference to discuss the problem where solutions will be presented. Said solutions will not be limited to after school make-up and/or summer school.
Extended Day
The Extended Day enrichment program provides afternoon care from 11:15 a.m. to 3:10 p.m. for students enrolled in preschool. Program costs include a $50 registration fee and $5 per hour charge or $20 per day for service. The program will end on the last day of preschool. A child can be registered for a minimum of two days.

Kids Klub
The Kids Klub Program provides before and after school day care for registered students. A $40 fee per child is charged for registration plus $5.00 per hour per child for weekly service and $6.00 per hour per child for daily service. The program meets only on days that school is in session. A child can be registered for the number of hours and days as needed. Families on weekly service will not be charged for the extra hour on 2:00 p.m. early dismissal days or for conference days.

Kids Klub Hours: 7:00 a.m. - 8:15 a.m. & 3:10 p.m. - 6:00 p.m.

Lunch Recess Program
The St. Giles lunch program is for all full day students. Participation in the lunch program is a privilege, not a right. A yearly supervision fee is charged for each family. Milk is available, at a separate fee, for those who wish to order it. (See Fees.)

Children must bring a bag or box lunch only. If parents provide fast food lunch, healthy choices are recommended. Forgotten lunches must be brought to the office for distribution. Sharing food is discouraged due to food allergies. Sending in or arranging a special lunch/treat for a small group of students is not allowed unless sponsored by the school for a specific activity group.

All children go outside at lunchtime, weather permitting. If it becomes necessary for your child to stay inside, a written note for each day must be presented to the School Office.

Disobeying lunchroom or playground rules repeatedly within a trimester will result in temporary or permanent exclusion from the lunch/recess program.

Absence from the lunch program requires a written request from the parent sent to the homeroom teacher. Students must be signed out and picked up in the school office.
DISCIPLINE

ST. GILES SCHOOL "I WILL" CODE OF DISCIPLINE

As a student of St. Giles Catholic School:

I will value my own person because I am loved by God and created in His Image.

I will be respectful of authority in my school, parish, and community, by Showing courtesy and cooperation to all.

I will behave appropriately in Church.

I will be quiet in the school buildings in order to foster a learning atmosphere for myself and others.

I will insure my classmates' right to be safe at school - free from physical violence or threats of any kind.

I will take care of the property of my school, my parish, and my community.

I will obey the regulations set by the playground supervisors and lunch monitors.

I will wear and care for the full school uniform as was established by the Parents and described in the handbook.

I will take credit only for the work that is mine.

Classroom rules developed from our Code will be posted in each classroom. The Principal is the final recourse in all disciplinary situations.
Early Childhood Discipline
Following the guides of the St. Giles Discipline Code, it is the goal of our early childhood programs to help the children develop self-control, assume responsibilities for their actions, and promote appropriate social skills. Through the use of positive reinforcement, children will build self esteem, self control, and conflict resolution skills. Limits to behavior will be made clear to each child and enforced calmly and kindly. No child will be allowed to hurt other children or equipment. Teachers work with each child to promote cooperation and respect through discussion, modeling, and redirecting with positive statements. When all else fails, a “time-out” may be issued in order for the child to regain a sense of self control.

The “I Will” Code forms the foundation for yearly established school-wide and classroom rules. The purpose of these rules is to help the students reflect on inappropriate behavior and its consequences for self and others and to become more self directed in making good behavior choices.

Based on developmental needs, the implementation of consequences will vary for the younger grades.

Consequences Definitions:

Processing:
After being warned to change behavior with no result, student is asked to fill out a developmentally appropriate form on which the student identifies misbehavior and reflects on what behavior should be used in the future. Student may be processed within the classroom or sent to another location/classroom.

Lunch Detention:
Students are removed from regular lunch and/or recess for minor offenses. Length varies depending on the grade level. A daily lunch detention room is designated and teacher supervised in each middle school/ Junior High unit.

P.M. Detention:
Serious rule violations warrant an immediate after school detention from 3:10 - 4:00 in grades 4-8 and 3:15-3:30 for grades 1 - 3. Parents are informed by the office.

Friday School:
Friday School is held from 3:10 - 5:00 in a designated teacher supervised classroom for 4th - 8th students who have undergone five processings over two weeks, or have an accumulated amount of missing assignments, or have more severe behavior violations.
Consequence Chart:

<table>
<thead>
<tr>
<th>Processing</th>
<th>Lunch Detention</th>
<th>P.M. Detention</th>
<th>Friday School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parent email notification</strong></td>
<td><strong>Parent notification by office</strong></td>
<td><strong>Parent notification by office</strong></td>
<td></td>
</tr>
<tr>
<td>Disruptive classroom behavior</td>
<td>Not prepared for class</td>
<td>Blatant disrespect</td>
<td>Major unfinished work</td>
</tr>
<tr>
<td>Talking out</td>
<td>Out of uniform</td>
<td>Disruptive behavior</td>
<td></td>
</tr>
<tr>
<td>Out of seat at inappropriate time</td>
<td>Chewing gum</td>
<td>Vulgar language</td>
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<tr>
<td>Being tardy</td>
<td>Racial/ethnic slurs</td>
<td>Skipping P.M. detention</td>
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<td>Eating outside of lunch without permission</td>
<td>Dishonesty Plagiarism</td>
<td>By decision of the Administration</td>
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<tr>
<td>3 missing homework pink slips (grades 4-6)</td>
<td>Recurring discipline issues</td>
<td></td>
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<tr>
<td>Hallway disruption</td>
<td>Vandalism</td>
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<tr>
<td>Recess disruption</td>
<td>Skipping lunch detention or class or purposely attending the wrong class</td>
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<td>Violation of electronic policy</td>
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<td>Being off campus or in unauthorized areas.</td>
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</table>
Consequence for more serious behavior: Suspensions

In School Suspension:
Behaviors warranting in-school suspensions may include, but are not limited to the following behaviors: (Depending on severity, the principal/assistant principal reserves the right to determine whether to assess an in-school or out-of-school suspension.)

Continued harassment and bullying; skipping school; continued misuse of computers and electronics; gross insubordination/defiance of authority, school rules or willful disregard of directions from school personnel; dangerous behavior which could accidentally cause harm; stealing; vandalism; using racial/ethnic slurs; fighting; and bringing fire-producing or other dangerous materials to school.

Automatic Out of School Suspension:
Possession of weapon or any object brought with intent to use as a weapon or for purpose of disrupting school; intentionally physically injuring or attempting to injure another student or staff member including physical fighting; using fire-producing or other dangerous materials; buying, selling, possessing or using alcoholic beverages, illegal drugs, drug paraphernalia, tobacco products or other controlled substances; major bullying, threatening, harassing, or intimidating another student or staff; sexual harassment; and seriously damaging school property or another person’s property.

The principal is the final recourse in all disciplinary situations.

St. Giles students are required to adhere to the code of expected behavior at ALL school functions, i.e. athletic events at St. Giles and other schools, music concerts, Open House, Curriculum Fair, Field Trips, etc.

Snow Regulations
The students have the responsibility to respect school property as well as other peoples’ homes and property. No snow is thrown at people, buildings, houses, or cars on the school grounds or on the way to and from school. Consequences for throwing snow on campus range from a time out from recess to a monetary fine for 5th - 8th graders. The school notifies parents if students disregard the safety of others by violating the regulation regarding snow throwing on the way to or from school.

Gangs
All students and employees are entitled to work and study in safe school-related environments that are Christ-centered and free of threat and danger.

Students may not advertise membership in any group that is not sanctioned by St. Giles School. This includes what is commonly known as a gang”. Students will not engage in what may be perceived as a method of representing an affiliation with a gang. These methods may include: wearing certain clothing, colors, initials, logos, symbols, insignias, giving hand gestures or other signals that are identified by the police as being gang related.
The school will treat complaints or gang activity seriously and will respond to such complaints in a prompt and thorough manner. Gang activity of any type will not be tolerated and appropriate action will be taken. This includes contacting parents/guardians and local police authorities.

**Substance Abuse Policy**
Any student found with, using, or selling illegal substances and/or paraphernalia in the area of the school's jurisdiction shall be subject to the following:
1. Suspension pending school investigation;
2. Conference with Principal, parents, child, Pastor, and other appropriate persons as determined by the Principal; and
3. Notify the police as directed by the law.
4. If a violation is found, professional evaluation and, if necessary, treatment shall be provided by parent/guardian.

When pastoral and rehabilitative measures have been exhausted with no success, the Principal may choose continued suspension and/or expulsion. In extreme circumstances expulsion may be considered at an earlier time in the process.

**Sexual Harassment Policy**
Sexual harassment includes, but is not limited to, many of the emotional acts or conduct (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting and abuse involving physical contact or sexual assault.

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

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

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

**Weapons**
Any instrument brought by a student on school grounds with intent to do bodily harm is considered grounds for expulsion.
Everyone at St. Giles School is committed to making our school a safe and caring place for all students. As members of a Faith Community, we will work to make our school a place where all are welcome and can work and play in an atmosphere of mutual respect. We will not tolerate bullying in our school nor in activities sponsored by our school and/or parish community.

According to our discipline code, a person is bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.

Offenses may include but are not limited to:
- Cyber-bullying
- Name-calling or mean teasing: verbally or written
- Name-calling or mean comments about race, color, or gender
- Name-calling, mean comments, or gestures with a sexual meaning
- Physical bullying
- Rumor-spreading: verbally or written
- Social isolation/exclusion
- Taking, relocating, or damaging another’s property
- Threats/intimidation

Consequences:

First Level: The situation is discussed with the student. Student will sign form reminding them of consequences for behavior. Student is required to meet with counselor. Parent conference will be held.

Second Level: An after school attitude adjustment is scheduled. During this time the Principal/Assistant principal will work with the student(s) to reflect on past behavior/learn proper behavior. An action plan will be developed. The parents will be present. All parties sign action plan.

Third Level: The situation is discussed with the student. The guidance counselor/assistant principal will review student’s responses. A one day in school suspension. Parents will be notified.

Fourth Level: Student Interviewed - Parents and student will meet with principal - Suspension, probation and expulsion are options.

The Principal is the final recourse in all disciplinary situations.
SECURITY

All visitors MUST SIGN-IN THE OFFICE. This includes all parents on school grounds for any reason during the hours of 8:00-3:30. Visitors will receive a pass if they have a valid reason for being in the school buildings. Every staff member has been instructed to tell an individual to go to the office for a pass, if they are not wearing one that can be clearly seen.

Additionally, SUPERVISION IS PROVIDED FROM 8:05 AM - 3:20 PM, unless a child is being tutored by a teacher or serving a detention. While dropping off children early may be a matter of convenience, your expectation should not be that we will provide supervision for them. THE BEFORE/AFTER SCHOOL PROGRAM SHOULD BE USED.

In the event of extreme emergency where students must be evacuated from the school buildings, parents may pick up their child/ren at United Lutheran Church, 409 W. Greenfield (Ridgeland & Greenfield).

COMMUNICATION

Faculty/Parent Communication - Parents wishing to communicate with teachers or the Principal should call the School Office for an appointment or contact the individuals in writing or via e-mail. Customary response time is 24-48 hours. Teachers’ addresses and phone numbers are not given out through the school.

News and information about the school are posted regularly on the school’s website, www.stgilesschool.org. Email addresses for administration, office staff and teachers are listed on the Faculty page on the website and in the school directory. Teacher pages are also available on the website and are a good resource to visit for classroom and curriculum news and homework.

Grievance Procedures

When parents have concern about their child, they are expected to confer with the classroom teachers directly through one or more meetings, as necessary or desired. If not resolved, parents may request a meeting with principal or principal and teacher to help resolve the issues in conflict. Upon advisement of all parties, the principal has final decision on steps of resolution to be taken. If resolution is not achieved to satisfaction, parents may request a meeting with the pastor.

School / Parent Communication

The Wednesday E-news and email blasts through Constant Contact are the main forms of communication with parents. On occasion, some notices may be distributed through the students. It is the parents’ responsibility to make sure that communications sent home from school are received and that the Wednesday E-news and emails are opened and read.

All letters and notices to be sent home through the school via the Wednesday E-news or the Take Home Folders require authorization of the Principal. The letters or notices must be submitted no later than the Monday of the week before the information is being sent home.
The Internet service School Messanger will be used for phone calls, emails or texts to parents when emergency notification is needed.

**Faculty Student Electronic Communications**
St. Giles faculty, staff and volunteers must comply with St Giles School policy concerning electronic communications with students. Faculty, staff, volunteers and coaches shall not communicate electronically with students in pre-K through 5th grade; all electronic communications should be with parents. Faculty, staff and volunteers may only communicate electronically with students in grades 6 through 8 via email and only if a parent is copied on the communication. Faculty, staff and volunteers and coaches shall not communicate with students via text or mobile phone calls. This does not prohibit student teacher interaction via a school approved class management website or app.

**Email Guidelines for Parents/Staff**
1. Your child’s progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a conference with the teacher. Using email to schedule a conference or meeting is appropriate.
2. Please remember that email is not confidential. Confidential information (such as medical or health concerns) should be conveyed by phone or personal contact.
3. Jokes, amusing or special stories, chain letters, or commercial solicitations and in general non-school related emails are inappropriate.
4. Faculty and staff agree to return parental email messages within two (2) working days. Faculty members may opt to return messages via email, phone, or in writing.
5. Faculty and staff are not required to check email during weekends, holidays or vacation.

**Parish Bulletin**
St. Giles School is an integral part of St. Giles Parish. Special events of the school are published in the church bulletin.

**Parent/Teacher Conferences**
Mandatory parent teacher conferences for all students in Preschool through 8th grade are held in November at the end of the first trimester. A second optional conference will be held in March at the end of the second trimester. In the absence of a court order, the school will provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference should be scheduled at time other than that of the custodial parent unless both parents do not object to the same conference.

If parent - teacher concerns arise, please make an appointment by sending a note, an email, or leaving a message in the school office for the teacher to call to arrange an appointment. Please avoid impromptu conferences. Teachers have many responsibilities before, during and after school. Appointments need to be made for all conferences and meetings.
Student Records
A permanent file of attendance, achievement scores, health records, report cards and special services is kept in the School Office. A temporary file of disciplinary actions, awards, anecdotal notes, etc. is also maintained. Parents/guardians are welcome to review this information in the school office. Requests to examine a file should be made in writing to the Principal at least 24 hours prior to such examination. St. Giles School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the School will provide the non-custodial parent with access to academic records and 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 to provide the School with an official copy of the court order. Likewise, if St. Giles School has on record a court order indicating limited visitation rights or non-visititation rights, and a parent makes application to volunteer in the school, this application will not be accepted.

Resource Services
St. Giles offers the services of a qualified Resource teacher who is trained to recognize, assess and provide services to children with specific learning disabilities. The primary computer/librarian also provides resource for selected students. These services are provided within the regular classroom or the resource rooms. The Response to Intervention team supervises the screening of K-3rd students for reading benchmarks. Identified students receive remediation instruction within the classroom or in a small group in the resource center.

Support Services
If a parent is concerned that his/her child has special needs, it is usually best to discuss these concerns with the child’s homeroom teacher. Many times, slight modifications or interventions may address the difficulty the child is experiencing. If concerns still exist, a referral to the local public district for specific evaluations may be recommended.

District Services
District 97 of Oak Park Public Schools offers services for parents of non-public students who attend school in its district. Such services include Child Find testing and identification and speech. Consultation with St. Giles School staff prior to contacting the public school district is necessary. The availability of speech services for identified non-public students depends on annual government proportionate share funding.

Telephones
The Office telephone is for School business. Students may not call home for forgotten articles, e.g., gym shoes, assignments, and lunches.

Emergency Closing
In severe weather refer to WGN AM 720, WBBM 780 for any emergency closing of school. You may also check www.emergencyclosing.com or go to the school website www.stgilesschool.org. Before a decision to close is made, the following factors are considered: 1) the decision of our local public schools, 2) any decision by the Archdiocese, 3) safety of walking or driving, and 4) the ability of teachers to get to school.
Change of Emergency Information
Please inform the School Office of name, address or phone changes AS SOON AS POSSIBLE, including day care providers and emergency contacts.

STUDENT LIFE

Homework - The following principles guide teachers and parents roles in homework:

**School Guidelines:**
1. The goals for assigning and completing homework are for students to have self-discipline, to perfect their intellectual skills, and to feel confident as learners.
2. Homework supports learning in one of four ways: pre-learning, checking for understanding, practice, or processing. This is accomplished more effectively with quality homework tasks.
3. Homework can be differentiated by difficulty or amount of work based on age, individual learning needs, and other factors.
4. Teachers need to coordinate timing of homework, long term projects, studying for assessments, and tests.
5. Homework should not make up a significant percentage of a final grade.
6. Homework will vary at each grade level and with each teacher. Please check with your child’s teachers for the classroom homework policy.
7. Teachers and parents are a team supporting the student’s learning.
8. All students are provided a homework assignment book and are expected to daily keep track of their assignments. Homework assignments are also posted on teacher web pages at www.stgilesschool.org.

**Parent Guidelines:**
1. Parents role in homework is one of encouragement, guidance, and observation. Communication with teacher is key.
2. Parents support learning by asking about what the child is studying and asking to see any homework assignments.
3. Parents assist their child in getting organized, having an appropriate place to do homework, and formulate a plan for completing homework.
4. Completion of the homework should be the child's work, not the parents'.
5. Parents may also assist in the learning process by reading aloud with child, proofread their work, give practice review, help child brainstorm ideas for papers or projects, engage their child in discussion on what they are learning.

Work Missed Due to Absence
1. It is the student’s, parent’s or guardian’s responsibility to obtain assignments in case of absence.
2. For extended absence, the same number of days as the absence will be given to complete the work. (Two days absent, two days to get assignments in.) It will be considered late after that.
3. Students absent in the morning, but present in the afternoon, are responsible for the entire day’s assignments, both collected and assigned. The same holds true for students present in morning and absent in the afternoon.
4. Absent work due to a Specials teacher should be turned in to that teacher upon return, even if the student does not have that class the day they return.
5. Upon return from a one-day absence, students are required to take any test that was given during the absence.
6. Special testing arrangements will be made for long-term absences.

Posting Students Grades
Teachers in grades 4-8 will post student assignment scores, homework scores and test grades on-line through Powerschool. Teachers will post grades in a timely manner. Parents will have access to their own children’s grades. Homework assignments will also be posted on teacher web pages.

Report Cards
Report cards indicating students’ progress are sent home each trimester. After reviewing the report card with their children, parents are asked to sign the report card envelope and promptly return it to the homeroom teacher.

Midterm
Progress reports are available for grades 4-8 online in Power School. Teachers may also alert parents of children who are experiencing difficulty and are averaging a “C” or less.

Pre-school and Kindergarten report cards are sent home each trimester.

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

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Honor Points</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>99 - 100</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>95 - 98</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>91 - 92</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>87 - 90</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>85 - 86</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>83 - 84</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>79 - 82</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>77 - 78</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>75 - 76</td>
<td>1.4</td>
</tr>
<tr>
<td>D</td>
<td>71 - 74</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>69 - 70</td>
<td>0.7</td>
</tr>
<tr>
<td>U</td>
<td>68 or lower</td>
<td>0</td>
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Incompletes
When an incomplete is earned in any subject due to unfinished work, the student has two weeks or an agreed upon specified time frame to complete work to assess a grade; otherwise, the incomplete will become a “U” for that trimester.

Honor Roll
Sixth grade students are eligible for Honor Roll Recognition by earning a 3.0 or above average in Religion, Literature, Language Arts, Math, Social Studies, Science, Art and
Music, Spanish, Physical Education and Computers. Seventh and eighth grade students are eligible for Honor Roll based on the following criteria: High Honors - 3.7 - 4.3 average and Second Honors - 3.0 - 3.6. The practical/fine arts subjects count for a percentage of an honor point depending on how many days a week the class is held. Earning a “D” or lower in any classes erases eligibility for Honor Roll.

**Academic Promotion**

A student in grades 5-7 must have a 1.4 or better cumulative average in his/her academic subjects: Religion, Math, Science, Social Studies, Literature, Language Arts, Spelling, Spanish, Art, Music, Physical Education and Computers. If his/her average falls below 1.4, s/he must attend summer school or tutoring and pass an assessment before returning for the Fall semester. Students in grades 5-7, who have a 1.4 cumulative average but earn a “U” in all three trimesters in any academic subject area, must take summer school or tutoring. Grade placement will then be determined.

Graduation requirements: Students graduating from St. Giles School must have successfully completed the elementary program through maintaining a 1.4 or better cumulative average in his/her academic subjects: Religion, Math, Science, Social Studies, Literature, Language Arts, Spanish, Art, Music and Computers, and receive a passing grade on the U.S. and State of Illinois Constitution examinations. Academic work must be completed in conjunction with all subject areas including Fine Arts Classes (i.e, Art, Music, P.E., and Spanish.) A student who does not meet the above criteria will receive a certificate of attendance at graduation ceremonies. Upon successful completion of a summer school class, a diploma will be issued.

**Graduation Recognition**

**Graduation Speakers** - Two to four students with the highest GPA’s are awarded the honor of giving one of the graduation speeches.

**Subject area awards** - These are based on GPA and the student’s interest and participation in the subject. A student may not receive more than one of these awards.

<table>
<thead>
<tr>
<th>Language Arts</th>
<th>Science</th>
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<tbody>
<tr>
<td>Literature</td>
<td>Social Studies</td>
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<tr>
<td>Math</td>
<td>Spanish</td>
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**President’s Award for Academic Achievement** - Awarded to students having a 3.8 or better cumulative average for all three trimesters in the academic subjects: Language Arts, Literature, Math, Science, Social Studies.

**Scholarship Announced** - Any special scholarships received from high schools.

**Council of Catholic Women** - Based on evaluation of application awarded to two girls who are attending Catholic High Schools.

**St. Giles Men’s Club** - Based on evaluation of application awarded to two boys who are attending Catholic High Schools.
Cafasso Science Award - Awarded to a male student who has a high GPA in science and demonstrates high motivation in the subject area.

Testing
Aspire Achievement tests are administered to students in grades 3-8 in April.

High School Recruitment
In the Fall, parents and students of 7th & 8th graders are invited to attend a Catholic School recruitment night in McDonough Hall. Various parochial schools are represented.

High School Application Requirements
Most high schools request the following for admission selection: 7th grade report card, 8th grade 1st trimester report card, standardized assessment results. Parents must sign a release giving permission for the school to send the scores.

Care of School Property
All of our students should be aware of the fact that the equipment and building costs at St. Giles are very high. It should be the goal of each student to help reduce expenditures for repair and replacement. Restitution will be demanded from students and their parents for any willful destruction of School property, books or materials. Hard cover books must be covered. Report Cards will be held until restitution is made. Damage to the School/parish grounds by any student(s) may be grounds for suspension and/or expulsion.

Resource Center/ Library Regulations
Students are allotted time during the school week to use the Resource Center/Library. Proper use and care of all equipment and materials is required. Students who do not return books on the due date will be charged a fee per day. Books which are lost or damaged must be accounted for by the students. Report cards will be held until restitution is made by the student for damaged Resource Center/Library materials.

Internet Access
St. Giles School offers students access to the computer network for the Internet in the classrooms and in computer classes for academic purposes only. Internet use by students is supervised by teachers, and a filter is in place to block inappropriate material. All users must comply with the Acceptable Use Policy and must sign the St. Giles Internet Use and Guideline Permission Form. (See Appendix for form.) Each student must have a signed permission form on file in order to access the Internet. Inappropriate use of the Internet and/ other St. Giles School technology resources will result in appropriate disciplinary action.

Technology Use Outside of School
Parents/guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, deliberate threats, harassment or intimidation of an individual or group, placing an individual in reasonable fear of harm, actions that have the
effect of substantially disrupting the orderly operation of the school; misuse 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.

Photo Release Form
A parent/guardian signed photo release is required for any student’s picture to be used in school related communications or other public relations/marketing efforts. Photo release records are kept by the Development Director and the Office. Student use of in-school photos also falls under this directive.

Field Trips
Teachers will take students on educational field trips during the year. When the School offers a field trip, a charge may be made to cover bus transportation and entry fees. Since the School accepts the responsibility for such trips, it has the prerogative of excluding students. Those who are excluded are expected to attend School on the day of the trip, and classroom provisions will be made for these students. Written permission on the School-issued permission slip is required for a child to participate. (See Appendix for form.) No verbal permission will be accepted.

Parents are often asked to act as chaperones on field trips. In order to ensure proper supervision of the students, it is necessary that parent-chaperones make other plans for their other children so they can give full attention to supervising students assigned to them. All chaperones must meet the Archdiocesan Protecting God’s Children requirements. See Appendix.

Students Transported by Parent/Other Adult Drivers
On occasion, a parent/other adult might be recruited to help drive to a school event. In that case, the school must have proof that the parent’s car insurance covers passengers, and each parent of a child riding in the car must have a written parent permission submitted allowing their child to be a passenger in the designated parent/other adult driver’s car.

Permission Forms
Whenever written permission is required for a student to participate in a school activity, e.g., field trips, dances, gym nights, school-issued permission slips are required. (See Appendix for form.) No verbal permission will be accepted.

Bicycles
Students in Grades 5 through 8 may ride their bicycles to School but, in accordance with Oak Park Village ordinance, only if they are wearing a protective helmet. Each student must lock his/her bicycle and retain full responsibility for the bicycle. Bicycles must be placed in the racks located in the Corrigan Building playground. They are not to be locked to any other railing or post, only the bike racks. Children riding bicycles must walk their bikes on school grounds (sidewalks and alley) and should enter and exit from the alley behind the Corrigan building at Berkshire Avenue. Violations result in loss of privilege. Skateboards, roller blades and scooters are not allowed. Also, laser lights, hockey or lacrosse sticks are not allowed!
Personal Property
Uniforms and personal property (lunch bags, gym shoes, coats, jackets, boots, etc.) should be marked with the student’s name. The Lost and Found container is located in the Frawley lunchroom. The School is not responsible for the loss, theft or damage to personal items. Personal property which is unclaimed after 30 days will be donated to St. Vincent DePaul or disposed of. Uniform items will be donated to the PTO for their uniform exchange.

Use of Electronic Devices during School Hours
It is advisable for students not to bring personal electronic devices to school. This includes, but is not limited to, cell phones, smart watches, portable media players, wireless handheld devices, pagers, computers, digital cameras and other communication devices. The school is not responsible for the loss of personal items. Below 4th grade students may bring electronic devices to school, but must keep them in their backpacks and turned off during school hours. 4th through 8th grade student policy: Upon arrival at school, cell phones, smart watches, iPods and other such devices will be collected by the teacher and kept in a safe place until they are returned at dismissal. Students may not use electronic devices during school hours, including lunch and recess, unless specifically authorized by a teacher, principal or other staff member. Electronic devices not turned in to the teacher will be confiscated and kept in the school office. Violations of this policy will result in appropriate disciplinary action, including but not limited to confiscation of the electronic device.

First offense: Parent must pick up item at the end of the day from the school office.

Second offense: Item will be kept in office until end of the school year at which time it will be returned to the student.

Student Owned Laptop/Tablet Computers
Administration approval must be given before a student may bring a personal laptop, tablet computer, or e-reader to school for use during the school day. The student’s parent(s) must contact the principal and the classroom teacher(s) and explain how the student plans to use the computer and obtain permission to bring and use the computer. Upon approval parents/students must submit a completed “Electronic e-reader Form to the school office. When used by the students at school, the student’s usage must conform to the same requirements as for use of school-owned equipment.

Gum
Students are not allowed to chew gum on School premises.

Birthday Celebrations:
Sign up your child for participation in Birthday Book Club. Students will also receive an out of uniform pass from the Administration to be used on their birthday or half day for those with summer birthdays. FOOD TREATS SENT TO SCHOOL IN CELEBRATION OF BIRTHDAYS ARE NOT ALLOWED.
HEALTH AND SAFETY

ST. GILES SCHOOL-WIDE NUT FREE POLICY

1. Why does St. Giles have a Peanut/Tree Nut Policy?
   We have children with severe peanut and/or tree nut allergies in every grade. We understand that students can be exposed to food allergens without their knowledge, and that some students are still learning how to protect themselves from inadvertent exposure to food allergens. While we make efforts to clean and wipe down eating surfaces, playing surfaces, toys, desks, and chairs, there are now many children within our school who could have a life-threatening allergic reaction from contact with even a microscopic amount of the offending foods.

2. What is the Policy? Does it affect what I send my child for lunch?
   The only food items that may be served to St. Giles students, including in the classroom or at school events (including, but not limited to PTO-sponsored events, classroom parties, field trips, and athletic events) are pre-packaged or single packaged (e.g. fresh fruit) food items with complete ingredient lists so that potential food allergens can be screened at the event. On occasion and with prior approval, school sanctioned groups may use the kitchen in McDonough Hall to prepare foods for students. This sole exception is explained in Section 3 below.

   Parents or caregivers should carefully check all foods sent in for an individual student’s snack or lunch to make sure they are peanut/tree nut-free. Families can help keep peanuts and tree nuts out of our school by reading packaging labels and only sending in foods that are peanut-free and tree-nut free. Also parents should remind children not to share food with other children at school as we have students who are allergic to a wide variety of foods, other than peanuts and tree nuts. We need to make sure that there is little opportunity for any child to be exposed to foods that could harm him/her.

3. How do I know what foods are safe to send to school with my child?
   Food for Groups
   Snacks sent to be served to a group of students must be pre-packaged with intact, visible, original manufacturing labels verifying that the food does not contain peanuts or tree nuts and was not made in facility that processes peanuts or tree nuts. You can visit the website www.snacksafely.com to consult the Snack Safe Guide, which works with manufacturers to provide a guide of snacks that do not contain particular food allergens. However, you should always verify the labels on the food you purchase as manufacturers change their ingredients and processes from time to time.

   On occasion school-sanctioned groups, including PTO and the Wellness Committee, provide food for school events. When committee volunteers bake or prepare foods, they do not use ingredients containing peanuts or tree-nuts and use the McDonough Hall kitchen, where they wipe down counters and wash their hands and cooking utensils prior to preparing the foods. Still, McDonough Hall is a parish space and we cannot enforce our school nut policy with non-school groups who use the space. If your child has a
food allergy, and you have concerns about food preparation in McDonough Hall, please advise your child’s teacher and discuss your concerns. Options include, but are not limited to, your child declining the food, bringing his or her own food, or you participating in the food preparation so that you can decide if your child should consume the food.

**Food for Individual Children**
For your individual children, the food you send in their lunches or for their snacks must be peanut-free and tree nut-free. Foods that have been made in a facility that processes peanuts or tree nuts may be sent in your child’s lunch provided the foods do not contain peanuts or tree nuts as an ingredient. If you send such items, please remind your child not to share any food with other children at school.

If you have any questions about peanut or tree nut allergies, or whether certain foods are considered tree nuts, please refer to the American College of Allergy, Asthma & Immunology.

4. **Lunch**
The Fun Lunch Program is a PTO sponsored fundraiser, and participation is always voluntary. None of the food choices available through the Fun Lunch Program contain peanuts or tree nuts as ingredients, however St. Giles School has no control over the practices within the Fun Lunch vendors’ kitchens and cannot guarantee that their kitchens are peanut and tree nut free. Children are served only the Fun Lunch items which their parent or caretaker has pre-ordered for them. Any child is welcome to bring his/her own lunch on days when Fun Lunch is served.

Smart Lunches: Smart Lunches is an outside vendor contracted by Saint Giles School for the convenience of our families. The vendor indicates their lunches are 100% nut free, however Saint Giles School has no control over their product.

5. **Faculty & Staff Spaces**
The following areas, where students are not permitted, are exempt from this policy: the private offices of school administrators and all faculty lunchrooms.

**Illness/Injury During the School Day**
When a student becomes ill or is injured at School, the Principal or School Office will immediately contact the parent or guardian. If the parent or guardian cannot be reached, the School will call the emergency contact person named on the Emergency Card distributed at the beginning of each school year.

**IT IS IMPERATIVE THAT PARENTS/GUARDIANS KEEP THE CHILD’S EMERGENCY RECORDS UP TO DATE.** If the emergency contact person cannot be reached and the situation warrants, the Principal shall call the paramedics. Written documentation of these incidents shall be kept.
IMPORTANT NOTICE TO ALL PARENTS/LEGAL GUARDIANS REGARDING EMERGENCY MEDICAL TREATMENT

If your child becomes ill or is injured while in attendance at School or at School events and emergency treatment is necessary, we will make every effort to contact you. However, you should be aware that the Illinois Law provides for an implied consent in the case of a minor who requires emergency treatment. The Illinois Law specifically allows a hospital or licensed physician or dentist to render emergency treatment for first aid to a minor without the consent of the minor’s parents or legal guardian if in the sole opinion of the physician, dentist, or hospital the obtaining of consent is not reasonably feasible under the circumstances without adversely affecting the minor’s health.

Communicable Diseases
All communicable diseases and any diagnosed skin rash require that a child have a written release from a physician before returning to School.

Administration of Medicine
No medication will be administered to a child by anyone other than a parent. If a child is to administer medication to him/herself, a Medical Authorization form must be filled out by the referring physician and a Parent/Permission and Authorization form must be submitted by the parent/guardian to the School Office. The teacher or office staff will keep the medication in a locked cabinet until the designated time. In cases of anaphylactic shock, staff are authorized to administer an epi-pen or in other situations, a specified medication as directed by the child’s medical plan.

Appropriate Containers
It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:
a. Prescription-labeled by a pharmacy or licensed prescriber (displaying the Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initialed of pharmacist) or
b. Manufacturer-labeled for non-prescription over-the-counter medication. At the end of the school year, or the end of the treatment regime, the student’s parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

Insurance
All students must be insured, whether through a family policy or through the School. Families of students not covered under a family policy must contact the school office within the first 10 days of school for information on an alternative policy.
Sudden Illness or Accident
Parents will be notified of sickness or an accident at school. A second phone number must be on file for emergencies only. Names and phone numbers of family physicians should also be recorded on the emergency form.

The School is not responsible for any injury or any accident which has occurred due to a student's violation of School safety regulations. Common safety regulations apply in School buildings and on all School grounds.

Returning to School after an Illness
Any student who is absent due to a contagious illness that must be reported to the local health authority will not be allowed back in school without a physician’s note.

Physical Education and Recess Excuses
All students must participate in physical education classes and outdoor recess unless they have a written excuse from their physician.

Screening Schedules
Vision screening is done annually for grades PreK, K, 1, 3, 5, and 7. Auditory screening is done annually for grades PreK, 1, 2, and 3.

Volunteers and Protecting God’s Children
Parents and other individuals who wish to volunteer in the school must complete the following:

- Criminal Background Check - eAppsDB - on line application
- CANTS 689 form (Child Abuse and Neglect Tracking System)
- Code of Conduct
- Mandated Reporter Training
- Safe Environment Training: Virtus/Protecting Gods’s Children and Youth

Contact the Assistant Principal who is the St. Giles School Safe Environment administrator. Directions and requirements are also outlined on the webpage, [www.stgilesschool.org](http://www.stgilesschool.org) under Student Life, then click Forms, “Volunteer Requirement Forms”.

Reporting Child Abuse
St. Giles School strictly adheres to the State of Illinois requirement that school personnel promptly inform the Department of Children and Family Services when they have reasonable cause of any allegation or suspicion of child abuse or neglect when the alleged or suspected abuser is a parent, guardian, relative or other caretaker.

Safety Emergency Drills
Fire drills are conducted on a regular basis and a tornado drill and lock down drill are conducted once a year. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in a safe quiet and orderly manner.
**Tornado Warnings**
If a tornado warning is in effect in the locality of St. Giles School, students shall be taken to the designated safety area. Children shall not be released from the school building during a tornado warning. Parents/guardians waiting to pick up children during such a warning are encouraged to enter the school building and take cover with the students and staff.

**Federal Asbestos Program**
In accordance with the US EPA Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act & Rules and Regulations, inspections and management plans have been made for St. Giles School concerning materials containing asbestos. A copy of these documents may be examined in the office during school hours.

**Suggestions for Parent-Child Safety Checks**
Unfortunately, School areas are places where strangers unfriendly to children frequent. We will take every precaution to protect our children at School. We encourage you to review the suggestions listed below with your child(ren) to insure safe travel to and from School.
1. Unfriendly strangers can be male or female.
2. Never assume that a person offering you a ride to school is "just being friendly."
3. If a car slows down to talk to you, don't stop to talk or answer a question. Walk fast and stay on a well traveled street. If possible, try to get the license number. (Singing the license number is an easy way to remember if you don't have a pencil and paper.)
4. Don't take short cuts to school.
5. Don't stop to accept candy, gum or anything from a stranger, walking or driving.
6. If possible, try to walk to school with a friend.
7. When traveling to and from school, don't stop to play in alleys or other secluded areas.
8. If you are ever approached by a stranger, run and report it immediately to your parents or a school official (principal, teacher, etc.)

**Animals on Campus**
Bringing dogs, cats, or other animals on campus during school hours is prohibited. It is a safety hazard for the children. Allowing animals in the classroom is to be determined on a case by case basis and is ultimately up to the discretion of the principal.

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

**Authority to Conduct Searches**
A search of a student's person or belongings is permitted by school personnel who have a reasonable suspicion that a search will turn up evidence that a student has violated school policy or carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug or unauthorized item prohibited by law.
Conducting the Search
If a personal search is warranted, actions will be taken to secure the safety of other students and staff. If a student refuses to voluntarily empty pockets, book bag or purse, the student will be detained until parents are contacted and present. Parents and students will be informed that the refusal to comply with staff directives could result in student suspension or expulsion.

If a weapon, illegal drug or controlled substance is seized, school authority MUST contact local police to report the incident and hold the contraband until police arrive at the school.

ST. GILES UNIFORM CODE

The school uniform is by Schoolbelles, located at 7254 W. Foster Ave., Chicago, IL 60656 (773)631-0450.

Parental supervision is required to insure their own children’s compliance with the uniform code. All students are expected to arrive and leave School in complete uniform. All interpretations of the dress code rest with the principal.

Girls
The Girl’s Uniform for Grades 1-3 will consist of a blackwatch plaid jumper and a short or long sleeved white round collared blouse.

The Girl’s Uniform for Grades 4-8 will consist of a black watch plaid skirt, short or long sleeved green banded polo with St. Giles logo. Undershirts worn under polo must be WHITE only.

Girls may wear navy blue dress slacks in substitution of the jumper or skirt.

Socks: Solid navy, white or black socks or tights.

Leggings worn to and from school for warmth, must not be worn during the school day.

Boys
The Boy’s Uniform for Grades 1-8 will consist of navy slacks with standard side pockets (No cargo pants or multi-pocketed pants are allowed), and a short or long sleeved grey polo with St. Giles logo. For the 2015-16 and 2016-17 school years white polos with school logo will be allowed. Shirts must be tucked in. Only WHITE undershirts may be worn under polo.

Socks: Solid navy, white or black socks.

All Students
Uniform and Out of uniform dress code:
Minimum length of outfit is from shoulder to lower thigh (2" above knee)
No skin can be showing between shoulder and lower thigh
Clothing on each shoulder must be at least 1 1/2" wide.
Shirts and Blouses: Students must tuck in at all times. Students may untuck shirts / blouses when outside for recess.

Pants: Students must wear pants at the waist.

Sweatshirts: Students may choose to wear a navy blue monogrammed sweatshirt supplied by the uniform company or a navy blue sweatshirt or fleece Spiritwear sold by the PTO. No other sweatshirts may be worn. Solid color navy, black, or white cardigans may also be worn.

Shorts: Students may wear navy blue dress Bermuda shorts during August/September and May/June.

Shoes: Backed navy, brown or black dress shoes. Students must properly wear shoes. Shoelace shoes must have tied shoelaces, and students are not permitted to walk on the back of their shoes. Gym shoes must be brought to school on PE days. Unacceptable shoes include but may not be limited to sandals, flip flops, clogs, boots, slip on shoes with no backs, and casual style.

Jewelry: Girls with pierced ears may wear one stud or button earrings in the lobe with no part dangling below the earlobe. A ring, watch or a chain necklace with a cross are acceptable. Boys may not wear earrings.

Hair: The student’s hair must be neat, clean and well groomed. Hair must be off one’s face and out of one’s eyes, and colored, severe, bizarre and extreme styles are not acceptable. Boys’ hair may only extend to the top of the collar and to the ear lobe on the sides.

Head Bands and Hair Ribbons: Solid white, navy, brown or black.

Make-up/Nailpolish: Absolutely none permitted.

On days when students are allowed to wear clothing other than the school uniform, proper clothing must be worn. The final interpretation of what constitutes “proper” clothing shall be left to the discretion of the School administration.

Preschool and Kindergarten Dress Code:

Clothes worn to school should allow student to fully participate in the activities of the day.

Shoes worn should be safe for running and/or playing on recess equipment. Flip-flops, clogs and backless shoes are unacceptable for safety reasons.

Hair length should not interfere with the student’s ability to engage in the learning process. Hair must be off one’s face and out of one’s eyes.
PE Uniform
All students must wear gym shoes for PE class. Girls in Grades 1-8 must wear shorts under their jumper or skirt.

ST. GILES SCHOOL ATHLETIC PROGRAMS

INTERSchOLASTIC SPORTS PROGRAM
Under the direction of the Athletic Director, interscholastic sports are organized for 5th - 8th graders for co-ed soccer, boys and girls basketball, and boys and girls volleyball. The St. Giles Athletic Handbook explains all the policies and procedures for the program and is distributed to parents, students and coaches at the beginning of the sports season. The Athletic Handbook is available on the school website, www.stgilesschool.org under Student Life, then Forms.

APEX Program
After school Physical Education Extension which includes recreational and intramural activities for students after school and during the summer months coordinated by the APEX Director.

Philosophy
The St. Giles APEX Program operates in accordance with all established policies and tenets set forth by St. Giles School. In confluence with the St. Giles School philosophy and as an extension of the St. Giles Physical Education curriculum, APEX strives to provide and promote a Christian environment, in which each student may attempt to reach his/her potential within the context of athletic endeavor. APEX dynamically challenges its participants to:

- accept and appreciate teammates
- recognize and develop potential
- learn and transmit positive values
- accept both success and failures
- unconditionally embody best effort
- strive for athletic team excellence

Mission
The mission of the APEX Program is to:
- provide opportunities for all interested St. Giles students to participate in a variety of sports and activities
- encourage all students to participate as members of St. Giles community instill team-oriented values in the sports environment
- transmit knowledge of the fundamentals of various sports and games
- develop the sports-specific skill levels of each participant
- enhance individual levels of physical fitness.
The St. Giles athletic community, including all coaches, athletic staff, participants, parents and spectators, will demonstrate a working knowledge of the behavioral guidelines and values specified in the St. Giles School Handbook, which promotes the highest standards of integrity, civility and respect.

**Fees**
Dates and deadlines for registration and participation fees will be distributed through program-specific information sheets. All fees are non-refundable. Fees are to be paid by check or money order, payable to the St. Giles Athletic Program. If a participation fee poses a problem, please contact either the Athletic Director for Interscholastic fees or the APEX Director for after school or summer program fees.

**Protocol**
In the event issues arise regarding the APEX Program, the following process should be followed:

- If the issue falls under the auspices of a staff member, the issue should be discussed with that individual in respectful dialogue.
- If the issue cannot be resolved, the issue should be referred to the APEX Director.
- All other issues and/or concerns related to the APEX Program should be directed to the APEX Director.
- If after respectful dialogue, resolution of and/or explanation of the issue is not satisfactorily achieved, the issue should be referred to the Principal in the form of a formal letter.

**Participant Behavior**
Apex and Interscholastic Sports participants are expected to follow the established philosophy of athletic programs and the St. Giles School “I Will” Code of Discipline. Failure to act in accordance with these rules/guidelines, or as prescribed by the staff member, may result in a temporary or permanent suspension of participation in either program.

**Facilities**
1. Only gym shoes are to be worn on the gym floor during play.
2. No food, gum, or candy are allowed on the gym floor.
3. No playing in and around the bathroom facilities or on the stage.
4. No participant is allowed in the gym without a staff person present.

**Communication**
APEX game schedules will be handed out at school. In addition the registration forms and schedules will also be posted on the APEX page of the St. Giles School Web site - www.stgilesschool.org. Changes in the initial schedules will be communicated to the participants through announcements at school, handouts, or the best method available at the discretion of the APEX Director and staff. Changes will also be posted on the APEX webpage.
EXTRA-CURRICULAR AND ENRICHMENT ACTIVITIES

St. Giles School offers a wide range of enrichment programs and extra-curricular activities. Exclusion from optional activities is at the discretion of parents and the Principal.

Acolytes/Altar Service
Students in grades 5-8 are given the opportunity to assist at daily and Sunday liturgies.

Buddy Grade Partners
Each year, the students receive an older or younger partner with whom they develop a special relationship. Buddy grades are organized as follows: 1st and 5th, 2nd and 6th, 3rd and 7th, 4th and 8th. Several 8th grade students are also selected to be buddies to the kindergarten classes. Throughout the year the buddies share various activities. The program is a visible sign of our commitment to community and Building the Kingdom of God at St. Giles.

Diplomat Club
A club for 6th - 8th graders, members of the Diplomat Club serve their school as ambassadors, escorting guests and giving tours at events, taking pictures of school functions for the archives and managing a bulletin board display of school activities. Sign-up is held early in the school year.

Enrichment Program
The PTO sponsors after-school enrichment classes throughout the school year. Examples of classes included are Chess, Mad Science, Crafts and Math Quest with IPads.

Instrumental Music Program
Students in grades 4-8 are given an opportunity to participate in a conservatory-like curriculum of full rehearsals, sectionals and private lessons taught by professional musicians. The band performs in several concerts, festivals and assemblies each year. Outstanding students perform as soloists in concerts and contests. Students have an opportunity of competing for annual scholarships offered by the band.

Intramural and Varsity Sports
The St. Giles Sports Program encompasses all physical education, after school physical education extension activities (APEX), and 5th-8th interscholastic league activities of the School. The gym teacher is director of the physical education program and APEX, and the athletic director is responsible for the varsity Interscholastic League program. Students may participate in a variety of sports with their fellow classmates and students of other schools. Intramural activities including basketball, hand-hockey, kickball, soccer and volleyball are available for students in grades K-8. Interscholastic basketball, soccer, and volleyball are available for grades 5-8.

APEX also organizes a summer program from June to the middle of July offering various
physical education activities in the gym during the day and evening. Students pay one fee and drop-in during activities of interest to them. Schedules and sign up are distributed in the Spring.

**Junior Great Books**
A reading enrichment program for all students in grades 1-4. Development of critical thinking and discussion is the emphasis.

**Jr. High Dances**
Social events for the junior high class offered at least three times a year. Permission slips are required. *(See Appendix.)*

**Peer Mediators**
Older students may be trained by the counselor and assistant principal in peer mediation. When students request mediation to help solve a problem/conflict, a mediation is held with two peer mediators and an adult observer.

**Rainbows**
Grade level discussion groups for children experiencing a divorce or death in the family. Groups are led by trained teacher facilitators.

**Robotics Club**
An after-school club where teams of 6th - 8th grade students work under a moderator’s assistance to build and program a robot to complete in the annual local and regional competitions for Vex Robotics.

**Scouting Programs**

*Girls:* Crossroads Council
There are four levels of active participation:

- Daisies - girls in Kindergarten
- Brownies - girls in 1st, 2nd and 3rd grades
- Juniors - girls in 4th, 5th and 6th grades
- Cadets - girls in 7th and 8th grades

Each troop has adult leadership. Weekly meetings are held. The Crossroads Council will offer assistance for anyone interested in troop leadership.

*Boys:* Des Plaines Valley Council
There are four levels of participation:

- Tigers - boys in 1st grade
- Cubs - boys in 2nd and 3rd grades
- Webelos - boys in 4th and 5th grades
- Boy Scouts - boys in 6th, 7th and 8th grades

Meetings are held monthly. Camping trips and various other activities are part of these programs.
Spanish
An optional enrichment program for 4 year old preschool and Kindergarten students. Classes are held during the lunch period. This program is offered to stimulate students into learning a new language, and to enhance their knowledge of Spanish culture.

Student Council
Students are given an opportunity to participate in student government. Representatives are elected in grades 5-8, while officers are elected from grades 5-7 for the following year.

Student Yearbook
Junior High students are given the opportunity to create lasting memories of the school year in words and pictures.

PARENT GROUPS

Faith and Family Life Committee
Committee works to foster participation of students, parents and teachers in the spiritual services and events of the parish.

St. Giles Band-Aides
The Band-Aides support the Band Director with the various activities of the band. They also publish a newsletter keeping parents informed of their children’s activities and achievements and sponsor a yearly fund raiser. All parents of band students are expected to contribute their time in some manner. Information concerning the St. Giles Band Program is contained in the Band Handbook.

AMENDMENTS

Statements in this Handbook are subject to change without notice. The School will attempt to keep you informed of all changes as soon as practical.

APPENDIX
ST. GILES SCHOOL MAJOR DISCIPLINE FORM

NAME

DATE

HOMEROOM

Dear Parent,

In order to conduct our school in an orderly manner we have rules and regulations for all grades, Pre K – 8, which must be observed. Offenses are listed below. Each classroom also has a posted list of classroom rules which students are expected to follow. Observance of classroom rules applies to all classroom activities on or off campus

DETENTION DATE_____________ TIME SERVING

An Automatic Detention is given for:

- Fighting
- Dishonesty ______
- Vandalism ______
- Stealing ______
- Abusive or Vulgar Language ______
- Racial / Ethnic Slurs ______
- Blatant Disrespect ______
- Disruptive Behavior_______ Location______
  Disruptive behavior is behavior that requires an excessive amount of attention/correction in order for an activity to proceed as it should.
- Other ______

Comments:

Signature of Teacher: ______________________________
Dear Parent,

According to our discipline code bullying is described as intentional, repeated, hurtful act, word, or other behavior committed by one or more persons towards others.

Offenses may include but are not limited to:

_____ Cyber-bullying
_____ Name-calling or mean teasing: verbally or written
_____ Name-calling or mean comments about race, color, or gender
_____ Name-calling, mean comments, or gestures with a sexual meaning
_____ Physical bullying
_____ Rumor-spreading: verbally or written
_____ Social isolation/exclusion
_____ Taking, relocating, or damaging another’s property
_____ Threats/intimidation
_____ Other

Consequences:

Level One: _____ The situation is discussed with the student. Student will sign form reminding them of consequences for behavior. Student is required to meet with counselor. A parent conference will be held.

Level Two: _____ An after school attitude adjustment is scheduled. During this time the principal/assistant principal will work with the student(s) to reflect on past behavior/learn proper behavior. An action plan will be developed. The parents will be present. All parties sign action plan.

Level Three: _____ The situation is discussed with the student, The guidance counselor/assistant principal will review student’s responses. A one day in school suspension. Parents notified.

Level Four: _____ Student interviewed. Parents and student will meet with principal. Suspension, probation and expulsion are options.

The principal is the final recourse in all disciplinary situations and may waive and enforce disciplinary rule at her discretion.

Student Signature

Administrator Signature
FIELD TRIP PERMISSION FORM

Field Trip/Excursion to:

Date: ________________  Time Leaving: ________________

Expected Return Time: __________

Dismissal from school at: ________________

I give permission for my child ____________________________ to participate in this field trip/excursion. In granting this permission, I assume full responsibility for any damage to person or property caused by my child or ward.

I further agree that in the event disciplinary action or the health of my child or ward may make it necessary, at the discretion of the sponsors, my child or ward may be forthwith returned home at my expense. In the event of an emergency, I further consent and will be responsible for any medical or dental treatment that may be advisable at the discretion of any physician or dentist.

It is further warranted that if this Field Trip Permission Form is signed by one of two parents or guardians, it is with the authority of the other.

__________________________  ____________________________
Date  Parent Signature

_____________________________________________________

Student Agreement

Field Trip/Excursion to

While participating in this field trip/excursion, I will accept the responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

__________________________  ____________________________
Date  Student Signature
Dear Parent / Guardian:

St. Giles School is pleased to offer students access to the computer network for the Internet. All Internet use by students will be supervised by teachers at all times. Please review the following guidelines with your child, and sign below. This form is to be returned to their Homeroom Teacher.

1. Computers in the classroom and computer lab are for academic purposes only. The Internet should be used to locate and examine sites with academically worthwhile and relevant information. No student shall use the Internet for abusive speech, obscenities, or disruptive behavior. Abuse will result in appropriate disciplinary procedures.

2. There must be no tampering with the hardware or software of the computer. Tampering with the equipment, altering programs, installing programs without authorization, or reconfiguring any part of a computer are prohibited and will result in loss of computer and internet privileges. Students will be instructed about how to use the machine and should carefully follow those instructions. There will always be a teacher in the room to assist students and answer any questions.

3. Students are taught to use materials gained from the Internet for research notes and not for exact copying of information (plagiarism).

4. All other general school rules for behavior and communications apply. It is expected that students will comply with school standards and the specific rules set forth above. The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for their actions in accessing and utilizing the school computer resources. The students are advised never to access or keep anything that they would not want their parents or teachers to see.

I have read and agree to the above guidelines and consequences. I have discussed it with my child. Further, I give permission for my child to use the Internet at St. Giles School in accordance with the above guidelines for the period of time my child is a student thereof. In the event I wish to withdraw my permission, I shall do so in writing to the principal of St. Giles School.

Parent Signature __________________________________________ Date

Student Signature __________________________________________ Date
All parent volunteers must complete Archdiocesan compliance requirements. Volunteers include, but are not limited to, room parents, Great Books’ helpers, Art Awareness helpers, field trip chaperones, Girl Scout and Boy Scout leaders and helpers. Any person in a position of trust in the Archdiocese - employees, clergy and volunteers - must complete the following requirements which are detailed at www.archchicago.org under Protecting Children, click on compliance to access the forms below. If you have questions, please contact the school office at 7083836279.

<table>
<thead>
<tr>
<th>Process</th>
<th>Where Accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check</td>
<td>Online at <a href="http://www.archchicago.org">www.archchicago.org</a> under Protecting Children then Compliance and select Background Screening</td>
</tr>
<tr>
<td></td>
<td>*Click on “Click Here” to set up username and password</td>
</tr>
<tr>
<td></td>
<td>*In the Access Code field, type the word: protection</td>
</tr>
<tr>
<td></td>
<td>*In the *Primary Parish / School / Agency: field, type the word: Giles and then select St. Giles School</td>
</tr>
<tr>
<td>Virtus/Protecting God’s Children</td>
<td>Attend within 2 months of beginning service. Certificate of attendance kept on site in personnel file.</td>
</tr>
<tr>
<td></td>
<td>Online at <a href="http://www.archchicago.org">www.archchicago.org</a> under Protecting Children then Compliance and select Virtus. All participants must pre-register online.</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>Read and sign on line prior to beginning service. Signed acknowledgment form kept on site in personnel file.</td>
</tr>
<tr>
<td></td>
<td>Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to Protecting Children, then Compliance and select Code of Conduct.</td>
</tr>
<tr>
<td>Child Abuse and Neglect Tracking System form - CANTS</td>
<td>Complete form. Print copy of completed form to be kept on site in personnel file.</td>
</tr>
<tr>
<td></td>
<td>Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to Protecting Children, then Compliance and select CANTS.</td>
</tr>
</tbody>
</table>
St. Giles School eReader Acceptable Use Policy and Agreement

I authorize, ________________________________________________, to bring his/her eReader to St. Giles School with the understanding that it is to be used as a tool for school related reading only, and not for other purposes such as communication, entertainment, music, gaming, etc. I understand this opportunity is a privilege that requires extra caution and responsibility both on the part of the student and his/her parents. With this understanding I agree with the following:

- My child will comply with all St. Giles electronic acceptable use policies outlined in the St. Giles School Handbook.
- All material on the eReader must comply with the spirit and policies of St. Giles School.
- The eReader must have all cellular and network capabilities disabled while the device is at school.
- The eReader must be used at appropriate times in accordance with teacher instructions.
- The eReader must not be a distraction for the student or those around him/her, nor be a source of any classroom disruption.
- All eReaders are for classroom use only and will not be allowed during lunch or recess.

Parent/Guardian Name:
(Print) __________________________________________________

Parent/Guardian Signature: ___________________________ Date:

Make/model of device:
_____________________________________________________

Serial number:
_____________________________________________________

Student Agreement
I have received, read, understand and agree to abide by the St. Giles eReader policy and regulations and any other policy or regulation outlined in the Parent-Student Handbook regarding acceptable use of electronics. I understand that a violation of these policies may result in losing the privilege of bringing the eReader to school.

Student name:(Print) ___________________________ Grade______ Homeroom_______

Student signature: ___________________________ Date: