

# ST. GILES SCHOOL HANDBOOK

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

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# TABLE OF CONTENTS

ST. GILES SCHOOL CREED .....	1
PHILOSOPHY .....	1
MISSION STATEMENT .....	2
PEOPLE AND EVENTS.....	3
Parent Teacher Organization .....	3
Parents Roles.....	3
Parent/Guardian Conduct.....	3
Family Events - Substance Abuse ...Procedures ...	4
Student Responsibilities .....	4
SCHOOL INFORMATION.....	5
Attendance .....	5
Student Arrival and Dismissal.....	5
Arrival Time.....	5
Entrance and Doors .....	5
Student Drop-Off Points .....	6
Dismissal Times .....	6
Dismissal: Preschool & Kindergarten .....	6
Dismissal to Non-Parent Adults.....	6
Requests for Early Dismissal .....	6
Absences.....	6
Extended Absence.....	7
Funerals During School Hours .....	7
Truancy.....	7
Tardiness .....	7
Excessive Time Missed .....	7
Extended Day .....	7
Kids Klub.....	8
Lunch Recess Program .....	8
DISCIPLINE .....	8
Early Childhood Discipline.....	8
Consequence Definitions .....	9
Consequence Chart .....	10
Consequences for More Serious Behavior .....	10
In School Suspension .....	10
Automatic Out of School Suspension.....	11
Snow Regulations.....	11

Gangs .....	11
Substance Abuse Policy .....	11
Sexual Harassment Policy .....	12
Weapons .....	12
Attacks on School Personnel .....	12

ST. GILES SCHOOL BULLYING BEHAVIOR AND  
DISCIPLINE PROCEDURES ..... 12

SECURITY..... 13

COMMUNICATION ..... 13

Faculty/Parent Communication .....	13
Grievance Procedures .....	14
School/Parent Communication .....	14
Faculty Student Electronic Communications.....	14
Email Guidelines for Parents Staff .....	14
Parish Bulletin .....	15
Parent/Teacher Conferences .....	15
Student Records .....	15
Resource Services.....	15
District Services.....	15
Telephones .....	15
Emergency Closing.....	15
Change of Emergency Information .....	16

STUDENT LIFE ..... 16

Homework .....	16
Work Missed Due to Absence.....	16
Posting Students Grades .....	17
Report Cards .....	17
Midterm.....	17
Grading Scale .....	17
Incompletes.....	17
Honor Roll.....	17
Academic Promotion .....	17
Graduation Recognition .....	18
Graduation Speakers .....	18
Awards and Scholarships.....	18
Testing .....	18
High School Application Requirements .....	18
Care of School Property .....	19
Resource Center/Library Regulations .....	19
Internet Access.....	19

Technology Use Outside of School .....	19
Photo Release Form.....	19
Field Trips .....	19
Students Transported by Parent/Other	
Adult Driver.. .....	20
Permission Forms .....	20
Bicycles .....	20
Personal Property .....	20
Use of Electronic Devices during	
School Hours.. .....	20
Student owned Laptop/Tablet.....	21
Gum.....	21
Birthday Celebrations .....	21
HEALTH AND SAFETY .....	22
St. Giles School Wide Nut Free Policy .....	22
Illness/Injury During School Day .....	23
Emergency Medical Treatment.....	24
Communicable Diseases .....	24
Administration of Medicine .....	24
Appropriate Containers .....	24
Sudden Illness or Accident .....	24
Returning to School after an Illness .....	25
Physical Education and Recess Excuses.....	25
Screening Schedules .....	25
Volunteers and Protecting God’s Children .....	25
Reporting Child Abuse .....	25
Safety Emergency Drills .....	25
Tornado Warnings .....	25
Federal Asbestos Program .....	26
Parent-Child Safety Checks .....	26
Animals on Campus .....	26
Search and Seizure .....	26
ST. GILES UNIFORM CODE .....	27
Girls .....	27
Boys .....	27
All Students .....	28
Preschool & Kindergarten Dress Code .....	28
PE Uniform .....	28
ST. GILES ATHLETIC PROGRAM .....	29
Interscholastic Sports Program.....	29
Academic Eligibility Policy.....	29

EXTRA-CURRICULAR ACTIVITIES .....	30
Acolytes/Altar Service .....	30
Buddy Grade Partners. . . . .	30
St. Giles Ambassadors . . . . .	30
Enrichment Program .....	30
Instrumental Music Program .....	30
Jr. High Dances .....	30
Rainbows for All Children.....	30
Student Yearbook .....	30
 AMENDMENTS .....	 31
 APPENDIX .....	 31
St. Giles Major Discipline Form .....	32
St. Giles School Antibullying Discipline Form.....	33
Internet Use Permission Form .....	34
St. Giles School e-Reader Acceptable Use Policy and Agreement.....	40

St. Giles School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese and Office of Catholic Schools as outlined in the 2017 **Educational Policies Manual**. Local school policies and procedures found in the St. Giles School parent/family/student and faculty handbooks are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic School directives.

## 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.

## **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.

# PEOPLE AND EVENTS

## 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.

For a list of the PTO Committees and events please refer to the PTO website at [www.stgilesschool.org/st-giles-pt/](http://www.stgilesschool.org/st-giles-pt/)

## 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.

## **SCHOOL INFORMATION**

### **Attendance**

School attendance is compulsory in the State of Illinois. Therefore, students are required to attend school daily. 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 8:10 a.m. Students are marked tardy after 8:20 a.m. Students arriving thereafter must report to the School Office. Students in grades 7 and 8 will receive an after-school detention upon arriving late the 4th time in any given trimester. An after-school detention will be issued for each late arrival after that until the end of the trimester. Consistent late arrival will require a meeting between parents and school administration.

### **Entrance and Doors**

Students enter through the following doors:

- PK3 – Door L – Gleeson Bldg. – South door - Columbian Ave.
- PK4 – Door M – Gleeson Bldg. – North door on Columbian Ave.
- Kindergarten 100 – Door C – Corrigan Bldg. – South door on Linden Ave.
- Kindergarten 312 – Door N – Parish Center – Rear Entrance - Columbian Ave.
- Grade 1 – Door C – Corrigan Bldg. – South door on Linden Ave.
- Grades 2 & 3 – Door B – Corrigan Bldg. – North door on Linden Ave.
- Grades 4 & 5 – Door H – Frawley Bldg. – Linden Ave.
- Grade 6 – Door J – Frawley Bldg. – Columbian Ave.
- Grades 7 & 8 – Door K – Frawley Bldg. – Columbian Ave.
- Kids Klub – Door L – Gleeson Bldg. – Columbian Ave.

## **Student Drop-Off/Pick-Up Points**

Students that are driven to school must be dropped off at one of five designated drop-off points. These drop-off points have been designated “Loading Zones” to increase safety.

1. Corrigan Building near South door C
2. Corrigan Building near North door B
3. Frawley Building near Columbian door K
4. Gleeson Building near South door L
5. Gleeson Building near North door M

## **Dismissal Times**

Grades K Full Day -8<sup>th</sup> - 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 11:45 when grades 1-8 dismiss.

On scheduled half days, the School day ends at 11:45 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.

## **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. 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.
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.

## **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. 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.

## **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@stgilesschool.org](mailto:office@stgilesschool.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. Pick up is in the School Office after 3:10 p.m. until 3:45pm.

### **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. It is the student's responsibility to check the teacher's web page for assignments missed. Regularly scheduled assignments such as novel reading, or a previously assigned long term project must 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. 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 that their child attend with another adult.

### **Tuancy**

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-3 must report to the School Office with an adult. Tardy students in Grades 4 – 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.

### **Extended Day**

The Extended Day 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 \$25 per day for service. The program will end on the last day of preschool.

### **Kids Klub**

The Kids Klub Program provides before and after school day care for registered students. A \$50 fee per child is charged for registration plus \$6.00 per hour per child for weekly schedule and \$7.00 per hour per registered child for drop-in. 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.

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

### **Lunch/Recess Program**

The St. Giles lunch/recess program is for all full day students. Milk is available, at a separate fee.

Children may bring a bagged lunch, or parents have the opportunity to pre-order lunches through Smartlunches.com. 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 lunch/recess.

## **DISCIPLINE**

Classroom rules will be posted in each classroom. The Principal is the final recourse in all disciplinary situations.

### **Early Childhood Discipline**

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. A “time-out” may be issued in order for the child to regain a sense of self-control.

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

## **Consequences Definitions:**

### ***Processing:***

Behavior that continues after redirection will warrant processing. The student completes a developmentally appropriate reflection regarding his/her behavior. Student may be processed within the classroom or sent to another location/classroom.

### ***Lunch Detention:***

Students are removed from regular lunch and/or recess. A daily lunch detention room is designated, and teacher supervise in each Intermediate School/Junior High unit.

### ***P.M. Detention:***

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

Consequence Chart:

<b>Processing*</b> <i>Parent email notification</i>	<b>Lunch Detention*</b>	<b>P.M. Detention*</b> <i>Parent notification by office</i>
Disruptive classroom behavior	Repeatedly not prepared for class	Blatant disrespect
Talking out	Uniform code violation	Disruptive behavior
Out of seat at inappropriate time	Chewing gum	Vulgar language
	Hallway disruption	Racial/ethnic slurs
	Lunch/recess disruption	Vandalism
		Skipping lunch detention or class or purposely attending the wrong class
		Violation of acceptable use policy
		Being off campus or in unauthorized areas.
		More than 4 tardies per trimester

\*Consequences may be applied to behaviors not represented on this chart as deemed appropriate.

**Consequence for more serious behavior: Suspensions**

**Suspension (Half-Day or Full-Day):**

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; threat of harm; truancy; 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 or vaping 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. Kids Klub or 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. 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 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
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.



Consequences may result in continued suspension and/or expulsion when pastoral and rehabilitative measures have been exhausted. 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.

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 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.

### **Attacks on School Personnel**

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

## **ST. GILES SCHOOL BULLYING BEHAVIOR AND DISCIPLINE PROCEDURES**

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 to be worn in the school buildings.

Supervision is provided from 8:05 am-3:20 pm. If you need supervision outside of these times, Kids Klub is available.

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 via e-mail. Customary response time is 24-48 hours.

News and information about the school are posted regularly on the school's website, [www.stgilesschool.org](http://www.stgilesschool.org). Email addresses for administration, office staff and teachers are listed on the Faculty/Staff page on the website. Teacher pages are available on the website and are a good resource to visit for classroom and curriculum news and homework.

## **Grievance Procedures**

When parents have a concern about their child, they are expected to confer with the classroom teachers directly. If not resolved, parents may request a meeting with the Principal or Assistant Principal and teacher to help resolve the issues. If resolution is not achieved to satisfaction, parents may request a meeting with the pastor.

## **School/Parent Communication**

The Sunday 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 Sunday E-news and emails are opened and read.

All letters and notices to be sent home through the school via the Sunday E-news or the Take Home Folders require authorization of the Principal. The letters or notices must be submitted no later than the Wednesday of the week before the information is being sent home.

When emergency notification is needed, SchoolRush! Communication App will be used for phone calls, emails, texts or push notifications to parents.

## **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 5<sup>th</sup> grade; all electronic communications should be with parents. Faculty, staff and volunteers may only communicate electronically with students in grades 6 through 8 via school 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/Faculty/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 8<sup>th</sup> grade are held in October. A second optional conference will be held during 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 a time other than that of the custodial parent unless both parents do not object to a mutual conference.

### **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. St. Giles School abides by the provisions of the Family Education Rights and Privacy Act with respect to the rights of noncustodial 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-visitation 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 Resource teacher who is trained to provide services to children with specific learning disabilities. These services are provided within the regular classroom or the resource rooms. The Response to Intervention team supervises the screening of K-3<sup>rd</sup> students for reading benchmarks. Identified students receive remediation instruction within the classroom or in a small group in the Resource Center. If concerns exist, a referral to the local public district for specific evaluations may be recommended.

### **District Services**

Oak Park School District 97 offers services for parents of non-public students who attend school in its district. Consultation with St. Giles School staff prior to contacting the public school district is necessary.

## **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 SchoolRush! Notifications, or local TV and radio news for any emergency closing of school. You may also check [www.emergencyclosing.com](http://www.emergencyclosing.com) or go to the school website [www.stgilesschool.org](http://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**

### *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. Homework should not make up a significant percentage of a final grade.
5. Homework will vary at each grade level and with each teacher. Please check with your child's teachers for the classroom homework policy.
6. Teachers and parents are a team supporting the student's learning.
7. All students are provided a Student Planner and are expected to daily keep track of their assignments. Homework assignments are also posted on teacher web pages at [www.stgilesschool.org](http://www.stgilesschool.org).

### *Parent Guidelines:*

1. Parents' role in homework is one of encouragement, guidance, and observation.
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 their child, proofread work, give practice review, help brainstorm ideas for papers or projects, engage 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. Arrangements will be made for long-term absences.

### **Posting Students Grades**

Teachers in grades 1-8 will post student assignments and test grades on-line through PowerSchool 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 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**

Parents will be notified via email if their child is experiencing difficulty.

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:**

<u>Grade</u>	<u>Range</u>	<u>Honor Points</u>
A+	99 - 100	4.3
A	95 - 98	4.0
A-	93 - 94	3.7
B+	91 - 92	3.4
B	87 - 90	3.0
B-	85 - 86	2.7
C+	83 - 84	2.4
C	79 - 82	2.0
C-	77 - 78	1.7
D+	75 - 76	1.4
D	71 - 74	1.0
D-	69 - 70	0.7
F	68 or lower	0

### **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 an "F" for that trimester.

## **Honor Roll**

Seventh and eighth grade students are eligible for Honor Roll based on the following criteria: High Honors - 3.8 - 4.3 average. 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 must have a passing average in his/her subjects. If his/her average falls below passing, s/he must attend summer school or tutoring and pass an assessment before returning for the Fall semester. 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 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. 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.

Language Arts	Science
Literature	Social Studies
Math	Spanish

**U.S. President’s Award for Academic Achievement** - Awarded to 8<sup>th</sup> grade students having a 3.8 or better average for all three trimesters in all subjects.

**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 the Spring.

### **High School Recruitment**

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

### **High School Application Requirements**

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

## **GENERAL POLICIES**

### **Care of School Property**

Restitution will be required from students and their parents for any willful destruction of School property, electronics, books or materials. Damage to the School/parish grounds by any student(s) may be grounds for suspension and/or expulsion. FACTS account will reflect amount owed.

### **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. FACTS account will reflect amount owed.

### **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**

Student's pictures will be used in school related communications, including website and social media, unless parents opt out via our photo release form (available on the school website). Photo release records are kept by the School. **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. 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. No verbal permission will be accepted.

### **Bicycles**

Students 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 are not to be locked to any other railing or post, only the provided bike racks. Children riding bicycles must walk their bikes on school grounds (sidewalks and alley). Skateboards, roller blades and scooters must be carried on school grounds.

### **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 are located in the Frawley and Corrigan buildings. 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, computers, digital cameras and other communication devices. The school is not responsible for the loss of personal items. Below 4<sup>th</sup> 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. 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. Parent must pick up item at the end of the day from the school office.

### **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 day to be used on their birthday or half birthday for those with summer birthdays. Students must adhere to the appropriate dress policy. **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](http://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/initials 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.

### **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-8. Auditory screening is done annually for grades PreK- 3.

### **Volunteers and Protecting God's Children**

Parents and other individuals who wish to volunteer in the school must complete the following:

- CANTS 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 Principal or Business Manager who are the St. Giles School Safe Environment administrators. Directions and requirements are also outlined on the school website, [www.stgilesschool.org](http://www.stgilesschool.org) under Parents>Vital Information.

### **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 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, [www.schoolbelles.org](http://www.schoolbelles.org).

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 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.

## **Grades 1<sup>st</sup> – 8<sup>th</sup> Dress Code:**

### **Girls**

The girls' uniform for grades 1-3 will consist of a blackwatch plaid jumper, not exceeding 2" above knee, and a short or long sleeved white round collared blouse.

The girls' uniform for grades 4-8 will consist of a blackwatch plaid skirt, not exceeding 2" above knee, short or long sleeved green banded polo with St. Giles School logo. Undershirts worn under polo must be WHITE only.

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

Solid, neutral colored socks, tights or leggings must be worn.

Flannel or sweatpants worn to and from school for warmth, must not be worn during the school day.

### **Boys**

The boys' 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 School logo. Shirts must be tucked in and students must wear pants at the waist. Only white undershirts may be worn under polo.

Socks must be worn and have to be solid and neutral colored.

## **All Students**



- Sweatshirts: Students may wear a navy monogrammed sweatshirt or fleece supplied by the uniform company. No other sweatshirts may be worn. Solid color navy, black, or white cardigans may also be worn.
- Shorts: Students may wear navy Bermuda shorts (no cargo shorts) during August through October and April through June.
- Shoes: Students wear backed, solid, neutral colored dress shoes. Shoelace shoes must have tied shoelaces, and students are not permitted to walk on the back of their shoes. Gym shoes are permitted on P.E. days only.
- 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 Christian-themed pendant 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. Unnaturally 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/nail polish: absolutely none permitted.

## **PE Uniform**

PE uniform is mandatory beginning 2018-19 school year. Uniforms are available through Schoolbelles and consist of a t-shirt with the St. Giles School logo (green for girls, gray for boys), navy mesh logoed shorts, and navy logoed sweat pants with solid neutral-colored socks. Sweat pants will be required November through March and can be worn by themselves or over the uniform shorts. Gym shoes can be worn all day with the PE uniform and may not be worn with the regular uniform. Students without the gym uniform and gym shoes will not participate in the P.E. class.

### **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<sup>1</sup>/<sub>2</sub>" wide. Clothes should be without offensive image or language.

Unacceptable shoes include but may not be limited to sandals, flip flops, clogs, boots, slip on shoes with no backs, and casual style. The final interpretation of what constitutes acceptable out-of-uniform clothing shall be left to the discretion of the Administration.

# ST. GILES SCHOOL ATHLETIC PROGRAMS

## INTERSCHOLASTIC SPORTS PROGRAM

Under the direction of the Athletic Director, interscholastic sports are organized for co-ed 5<sup>th</sup>-8<sup>th</sup> grade cross country, co-ed 5<sup>th</sup>-8<sup>th</sup> grade Fall soccer, boys and girls 4<sup>th</sup>-8<sup>th</sup> basketball, boys and girls 5<sup>th</sup>-8<sup>th</sup> grade volleyball, co-ed 4<sup>th</sup>-8<sup>th</sup> grade Spring soccer. 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 St. Giles Athletics website, [www.stgileslionsathletics.org.assn.la](http://www.stgileslionsathletics.org.assn.la). The link to the Athletic website can be found on the school website [www.stgilesschool.org](http://www.stgilesschool.org) under Student Life.

## ACADEMIC ELIGIBILITY POLICY

St. Giles School requires each student-athlete maintain no lower than a C- grade in each academic class each week to be eligible to participate in interscholastic athletics. Spanish class will be included for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students.

## PROCESS

At the beginning of each season, team rosters will be made available to the School Administration. Beginning after the third full week of each trimester, student-athletes' grades will be reviewed on Tuesdays by teachers. Student-athletes with a grade below a C- will be placed on academic probation for one week. After the one-week probation period has ended teachers will review grades and determine if the student-athlete's grade has met eligibility requirements. If the requirements have not been met, the student-athlete will be declared ineligible for all athletic activities until the grades are reviewed the following Tuesday, at which time the eligibility will again be determined for the following week. Student-athletes with IEPs will be given special consideration. School Administration will provide the Athletic Director (AD) a list of student-athletes on academic probation and a list of student-athletes declared academically ineligible every Tuesday, which will be followed by notification, via email, to the student's family and coaches. All coaches are expected to follow all eligibility decisions.

## INELIGIBILITY PERIOD

Ineligibility will begin with games/practices on Wednesday and will continue through the following Tuesday. A student declared academically ineligible may not attend events (Pack the Park, Jam the Gym), practices, games, or meetings of his/her team during the ineligible period. If a student is declared ineligible before a vacation period, the student will remain ineligible until the first Tuesday after school is back in session. A student declared ineligible for 4 weeks in a trimester will be immediately withdrawn from participating in his/her athletic activity for the remainder of the season or the trimester, whichever is shorter.

# **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. Throughout the year the buddies share various activities.

## **St. Giles Ambassadors**

A club for 7<sup>th</sup>-8<sup>th</sup> graders. St. Giles Ambassadors participate in leadership formation and service. Activities include directing leadership events, school spirit, escorting guests and giving tours at events, Open Houses and school activities. Sign-up and training are held early in the school year.

## **Enrichment Program**

St. Giles sponsors after-school enrichment classes throughout the school year. Examples of classes include academic and co-curricular activities.

## **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.

## **Jr. High Dances**

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

## **Rainbows for All Children**

Grade level discussion groups for children experiencing a divorce or death in the family. Groups are led by the School Counselor.

## **Student Yearbook**

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

## **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: \_\_\_\_\_

## ST. GILES SCHOOL ANTIBULLYING DISCIPLINE FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_ HOMEROOM \_\_\_\_\_

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 \_\_\_\_\_

## St. Giles Catholic School

### Technology Acceptable Use Policy and Agreement 2018-2019

#### Policy and Purpose

St. Giles Catholic School has purchased an Apple iPad for Seventh and Eighth Grade student use for the current school year. Technology resources at St. Giles School (SGS) are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. The iPads are for educational purposes only.

St. Giles School retains sole right of possession of the iPad and related equipment. All apps, files and documents stored on the iPad are property of St. Giles School. The iPad will be issued to students according to the guidelines set forth in this document. St. Giles School retains the right to collect and/or inspect the iPad at any time, monitor student use, and to alter, add, or delete installed software or hardware. Students in violation of the Acceptable Use Policy may be subject to disciplinary action, repossession/confiscation, and/or removal of content. In the event of confiscation or repossession, completion of all class work remains the responsibility of the student. St. Giles is not responsible for the financial loss of any personal files/software that are deleted.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the St. Giles School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

In order to receive and/or use an iPad students and parents are required to review this document, as well as sign the iPad acceptable Use and Internet Acceptable Use agreement to protect the hardware and software inherent with this technology.

#### iPad Acceptable Use Policy

The iPad/Network Acceptable Use Policy will be emailed to all families. Hard copies of the agreement will also be sent home with students from school. When the signed agreement is returned to St. Giles School students will be issued an iPad by their homeroom teacher. The homeroom teacher will provide an orientation for the

proper use and care of the iPad, but it is the obligation of each family to fully read, review, discuss and understand this agreement with their student(s).

All iPads are labeled with the school name and identification number. This number is linked to the device serial number and the specific student the iPad is issued to. iPads are never to be shared and/or transferred to another user/student.

Students are required to return the iPad, case, and charger with cord he/she was issued during the final week of school.

Any student who transfers, withdraws, is suspended or expelled from SGS during the school year, must surrender the iPad, case, charger and cord upon termination of enrollment.

If a student/parent/guardian fails to return the iPad or pay for the cost of replacement, at the end of the school year or upon termination of enrollment at St. Giles, a theft report may be filed with the local police department and that parent/guardian could be subject to criminal prosecution or civil liability.

The student/parent/guardian agrees to be responsible for costs associated with any damage/loss to the iPad, case or charging device. The fee for repairs is not to exceed replacement costs. Repairs will be made by Saint Benedict's Technology Consortium or at Apple authorized repair centers only. Repairs and replacement parts will all be made with authorized Apple parts.

The cost of missing or damaged iPad, case, charger and/or chord will be added to family FACTS account. 8<sup>th</sup> grade students who have not returned or paid for an iPad will not be eligible for participation in graduation activities/ceremony.

### **General iPad Care and Precautions**

- Students/parents/guardians are responsible for the general care of the iPad they have been issued according to this Acceptable Use Policy and the Technology/Internet Use Policy.
- Student iPad must be fully charged and ready for school each day. iPads cannot be charged at school. The student assumes all responsibility for making up any work missed because of an insufficiently charged device.
- Students who repeatedly (three or more times in a trimester) fail to bring the iPad fully charged will lose the privilege of the taking their iPad home. Their iPad will be checked in at the school office each evening to be charged for the next day. Students will still be responsible for all assigned work to be completed at home.
- iPads must go home each evening (see exception in point b). They are never to be stored in student desks/school overnight.



- If a student leaves their iPad at home, they are responsible for getting the course work completed. iPads will not be loaned to students who forget their iPad.
- No personal password or lock codes are to be added to the iPad. iPads that are locked and therefore prevent St. Giles School access to the device will be considered as “lost” and the family will be charged for replacement.
- Photos/Images storage on the iPad will be for school projects only. Storage of personal photos or downloaded images is not allowed. Students agree that the camera will not be used to take inappropriate, explicit or demeaning pictures or video. Use of the camera and microphone are limited to activities as directed by teachers. Use of cameras or microphones in hallways, lunchroom and bathrooms is strictly prohibited unless permission is specifically granted by teachers.
- The only applications allowed on the school iPad are those the teacher allows or instructs for downloading.
- Students may not download music from iTunes or any other music-sharing site unless directed by or with the permission of a teacher.
- Students found tampering with another student’s iPad, files or apps (software) will face disciplinary action.
- Screen savers must not be removed. Damaged or defective screen savers should be reported to homeroom teachers.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of SGS or not approved by SGS.
- iPads that malfunction or are damaged must be reported to the homeroom teacher immediately.
- iPads that are stolen must be reported immediately to the School Office and the local police department.
- iPads are never to be left or stored in vehicles, or any unsupervised area. The user assumes all liability for theft.
- iPads are only to be used for classroom purposes and are not to be outside the homeroom during lunch/recess or other non-class time.
- iPads must always be kept within the protective iPad case provided by Saint Giles School.
- Care must be taken when packing iPads in backpacks so as not to crush the device or screen.
- Never place anything such as textbooks directly on the screen/iPad.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type are to be used.

The use of the St. Giles technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Giles School iPad Acceptable Use Technology Policy and Agreement shall be applied to student infractions.

Talk to your child about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Regularly check to ensure that your child is abiding by the terms of the iPad Acceptable Use Technology Policy and Agreement.

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

**Students Responsibilities are to:**

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use as provided in this Policy and the St. Giles School Handbook.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. Giles School designated Internet System is at your own risk. St. Giles School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help St. Giles School protect our computer system/device by immediately contacting an administrator about any security or account problems they may encounter.
- Print a copy of any communication containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

**Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of anonymous and/or false communications on messenger site.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Giles School web filter through a web proxy.
- Students are not allowed to use another student’s iPad.

**St. Giles Catholic School**

**iPad/Technology Acceptable Use Policy Acceptance**

I have read, understand, and agree to abide by the terms of the Saint Giles School iPad Acceptable Use Policy and the Network, and Internet Acceptable Use Policy. I agree that in keeping with the spirit and philosophy of St. Giles School, it is ultimately my responsibility to make good choices when I use the iPad and computer network. Should I commit any violation or in any way misuse my access to Saint Giles School computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

- a. I hereby release St. Giles School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase product or services.
- b. I understand that it is impossible for St. Giles School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration.
- c. I accept full responsibility for my child's use of technology while not in the school setting and understand that my child is subject to the same rules and agreements while not in school.
- d. I accept that I am responsible to pay for the replacement cost of a lost/damaged iPad, charger, cord, cover or screen saver.
- e. I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian E-mail \_\_\_\_\_

Parent/Guardian Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_  
\_\_\_\_\_

Date

Child's Name \_\_\_\_\_

iPad Serial # \_\_\_\_\_ (To be completed by St. Giles School Office.)

## 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: