



Learn Fearlessly. Lead Responsibly. Serve Joyfully.

St. Benedict Preparatory School Student and Parent Handbook

Section One

Policies, Procedures and Information for All Grade Levels Grades Preschool through Grade 8

INTRODUCTION

This handbook comes to you as a guide and source of information concerning St. Benedict Elementary School and Preschool, its operation, policies, procedures, rules, and programs. Local policy statements are the responsibility of the School Advisory Board. Some policies stated herein are part of the Archdiocesan Policy Book. Rules and procedures are made by the administration and faculty to implement the school policies. The administration, in consultation with faculty and parents, formulate these rules and procedures.

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

In all cases, the school administration/pastor reserves the right to make final decisions in how the following policies and procedures will be enforced.

PARENT & STUDENT AGREEMENT

All school parents, guardians and students are held the policies and procedures in this handbook. It is the parent/guardian's responsibility to read this handbook, know the expectations and support the school staff in

implementing these policies/procedures as well as support any consequences that may arise if the policies/procedures are not followed (willfully or accidentally). Parents/guardians choosing to send their children to SBPS automatically default to consenting to the policies/parameters of this handbook.

ST. BENEDICT PREPARATORY SCHOOL

Our school is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Benedict Elementary School and Preschool does not discriminate on the basis of sex, race, color, or national or ethnic origin, age, military discharge, marital status, mental or physical disability unrelated to the ability to perform the duties of the position, religion or sexual orientation in administration of educational policies, admission policies, hiring of staff, loan programs, athletic programs, or other school-administered programs.

ST. BENEDICT PREPARATORY SCHOOL (SBPS) MISSION STATEMENT

Mission

St. Benedict Preparatory School continues a century-long tradition of superior education in a vibrant Catholic community. We recognize that each student's God-given gifts hold unique value, potential, and dignity. Our city block campus offers preschool through grade 8 programs to the parish, the Northside of Chicago, and all those who share our mission. With a focus on critical thinking, problem solving, communication, and collaboration, the St. Benedict Parish faculty and staff, in partnership with parents, develop the creators and contributors of tomorrow inspired by faith and informed with a global perspective. We are a welcoming and supportive community with Christ at our center. A commitment to inclusive and rigorous challenge creates a dynamic, innovative, and active learning experience in which the needs of the whole student are met. At St. Benedict Preparatory School, the strengths of each child become an inspiration to others to learn fearlessly, to lead responsibly, and to serve joyfully.

Vision Statement

St. Benedict Preparatory School will be known for the innovative approach and transformative power of its Catholic education.

Philosophy

For over a century, St Benedict Preparatory School has provided an education of the highest academic quality to our students. We serve families from the parish, the Northside of Chicago and all those who share our mission.

We are proud to provide a curriculum centered on academic achievement, Catholic values and an appreciation and respect for the gifts and talents of each child. Our school is one at which every child's talents are valued and encouraged, and students are taught to recognize and respect the dignity of all people.

We share the belief that there should be service, learning and growth opportunity for everyone, and we work to achieve this by educating students academically, spiritually, emotionally, socially, and physically. The success of St. Benedict Preparatory School is made possible by the strong community that we constantly nurture and grow. Working as a team of faculty, students, families, and other parishioners, we closely collaborate to build and foster positive and supportive relationships that are based on the firm bedrock of our mission.

This community is nurtured by our faith, which is the foundation of all that we do. Weekly celebration of the Mass, sacramental preparation, student-led acts of worship, and spiritual experiences that are interwoven throughout the entire curriculum help each of us to grow as members of the St. Benedict family.

We joyfully accept and embrace our calling to promote peace and justice throughout the world. This is a goal that we work towards by educating students to respect and value the dignity and worth of each of God's creations and through service to others. Opportunities for service are found across the school, and they encourage students to engage with classmates, parish, community, and the world.

A passion for learning inspires the faculty and parents of St. Benedict Preparatory School to work in partnership to create an environment of academic rigor and individual expression in which each child is educated in a way that fosters and supports his or her unique abilities, talents, and sense of self-worth.

Lessons are tailored to provide learners with both strong foundational skills and the ability to creatively solve challenging and multifaceted real-world problems. In order to support this, teachers use their planning, instruction, and assessment to constantly support children and stretch them to the next steps in their individual learning journeys. Students are prepared not just for the world in which we currently live, but also for the world of tomorrow and beyond.

Profile of the 8th Grade Graduate

The profile of the graduate at graduation represents the consensus of faculty, administration and the Board regarding essential expectations for student development and accomplishments.

Upon 8th grade graduation, St. Benedict Preparatory School students are ready to move forward with excitement about their education, with social awareness and with all the tools needed to excel in high school and as contributing members of the community.

Students solves problems with critical thinking and creativity, collaborate well within a team, communicate her/his ideas with confidence, express mastery of content, and enjoy life with the blessing and joy as a Catholic that comes from deepening her/his relationship with God.

Catholic Identity

- Knowledgeably participates in prayerful experiences and activities, such as: retreats, prayer services, Mass, and reflection activities.
- Demonstrates Catholic values of compassion, empathy, and respect for others.
- Personally identifies with their God-given talents and uses them to grow in service to the community.
- Actively applies belief systems to problems in the world and takes steps to get involved in the solution.

Content

- Seeks out and critically evaluates information to help in answering own questions.
- Analyzes situations from different viewpoints in order to thoroughly understand, evaluate and appreciate all perspectives.
- Creatively and accurately applies knowledge gained to identify and solve complex problems.
- Understands the role media plays in people's beliefs and choices.
- Builds a broad set of experiences and skills that form a foundation for success at the high school level.

Critical Thinking

- Has Learned how to learn --moves from the “what” to the “why.”
- Builds a new construct of ideas and thinking by connecting information and arguments.
- Demonstrates the ability to ask questions that lead to new solutions.
- Reflects on processes and personal experiences to analyze and draw new conclusions.
- Acknowledges and understands global perspectives and diverse cultures in a context of local, national, and world issues.

Creativity

- Synthesizes information and applies it in various content areas.
- Expresses ideas and information through a wide selection of media.
- Elaborates her/his own ideas to maximize creative efforts.
- Uses a variety of idea creation techniques to show comprehension and awareness.

Collaboration

- Understands the benefits to being part of a community and different perspectives.
- Productively works on a team with peers in an age-appropriate manner in order to execute tasks at hand.
- Compromises with peers when different perspectives or backgrounds are present in order to achieve common goals.
- Leverages group roles to reach learning objectives.

Communication

- Appropriately and effectively communicates with peers and adults to inform needs related to school life and course work.
- Utilizes different methods of communication in order to meet a common goal.
- Manages modern technology to articulate and decipher meaning.
- Understands different perspectives and backgrounds to communicate respectfully.

Confidence

- Uses her/his own mistakes in order to grow understanding.
- Takes risks in the classroom to comprehend information and engage with others.
- Willingly accepts feedback and actively engages with it to develop in and out of the classroom.
- Develops a firm basis of organizational and study skills that support further learning and growth.
- Perseveres with difficult tasks to overcome challenges and meet goals.
- Engages in reflection on own learning and actions, and self-advocates in order to support further advances.

Source: <http://www.21stcenturyschools.com/>

The story of St. Benedict Parish began with the desire that newly immigrant families from Germany had to provide their children with a Catholic education closer to home. Around the turn of the last century, when the area now known as NorthCenter was still farmland, its families were outlying members of St. Matthias Parish, located at Ainslie Street and Claremont Avenue. Their children traveled a considerable distance to and from school, and severe winters made the commute too difficult. While the initial requests to establish a Catholic school nearby were rejected by the Archbishop, the pioneering spirit of the families prevailed and the new parish of St. Benedict was formed.

The welfare and safety of the children was the guiding factor in choosing the corner of Irving Park Road and Leavitt Street for the new combination church/school building. At the time, Irving Park Road was a boulevard, which meant it was free of trolley cars. The first Mass was celebrated in the new wooden church on February 2, 1902. Within three years, the parish quickly outgrew the facilities of that combination church/school building and a new church was built on the corner of Bell Street and Irving Park Road. This new facility featured the church on the upper level—currently our Ackerman Center—and what would become a social center on the lower level—our Beaven Hall.

Growth in the parish was rapid, from 90 families in 1902 to approximately 350 families in 1908, with 300 children attending the parochial school. Families moved into the area from all parts of the city, but primarily from other German parishes including St. Joseph's Parish, the first German parish on the north side (1846), located near Division and Orleans Streets. In fact, it is because our parish founders heard the Benedictine fathers and sisters at St. Joseph's speak so highly of St. Benedict that they chose him as the patron of their new parish. Soon, housing for the School Sisters of St. Francis, who oversaw the school, was outgrown, and it was also clear that the second church was inadequate for the expanding community. By 1916, the parish enrollment had grown to approximately 800 families and the building of a new church structure was imperative. The faith and support of parishioners overcame the economic instability of World War I.

The small wooden church on the corner of Irving Park Road and Leavitt Street was moved and replaced by our current church building, begun in 1917 and completed in 1918 at a cost of \$170,000. The faith and devotion of the German-American parishioners were expressed in the stained-glass windows imported from Munich and the hand-carved Stations of the Cross from Oberammergau. By the mid-1990s, the church building was facing a number of maintenance issues. In order to prepare for the parish centennial celebration of its founding in 2002, extensive repairs to both the interior and exterior of the church building were completed. The church interior underwent a number of renovations after the Second Vatican Council in the 1960's with the most recent renovation completed for the parish centennial celebration. Further restoration work was completed of the stained-glass windows in 2007, the bell tower masonry in 2011, and a complete slate roof replacement in 2015.

The need to provide both elementary and secondary Catholic education would see the expansion of both facilities and programs over the next four decades that would extend the parish grounds to take on the entire city block. This included the completion of the Elementary School (1924); the construction of a convent on Leavitt (1927) which currently houses the archdiocesan outreach ministry to the Native Americans: the St. Kateri Tekakwitha Center, the establishment of a two-year commercial school, that provided secretarial training for students in the 1920's and '30s; the construction and opening of the high school (1950); and the building and dedication of the HS gym building (1954) followed by the additions to the elementary school building in the 1950's, and the HS library/auditorium building and connecting ramp (1960). In December 1999, the parish received an extremely generous and unexpected gift to facilitate further growth of its educational ministry. An anonymous trust that provides capital grants in support of Catholic schools donated \$4.6 million toward the construction of a three-story, 40,000-square-foot brick building on the corner of Byron Street and Bell Avenue, replacing homes and a six-flat that had once served as a second convent for the School Sisters of St. Francis who taught in the high school. Opened in 2001, the new building housed facilities serving all of the schools,

including 6 preschool classrooms for 120 young children, two science labs, a music center, a lunchroom and prep kitchen, a 40-seat chapel, a nurse's station, additional classrooms and offices.

The last two decades saw a diminishing desire for parochial high school education by our own parish families and the families of our HS feeder grammar schools. In an effort to maintain an ongoing quality high school experience, the elementary school and the high school institutions were merged under one administration in 2010. This allowed for the continuation of our high school program until the most recent strategic plan called for its closure in 2019. Programs to improve the high school offerings such as our Protégé Internship Program, Agora Experiential Learning Program, and House Community Building Program all grew out of this new PreK-Grade 12 academic model with the latter two continuing to make our middle school unique in Chicago along with our advisory and electronic portfolio programs.

Recent technology infrastructure and classroom improvements, the integration of a 1:1 computer device program for students from Kindergarten – Grade 8, and the addition of new learning spaces have allowed our school to be at the forefront of Catholic education on the northside of the city. Although the recent pandemic temporarily closed the school for in-person learning in March of 2020, our administration, faculty and staff pivoted to remote learning to conclude the year and following CDC guidelines provided full 5-day in-person learning for the entire 2020-2021 school year.

A century ago, a small group of people had a dream, a spiritual birth grounded in the cornerstone ministry of Catholic education. The realization of that dream continues today in the education and formation of 625 children at St. Benedict Preparatory School, from preschool through 8th grade, and in the numerous other vital ministries of St. Benedict Parish. Since 1902, the faith, generosity, and commitment of the people of St. Benedict Parish have inspired involvement in organizations, ministries, and activities within the parish whose reach extends far beyond the boundaries of the neighborhood. Today, St. Benedict Parish is a community of nearly 3200 households which reflect the diversity of heritage, age and economics that befit a large urban parish—a strong faith community which is as much a part of our legacy as the buildings on our block.

CHILD-CENTERED INCLUSIVE CATHOLIC EDUCATION

The school program at SBPS is designed to provide maximum growth of the individual. Each student is challenged to develop mentally, spiritually, socially, emotionally, and physically according to his/her own potential. Students are encouraged to discover their unique, God-given talents and abilities. Faith development is encouraged through active participation in regular Mass attendance and daily Religion classes. Parish priests and our Religious Education coordinator assist in sacramental preparation and instruction. The SBPS Inclusion Philosophy is based on the research that shows that heterogenous classrooms with teachers using inclusive practices for ALL children help EACH child to reach his/her potential.

USE OF ST. BENEDICT PREPARATORY SCHOOL NAME AND LOGO

Use of St. Benedict Preparatory School Name, school logo, seal, or mascot may not be used without expressed written consent from the Head of Parish School of St. Benedict Preparatory School. Except for downloading one copy of the school logo, seal, or mascot on any single computer for your personal, non-commercial home use, you may not reproduce, prepare derivative works based upon, distribute, or display the St. Benedict Preparatory Name/Identity without first obtaining the written permission from the Head of Parish School.

ADMISSIONS

SBPS is a Roman Catholic School that strives to teach the Faith and Christian values. SBPS does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of educational policies, admission policies, hiring of staff, loan programs, athletic, or other school-administered programs. As stated in the Cardinal's document paper, DECISIONS, "It would be a serious mistake to think that our schools

are not able to make the changes needed to enable them to respond effectively to the needs of our contemporary Church and society." In light of this document the School Board has adopted the following priorities for admission of students to St. Benedict Preparatory School. St. Benedict Preparatory School will admit students who are non-Catholic and non-Parishioner provided that these students will not displace Catholic students. Participation in Catholic religious instruction and school activities related to the Catholic character of the school are required of all students.

All students entering grades 1 through 8 from other schools will be accepted on probation for one full school year and some families may need to sign an agreement which specifies expected behavior and achievement. New students will be informally evaluated by their teachers at various times during the probationary year and may be asked to transfer out if the terms of the agreement mentioned above are not met. Upon transferring out, tuition will be charged up to the date of dismissal and other fees shall be forfeited according to the terms explained in the tuition agreement.

Please see specific grade level portions of this handbook for admissions policies.

Any false statements or omissions made by parents/guardians concerning the mental, physical, or behavioral health of the child, or concerning any mental, physical, or behavioral disability which could affect the child's ability to function in a normal school setting, shall be cause for serious consequences for the student, including possible dismissal from school upon receipt of the correct information. Upon dismissal, tuition will be charged up to the date of dismissal and other fees shall be forfeited according to the terms explained in the tuition agreement. In the event of more than one child in the family, cause for dismissal will pertain only to the child in question.

HEALTH REQUIREMENTS FOR ADMISSION TO PK-GRADE 8 at SBPS

SBPS follows the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health Examinations and Proof of Immunization All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any public, private or parochial pre-school or transferring from outside of the State of Illinois,
- prior to entering kindergarten or the first grade,
- upon entering sixth and grade.

Dental Examinations

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

Vision Examinations

A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school shall have an eye exam. Proof of having been examined by a

physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Religious Objection to Immunization and Vision Examination

Religious objections to immunizations shall be provided to the school from the parent/guardian in writing, and must set forth the specific religious belief which conflicts with each immunization. The parent's statement of religious objection should be attached to the student's Certificate of Child Health Examination form. The administration shall determine whether to accept or deny the immunization exemption request. As required by Illinois State Law, parents/guardians must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time such objection is presented.

DEFINITION OF PARTICIPATING PARISHIONER

In accordance with the teachings of the Catechism of the Catholic Church and Canon Law, and consistent with our parish Foundation and Values Statement, attendance at Mass on Sundays and Holy Days of Obligation is expected of parishioners. In addition to our spiritual obligation, we are called to support our liturgies, ministries and facilities through our stewardship.

As such, the following elements comprise the definition of parishioner(s):

- Member of the Roman Catholic Church
- Parish Registration
- Regular participation at weekend and Holy Day of Obligation Masses
- Support of the parish ministries by contribution of time, talent and treasure

K-8 Parishioner Tuition Policy (St. Benedict Preparatory School Advisory Board)

(does not apply to preschool)

At SBPS, parishioner tuition rates for K-8 are based on compliance with the precepts that call us to involvement in and support of our Church beyond just paying the amount of tuition owed. Thus the following elements comprise the definition of active parishioner parents/guardians.

- At least one Parent/guardian and child(ren) are Baptized Roman Catholics and registered and active members of St. Benedict Parish by December 31st of the year proceeding enrollment at SBPS.
- Parents/guardians and child(ren) participate in Mass on weekends and Holy Days of Obligation. It is recognized that travel and other family and personal obligations may result in periodic absences.
- The contribution envelope or online giving (regardless of the amount of contribution) evidences the family's regular attendance at weekend Mass.
- The family is supportive of Catholic education as evidenced in their adherence to the school policies, as found in the student handbook.
- The family's support of the school and/or church is evidenced by their contribution of their time and talent.

Parents/guardians understand that active participation will be determined by the use of the offertory collection envelope (regardless of the amount of the contribution). **Upon review at the end of the semester, any family not meeting the parishioner definition will be subject to having their tuition adjusted to non-parishioner status the following semester of the school year.**

Because our school also requires the financial support of the members of our Church through the Sunday collection, we ask all Parishioner families of grade school students to use their Sunday or monthly envelopes and to contribute as generously as they are able. Some families may not have the financial ability to significantly make up the difference between the Participating Parishioner rates and the cost of the education of each child. Other families may be able to contribute much more and we encourage them to do so. We only ask that you contribute what you can while remembering the value of our Catholic Christian education and formation of your children. If for some reason, a Participating Parishioner family is unable to make a monetary contribution on a Sunday or Sundays, we ask that they still turn in an envelope when attending Sunday Mass.

TUITION AGREEMENT

Each family is expected to sign a tuition agreement before their child(ren) starts school. The tuition agreement outlines the payment due, the time table for payments to be made, and the tuition exclusion policy should a family default on their tuition obligation. Please see the tuition agreement for specific details.

GENERAL SCHOOL POLICIES & PROCEDURES

The rest of this handbook with PK-8 policies and procedures are listed in alphabetical order.

- Please see Section Two for PRESCHOOL-specific policies and procedures.
- Please see Section Three for Grades K-5 specific policies and procedures.
- Please see Section Four for Grades 6-8 specific policies and procedures.

ASTHMA INHALERS

Students who suffer from asthma are required to have an asthma care plan on file. Please contact the school nurse, Heather Perez, to complete the asthma care plan. Parent/guardians need to provide the school a copy of their child's prescription in order to keep their inhalers with them in school and during school related events.

ALCOHOLIC BEVERAGES and SCHOOL RELATED FUNCTIONS

In accordance with the Archdiocese of Chicago, school administrators have a right and a responsibility to prohibit adult consumption of alcoholic beverages at **school** sponsored events/activities on and off campus where children are present. This applies to school organizations such as the athletic organizations, parent clubs, school fundraisers, scouts, etc. Please consult with the pastor or school administration before planning an event that involves alcohol.

ATHLETIC UNIFORM

Student athletes are allowed to modify their uniform for modesty or to match religious or cultural values.

ATTACKS ON SCHOOL PERSONNEL

SBPS is required to report any attacks on school personnel to law enforcement immediately. SBPS must also report attacks on school personnel to the Illinois State Board of Education.

ATTENDANCE and ABSENCES

1. Regular attendance is essential to a student's progress and success in school. State law requires that parents assure regular school attendance by their children.
2. The *School Code of Illinois* requires that the parent or legal guardian of any child who is absent from school notify the school on or before the day of absence.

Preschool parents may call 773-588-7851 to report a child's absence before 8:00AM.

K-5 Students: A parent is to call in an absence to 773-463-6797 before 8:00 a.m. leaving a message giving the child's name and reason for absence.

6-8 Students: Please call 773-509-0066 before 8AM leaving a message giving the child's name and reason for absence

Please call *each* day your child is absent. The school may contact parents who have not called. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused.

(There is a space here. Attendance and Absence Policies continue on the next page).

3. School policy also requires written proof of a child's absence signed by the parent or legal guardian. When your child returns to school after an absence, please send a dated, written, signed excuse stating the reason for your child's absence. ***The note is due the day your child returns to school*** and is given to the homeroom teacher. An email from a parent/guardian will also suffice as appropriate written notice.
4. Responsibility for making up school work due to absence rests entirely with the student and their parents. Elementary and Middle School homework requests must be made by 9:00 a.m. and may be picked up at dismissal time (until 3 p.m.) in the office.
5. Time and continuity in the development of skills are vital factors in the child's education. If it is necessary to take a child out of school for an extended time, it is the parents' responsibility to have the child make up work missed during the absence. Teachers will not be required to prepare assignments ahead of time, and will have appropriate class work for student to complete upon return. If parents/guardians wish to take the children out of school for a period of time because of family plans, the parents/guardians, Head of School and the teacher shall discuss the possible effect of the absence on the student's schoolwork. The recommendation shall be documented. The final

decision, however, shall be the responsibility of the parent/guardian. *Teachers are not responsible for additional work or tutoring under these circumstances.*

6. A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal. Vacation and travel absences are NOT considered excused absences.
7. Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as excused. Students whose absences are excused will be allowed to make up missed assignments.
8. An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students may lose credit for assignments on school days or for classes from which the absence was unexcused.
9. **Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences.** (10% is 18 days for the year). We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.
10. **Doctor/Dentist appointments--** Please make doctor and dental appointments after school hours in order to prevent a disruption of the student's school day. If this is not possible, children must have a written request to be excused, and must be signed out by the parent/guardian. **Medical/Dental visits are not excused absences.** Preschool parents should give 24 hour prior notification for all doctor and dental visits.
11. For purposes of official attendance records, a student will be considered present for the full day if an early dismissal occurs after 12:00 PM. A student will be considered absent one-half day if s/he does not arrive at school before 10:30 AM.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES/SKATES AND OTHER SPORTS EQUIPMENT ON SCHOOL/CHURCH GROUNDS

Students may ride bicycles to school. Helmets are recommended. The bicycle rack is located

next to the middle school entrance. Bicycles should be locked in the bicycle rack with individual locks. The school is not responsible for damage to or theft of bicycles. Bicycles should be registered with the local police department.

Students may not ride their bicycles on any school/parish parking areas before, during or after school hours. Bicycles are to be walked to and from the bicycle rack. Students may not carry passengers on their bicycles and are expected to observe courtesy and traffic regulations while riding their bicycles.

Skateboards, scooters, and roller blades/skates may not be used or brought to school/parish property. The school/parish is not responsible for any damage to or thefts of skateboards, scooters, roller blades/skates, and other sports equipment on school/church grounds.

BULLYING PK-8

BULLYING/HARASSMENT POLICIES AND PROCEDURES

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Students who bully other students undermine the school's mission and philosophy. Teachers, administrators, staff, coaches and other students are expected to intervene should they witness one or more students bullying another student. A student who has been engaging in bullying activities will face consequences in order to stop said behavior. Repeated instances of bullying will result in disciplinary action such as suspension, behavior contract or expulsion. Parents may be required to seek therapy for a child who struggles to control bullying behavior.

It is often difficult to determine what does and does not constitute bullying. For consistency, fairness and educational purposes, the following criteria will be used to determine evidence of bullying behavior: the acts must be intentional, imbalanced and repeated.

Intentional: Bullying incidents are not accidental. Rather, the bully intends to inflict harm or discomfort upon the victim.

Imbalanced: Bullying occurs in an interpersonal relationship characterized by an imbalance of power, physical or psychological. Bullies are adept at identifying other students who lack the skills, abilities, or personal characteristics to defend themselves.

Repeated: To be considered bullying, the acts must not only reflect intention and an abuse of power, they must also occur more than once. It is when incidents are repeated and beyond control of the victim that bullying is occurring.

Bullying behavior may be physical, verbal, emotional or sexual in nature. For example:

- **Physical bullying** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property.
- **Verbal bullying** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communication.
- **Emotional bullying** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- **Sexual bullying** which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault. Bullying actions in any form, including use of the Internet and other electronic/digital communication devices are unacceptable in the school community.

Since most bullying happens without a teacher witness, parents are encouraged to inform teachers or the administration about instances of bullying. Together, with the student, we will work to make the school a safer place.

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

Parents of students engaging in bullying behavior need to work with the administration to acknowledge the problem and correct the child's behavior. It is an expectation that these parents support the efforts of the school by reinforcing the redirecting efforts at home. Parents of students who bully others who willfully undermine the school efforts to eliminate bullying will be asked to withdraw their children from school. Ongoing or uncorrected bullying behavior has a devastating impact for the bully, the victim and the bystanders.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified.

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

Parents who are aware of any bullying behavior by a student should inform their child's homeroom teacher or administration.

SBPS also provides an anonymous bullying behavior reporting tool called "Stop It." All students and parents may make a report of bullying, anonymously if they'd like, but using this tool available on the school website. Students and parents are also invited to download the free APP. The password for the application is Bengals1234.

CHILD CUSTODY

Guardianship of a Student

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the school may not enroll the child in the school.

Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a

stepparent or grandparent does not suffice.

Release of a Child to Non-Custodial Parent

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

Parent-Teacher Conferences/Communication with the School

In the absence of a court order, a school will provide the non-custodial parent the opportunity for a parent-teacher conference. The conference will be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child will also be provided to the non-custodial parent in a timely fashion. It is the responsibility of the non-custodial parent to contact the school regarding preferred contact means.

COMMUNICABLE DISEASE

[In accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health](#), the following procedures have been established.

1) Notify the school office immediately when your child has a communicable disease. This information will be reported to the school nurse. A note from your physician is mandatory. State of Illinois guidelines expect schools to communicate to the necessary school population that there is a report of a communicable disease.

2) The following communicable diseases require exclusion from school:

Chicken pox - not less than six days after eruption.

COVID 19 – procedures are still evolving – check with school nurse for the latest policies and procedures

German measles - five days after appearance of rash. In case of girls having a rash, it is strongly urged that a physician be consulted in order that a positive diagnosis be made.

Hand, Foot and Mouth Disease – Fever free for 24 hours without meds, no open sores

Monkey Pox – procedures are still evolving – check with school nurse for the latest policies and procedures

Mumps - Nine days and until all swelling has disappeared.

Strep Throat - for at least twenty-four hours after antibiotic treatment has been started

Pediculosis (Head Lice) - until proper treatment has been ordered by the physician and instituted – THERE SHOULD BE NO VISIBLE NITS in your child’s hair in order for him/her to return to school. School employees are not responsible for removal of NITS. (This is school policy – not Illinois policy).

Influenza (of any kind) – If students have a fever or are vomiting, please keep them home. Students need to be fever free for at least 24 hours.

Fever – SBPS defines Fever as 99.5 degrees F (gradesK-12) and 99 degrees F for Preschool.

Conjunctivitis (Pink Eye) -for at least twenty-four hours after antibiotic treatment has been started

Ring worms/pin worms - until seen by a physician and cleared to return to school

Whooping Cough/Percussius – fever free for 24 hours without meds, started anti-biotics – MUST be seen by a physician

3) All communicable diseases and any diagnosed skin rash require that a child have a written release from the physician before returning to school.

4) If your child has a sore throat, earache, discharge from the nose, skin rash eruptions, eye infections, or elevated temperature HE/SHE SHOULD BE AT HOME.

If you have any questions regarding communicable diseases, please contact the school nurse for further information. **PLEASE HELP US KEEP ST. BENEDICT PREP SCHOOL HEALTHY – PLEASE DO NOT BRING YOUR ILL CHILD TO SCHOOL.**

5) Parents/Guardians should take care that their children’s clothing are free of blood and other bodily fluids that may contaminate other students and staff.

6) Teachers and staff are prohibited from dispensing any type of medication including aspirin and/or cough drops. The school strongly discourages parents sending their child to school with cough drops. If the parent feels that cough drops are absolutely necessary, then the student will need to have the school nurse administer the cough drops and the student will need to consume said cough drop in the nurse’s office.

7) Given that SBPS cannot possibly list all communicable diseases and their guidelines here, the final determination regarding whether or not a child may return to school after contract a communicable disease rests with the school administration in consultation with the school nurse.

COMMUNICATIONS

We strongly believe that parents and teachers need to work together for the best education of their children. The administration and teachers are willing to meet with parents/guardians and discuss a child’s progress whenever necessary.

During the school day, however, a teacher’s first priority is the instruction of a group of students. If parents/guardians wish to have a conference with a particular teacher or have any concerns which need to be discussed with a teacher, we ask that they send a note, call the office and leave their name and phone number where they may be reached during the day, or email the teacher directly. **Parents are not allowed to conference with teachers during the arrival time of 7:40-8AM.** Teachers at this time are to be supervising students. Parents will be stopped at the office in the morning to verify scheduled

appointment. Teachers have the right to direct parents to the office at the beginning of the school day if a parent does not have an appointment to see the teacher.

Parents should not call teachers at home. The teacher will return the call as soon as possible. **Teachers may not leave their classrooms for individual conferences, nor should they be expected to be available for unscheduled conferences.**

If a parent needs to communicate or inquire about a school issue, the procedure is to begin with the adult person that is most closely related to the incident. For instance, if the issue regards class-work, discipline, grades, etc., the parent must contact the teacher first. If a parent is then not satisfied or if a parent needs to communicate about administrative issues regarding the school, a parent should then speak to the head of school. To avoid the disappointment of not meeting with the head of school, parents are strongly encouraged to schedule an appointment. Please keep in mind that the Advisory Board is not a grievance committee.

Weekly school news and updates will be posted online on the school website. Parents may also sign up for a weekly newsletter email “The Buzz”.

CONCUSSION PROTOCOL

The Office of Catholic Schools requires all Archdiocesan operated elementary and secondary schools that offer interscholastic athletic activities or interscholastic athletics under the direction of a coach, athletic director or band leader to develop and implement protocols to manage student concussions and head injuries in accordance with the Illinois Youth Sports Concussion Safety Act.

COUNSELING

A school counselor is usually available during the week. Students may be recommended to this service by parents, teachers, and/or administration. Parental permission will be requested before any referral is made. The counselor may be reached through the school. For more information, please contact Caroline Blazkow, at cblazkow@stbenedict.com. Further, SBPS has a variety of resources that we employ in order to meet the needs of all learners. At any time, the school may share student academic or appropriate personal information, including student service plans or private testing results, in order to utilize these resources optimally in an effort to improve the student’s academic progress. Parents may not be notified directly if this information is shared with our student services resources listed above.

DIABETES

The State of Illinois enacted the Care of Students with Diabetes Act in December 2010 (the “Care Act”). Under the Care Act, a student cannot be denied access to any school or any school related activities on the basis that the student has diabetes. This law applies to Catholic schools as well as public schools.

The Care Act does the following:

- allows parents/guardians to request assistance with their child’s diabetes management from a “delegated care aide” during the school day and at school-related activities,

- allows capable students to manage their own diabetes care during the school day and at school functions, and
- mandates certain minimum training requirements for all school employees in schools that have a student with diabetes.

If your child has/has developed diabetes, please contact the school nurse for further information and guidance.

E-LEARNING DAY PROCEDURES

There may be times during the school year when we need to institute an E-Learning Day. SBPS would implement this for events such as snow day, hazardous temperatures, heat/facilities failure, health/safety needs, etc. If SBPS needs to pivot to long-term E-Learning, a more comprehensive plan will be put in place.

EMAIL COMMUNICATIONS

All teachers and most staff have email accounts available to communicate with parent and parishioner constituencies. Teachers and staff will do their best to respond within 48 hours on business days after receipt of your email. Any urgent matters should be phoned into the school.

Parents should be aware that St. Benedict Preparatory School cannot guarantee the privacy of any email sent to teachers and/or staff. It is recommended that parents do not convey sensitive or personal information via email. It is best shared during a scheduled conference. Likewise, teachers and staff will not be expected to respond to parent email that requires them to share sensitive or personal information. Please respect a teacher's decision to discuss such matters during a conference or phone conference.

Email should be used for general questions and to share non-sensitive comments and concerns.

Finally, teachers/staff will not be expected to reply to email that contains hostile, overly rude or accusatory comments and questions. If parents/guardians would like email answered, it should be sent in a tone/manner that reflects our Catholic community.

EMERGENCY SCHOOL CLOSING

There are times when the school may need to close for emergency situations. The St. Benedict Preparatory School close in total-all the grade levels. Should an emergency closing notice be necessary for any reason, this announcement will be made over:

Radio stations: AM -- WMAQ 67, WGN 720, WBBM 78
 FM -- B 96, US 99, WFYR 103.5

Television stations: WGN 9, FOX 32

If you do not see our school listed, assume school is in session. You may also check the school website for closing information. You may also receive an automated phone call or an email blast from the school when the technology is available.

EXPULSION/WITHDRAWAL OF STUDENT (Office of Catholic Schools Policies)

Any student may be expelled for serious or chronic violations of the Student Code of Conduct that include, but are not limited to physical, verbal, written, or sexual threats of harm; substance abuse; possession of weapons, illegal drugs or unauthorized/unapproved prescription/over-the-counter drugs; chronic or serious bullying; serious and chronic lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to health and safety of school employees, student, volunteers, etc., the Head of School may, in his/her discretion, offer parents/guardians the opportunity to voluntarily withdraw the from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school.

Students may be withdrawn due to the conduct of their parents/guardians. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, chronic disrespect, or other behavior that violates the parent code of conduct.

FAMILY INFORMATION CHANGE

If at any time your address, phone number, parent work information, or emergency contacts change, the new information should be given to the office immediately.

FIREARMS

Firearms are not permitted on the property of St. Benedict Parish and Preparatory School, with the exception of licensed and identified law enforcement personnel. This policy includes school employees.

FIRE DRILLS AND SAFETY DRILLS

Frequent fire drills are held. When the fire signal is given, students are to leave the building quickly and quietly by the route indicated by the floor plan for the particular room in which they happen to be. Escape routes are posted in each room. At the signal of the bell, all students are to return promptly to the room in the same manner and by the same route as when leaving the building. Students who knowingly misbehave during a fire or disaster drill may face disciplinary consequences.

In case of a tornado or similar disaster, students are to remain silent, follow directions given by staff members and/or P.A. system. Staff members are aware of the appropriate precautions and are prepared to provide students with the information which may prevent serious injury or loss of life.

FIELD TRIPS - EXTRA CURRICULAR ACTIVITIES

Teachers will take students on educational field trips during the school year. These field trips are educational privileges, whereby students can be denied participation if students fail to meet behavioral

expectations. General class behavior, as well as an individual's personal behavior during past field trips, will be a decisive factor in considering eligibility for any school trip. Students on field trips represent the school, and students who fail to act responsibly at any time are subject to disciplinary procedures.

Written permission on the school issued permission slip is required for a child to participate. Permission slips for field trips must be received on or before the due date. Permission slips may also be emailed to the teacher or faxed to the school.

FIELD TRIP CHAPERONES AND OTHER SCHOOL VOLUNTEERS

Adequate supervision must be provided for all school field trips. Chaperones must be 21 years of age. All chaperones (volunteers) must be in compliance with the Protecting God's Children and Youth regulations. Other siblings/family members are not able to accompany the chaperone on the field trip. Please do not ask the teacher to allow their attendance. Chaperones need to refrain from smoking, consuming alcohol. Chaperone should also refrain from using mobile electronic devices that prohibit them from providing adequate supervision.

Compliance Requirements for Volunteers

- Criminal Background Screening (VIRTUS online application)
- Safe Environment Training (Protecting God's Children)
- Code of Conduct read and signed
- 689 CANTS form (Child Abuse and Neglect Tracking System) – Renew every year
- Volunteer Chaperone Expectations Agreement

Field trip chaperones are present to supervise the children assigned to him/her. All chaperones must honor the teacher's rules, procedures and directives. For example, if a teacher does not want the students going to a museum gift shop or buying food from vendors, chaperones are expected to respect the teacher's wishes. A parent who goes against the teacher's directives may jeopardize his/her ability to chaperone or volunteer in the future.

FUNDRAISING

There is no mandatory fundraising for the families of St. Benedict Preparatory School. However, fundraising income helps to reduce the cost of education per students, and supports critical program needs. We encourage all families who have the ability to participate in fundraising to do so. No parent organization/committee may plan a fundraising program without the permission of school administration.

FUNDRAISING POLICY STATEMENT

The St. Benedict Preparatory School Mission Advancement Office is directed to coordinate all fundraising programs for SBPS. This office meets regularly to review the quality and effectiveness of such programs, and to assess the results of implementation efforts.

The Mission Advancement Office of the SBPS is charged with the responsibility for implementation,

coordination and control of the above mentioned programs, including marketing, public relations and press contacts.

Project proposals should be submitted to the Office of Advancement – in writing, stating the purpose of the project, participating constituencies and prospects, the dollar goal or expectation and appropriate timetables.

Permission to proceed on a new venture is dependent upon review and approval by the Office of Mission Advancement, the Head of Parish School and the Pastor of St. Benedict Parish. No solicitation or commencement of a project should be undertaken without said approvals.

The Mission Advancement Office will be pleased to work with project coordinators to ensure that this process meets the needs of all concerned. At the end of a project, an income and expense statement and a list of contributors and participants (within reason) must be submitted to the Mission Advancement Office. Appropriate tax acknowledgments and thank you letters and future decisions will be based on these reports.

Project applications can be obtained through the Mission Advancement Office.

Questions regarding this policy should be directed to Joe Accardi, Mission Advancement Officer.

GANG ACTIVITY

Gang activity shall be considered a violation of school rules and will not be tolerated at SBPS. School personnel will monitor student behavior and the school environment for signs of gang activity. In cases where gang activity occurs, the school will address the situation and appropriate disciplinary actions shall be taken. The school administration will contact local law enforcement when, in his/her opinion, the safety and welfare of students and/or staff are threatened by illegal gang activity, the illegal use of drugs/alcohol, or use or possession of weapons.

HAZING

Hazing in any form is strictly prohibited at SBPS. Anyone with knowledge of hazing activities needs to report such activities to the school administration immediately.

The Illinois Compiled Statutes (720 ILCS 5/12C-50.1) defines hazing as follows: “A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution in Illinois for the purpose of induction or admission into any group, organization, or society associated with the institution, if: the act is not sanctioned or authorized by that educational institution; and the act results in bodily harm to any person. Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

“Failure to report a hazing incident occurs when a school official (any and all paid school administration, teachers, counselors, support staff, and coaches, as well as any and all volunteer coaches employed by a school, college, university, or other educational institution in the state of

Illinois) commits failure to report hazing when:

1. while fulfilling his/her official responsibilities as a school official, he/she personally observes an act which is not sanctioned or authorized by that educational institution,
2. the act results in bodily harm to any person, and
3. the school official knowingly fails to report the act to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement.

Failure to report hazing is a Class B misdemeanor. If the act which the person failed to report resulted in death or great bodily harm, the offense is a Class A misdemeanor.

“It is an affirmative defense to a charge of failure to report hazing under this Section that the person who personally observed the act had a reasonable apprehension that timely action to stop the act would result in the imminent infliction of death, great bodily harm, permanent disfigurement, or permanent disability to that person or another in retaliation for reporting. Nothing in this Act shall be construed to allow prosecution of a person who personally observes the act of hazing and assists with an investigation and any subsequent prosecution of the offender.”

SBPS defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Some practices associated with hazing carry the potential for serious bodily harm or even death. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (paddling and “red-bellying”), “kidnapping,” consuming unreasonable/unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior.

HUMAN DEVELOPMENT & HUMAN SEXUALITY EDUCATION

Catholic theology advocates a consistent life ethic. In keeping with this teaching and tradition of the Catholic Church stated in the National Directory for Catechesis, family life education includes the totality of family life issues. The school’s curriculum shall include a program in human development. The human development program may be integrated into other areas of instruction – religion, social studies, health, science, physical education and/or guidance classes.

Parents/Guardians are the first and foremost teachers of their children. They are to be informed about the selected program in an annual orientation meeting where the goals, concepts and objectives as well as the content of family life education program are explained and discussed. An overview of the curriculum standards as well as the content of the specific grade levels should be part of the orientation.

Parents/Guardians may exercise their right to present the human growth and development unit rather than having their child participate in the presentation at school. The request for this exemption is submitted in writing to the school administration. An alternate classroom setting will be provided for the student by the school administration.

Textbooks for the program in Human Development are to be in conformity with the Catechism of the Catholic Church. The Conformity Listing of Catechetical Text and Series is available through

the Department of Education: Catechism Division www.usccb.org/catechism/index.htm or by contacting the Office of Catholic Schools.

Questions regarding family life education may be directed to the Director of Catholic School Identity and Mission at the Office of Catholic Schools. Currently, SBPS is using the Safe and Sacred program through Loyola Press.

ILLNESS/INJURY AT SCHOOL

When a student becomes ill or is injured at school the administration, office staff or school nurse shall contact the parent or guardian.

If the parent or guardian cannot be reached, the school will call the emergency contact person named in the child's records. IT IS IMPERATIVE THAT PARENTS/GUARDIANS keep the child's emergency records up to date.

If the situation warrants, the administration or designated adult shall call the police or paramedics. Written documentation of these incidents shall be kept.

Students who are being dismissed at a time other than the regular school dismissal time must have a written request from the parent/guardian. No student will be permitted to leave school without a written request. Parents/guardians must come to the office to meet the child and to sign the child out of the office. Upon return to the school that same day, parents/guardians must come into the office to sign the child back in.

INCLUSION SUPPORT AT SBPS

SBPS shall strive to provide an education that is inclusive of a diversity of student learning styles and needs, with consideration of the available resources of the school.

SBPS will formulate and implement an Student Service Plan (SSP) for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. SSP's shall outline the precise nature of the special need(s) and all strategies, accommodations, and interventions that shall be implemented. SSP's require the affirmation of both the student's parent/guardian as well as school officials.

SSP's are generally established following the creation of an Individualized Educational Plan (IEP) by a local public school districts. IEPs are typically written when students are diagnosed with learning/behavioral needs by a public school district or licensed private practitioner.

SSP's represent a mutual agreement for services between the parent/guardian and the school. Catholic schools are not legally obligated to implement all services recommended on an IEP. SSP's shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The school administration (or designee) shall ensure that SSP goals, strategies, accommodations, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the SSP.

LASER POINTERS/LASER MECHANISMS

Due to the potential safety hazard that laser pointers create, students shall be prohibited from possessing or using such devices. These devices will be confiscated from the student and will not be returned.

LEGAL DOCUMENTATION

A copy of any legal documentation pertaining to a student at St. Benedict (including guardianship, custody issues, court orders, etc.) must be provided to the school for placement in the student's permanent file.

LOST AND FOUND

Lost and found items will be kept in the school during the year. Those articles not claimed by the end of each trimester will be donated or disposed. The school is not responsible for items that are lost. Additionally, students should not bring large amounts of cash, valuable items, or expensive toys/novelties to school. The school is not responsible if they are lost, damaged or stolen. The school will not be expected to take extraordinary or unrealistic steps to search for missing or lost items.

MEDICATION/MEDICAL EMERGENCY

State law forbids school personnel to administer unauthorized medication to students. If medication is required during the school day, a doctor's written order must be on file in the nurse's office where the child takes his/her own medication. Medication cannot be kept in backpacks or in the classrooms. Students are allowed to keep inhalers/epi pens with them as long as the nurse is properly informed and prescription documented.

It is understood that in case of an emergency involving a student, school personnel will attempt to contact a parent. In case a parent cannot be reached, the parent authorizes the teacher, nurse or administrator in charge, to seek medical attention. This is with the understanding that the parent will pay

all medical costs that are above and beyond any school insurance that might be in effect. In the event that a teacher, nurse or administrator has to seek medical attention, all possible efforts are to be made to reach the parent as soon as possible.

Administration of MEDICAL CANNABIS

Students are not permitted to use or possess cannabis in our schools except accordance with the law and school policy. If a parent/guardian of an SBPS student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver may be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students. The school nurse and/or school administration/faculty will NOT administer medical cannabis for any reason.

MENTAL HEALTH PROTOCOL

SBPS takes all indications of self-harm, suicidal thoughts, serious threats to others, and other significant mental health concerns seriously. When we have concerns about a student’s emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at SBPS School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to SBPS:

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Follow the recommendations provided by the clinician, which may include but is not limited to outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student’s re-entry back to school. Student/family confidentiality is adhered to as dictated by the Ethical Code of the American School Counselor Association. All documentation should be faxed or emailed to the attention of the principal or school designee.
4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.

5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.
6. Re-entry back to SBPSI academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee: Evaluation date and outcome/diagnosis; AND Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to SBPS school
7. Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment
8. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.

This meeting will occur in the morning on the school day. The student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.

The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of SBPS school. Based on the concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved. Collaborate with the student and parent in creating and implementing a safety plan.

Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.

9. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.

This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting (3-7 days) and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.

The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional, and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family

that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.

NON-CUSTODIAL PARENT

St. Benedict Preparatory School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. **IN THE ABSENCE OF A COURT ORDER TO THE CONTRARY**, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. **If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

If the non-custodial parent would like to receive pertinent information that is already given to the custodial parent via the child at school, then self-addressed stamped envelopes must be provided to the school office.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child (ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

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

When, in the judgment of the administration, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
- dismiss the child (ren) of the parent/guardian temporarily or permanently from the local Catholic school.

PARKING DURING SCHOOL HOURS

Parents are reminded that the area in front of the school on Leavitt Street is a "*NO PARKING ZONE*" between 8:30 a.m. and 4:30 p.m. *THE NORTH SIDE OF BYRON STREET IS CONSIDERED A "NO PARKING ZONE" BETWEEN 6:00 A.M. AND 6:00 P.M.* Please be reminded that there are **NO EXCEPTIONS** to this city ordinance and cars may be ticketed by city police. ***PARKING IN THE COURTYARD IS NOT ALLOWED*** during school hours for safety reasons. Volunteer workers (including lunch supervisors) should plan to park accordingly.

The school and parish courtyard parking lot is not available for parking during the school day until after 6PM. Cars are expected to be out of the lot by 8:05AM (after morning drop off). **THIS IS THE ONLY EXCEPTION.**

PERMANENT MARKERS

Due to the potential damage the use of permanent markers may cause to school and personal property, students are asked not to bring permanent markers of any kind to school. On occasion, a teacher may allow a student to use such markers for a specific academic/artistic purpose. This use shall be under the supervision of the classroom teacher. Students who bring permanent markers to school shall have the markers confiscated by the teacher. Markers may not be returned to the parent/student. This decision shall be made by school administration.

PETS/ANIMALS

Pets and animals are not allowed in the school building without the permission from the administration. Please do not bring pets into the school office. Parents and Guardians are responsible and liable for any harm to another person or property if they bring their pet/animal on to school or parish property.

PERSONAL BELONGINGS

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student's name. Students are encouraged not to bring valuables or wear valuable items to school. Students are expected to check the "Lost and Found" periodically for missing items. SBPS IS NOT RESPONSIBLE FOR ITEMS LOST or STOLEN ITEMS. Desks/cubbies/coat rooms/lockers are school property and are subject to inspections at any time by the administrator or designee.

PERSONAL COMMUNICATION DEVICES (Mobile phones, smart watches, etc)

Students may use the school phone for emergencies only. They will not be permitted to call home for forgotten books, homework, PE clothes, lunches, field trip forms, etc. No calls may be placed from 7:40-8:30AM.

Students are prohibited from using cellular/wireless phones, smart watches and other personal digital/wireless devices on school grounds unless they receive permission from the homeroom teacher or the Head of School. Permission may be granted if a student plans to call his/her parent/guardian. If students are granted permission, they may ONLY use the phone in the school lobby or another appropriate location directed by the teachers/Head of School. Students are not to use mobile phones anywhere else on school property. Students are not allowed to call/text friends and acquaintances on school property.

Students are discouraged from bringing personal communication devices to school. However, if the parents feel it is necessary for their child to possess a mobile phone/personal communication device, it is to be turned off during the school day and left in the student's locker or personal cubbie/bookbag.

PARENTS SHOULD NOT EXPECT TO COMMUNICATE WITH THEIR CHILD DURING THE SCHOOL DAY VIA CELL PHONE OR TEXT MESSAGE. IF a child receives a disciplinary consequence for using such a device without permission, the HOS will uphold said consequence in all situations. Parents, please do not put your child in the position to disobey the teacher/school staff. Please take care of business before the school day, or communicate a message that can be received after school. Any URGENT messages should be phoned into the main office with Mrs. Dodovich/Mrs. Moore.

If a student consistently leaves his/her personal communication device turned on so that it disrupts the learning environment, the device may be confiscated by the HOS whereby it is to be claimed by a parent. The school is not responsible for lost, stolen or damaged mobile phones/personal communication devices. Please teach your child proper safety and care so they are not disappointed

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

RESOLVING DISAGREEMENTS OR CONFLICTS

Issues between individuals should, first of all, be discussed respectfully. Whether between students, or parents and teacher, the classroom teaching routine or school day should not be disrupted. All encounters and discussions should maintain the respect of all, with a spirit of openness to God's grace and the healing power of the Holy Spirit. **If a parent/student/guardian becomes aggressive or confrontational, a teacher and/or staff member has the right and the obligation to walk away from said confrontation. SBPS staff will NOT be expected to engage in/suffer through disrespectful or confrontational behavior.**

Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with a teacher should request a mutually agreeable appointment time. The administration should not be approached until the matter has been discussed with the teacher or staff member.

The appropriate sequence for questions of responsibility of fairness should be:

1. Private, scheduled discussion among the people directly involved.
2. Administration requested to review the situation, if needed.
3. Follow up meetings are available to resolve any outstanding issues.

RETENTION

The decision to promote or retain a student generally shall be a cooperative decision made by parents/guardians, teachers and administration. Nonetheless, the final decision to retain a student rests with the parent/guardian. The administration will place a record of the recommendation in the student's file. Ordinarily, parents/guardians shall be notified of the possibility of retention in writing. The school will make every effort to send the first written notice before February 1, the second early in March and the final notice by May 15. St. Benedict School will follow the Guidelines for Retention established and approved by the Office of Catholic Schools.

SAFE SCHOOL PROCEDURES

Safety of our students is a primary concern of the school. With this in mind all school doors will be locked during the school day. Admittance to the ELEMENTARY school will be restricted to the Leavitt

Street entrance where an intercom and buzzer have been installed. Admittance to the PRESCHOOL will be restricted to the Bell Street entrance Admittance to the MIDDLE school shall be restricted to the Byron/Leavitt Entrance. All visitors must identify themselves before being admitted to the school by the receptionist. Once inside, visitor must surrender a photo ID in order to obtain a visitor tag from the office to wear while in the school. These procedures will enhance the safety of all the students and we are sure that you will understand and comply with them. Students are not allowed to open the doors for ANYONE. Please do not ask a student to allow you admittance into the school. For the safety of our students and staff, we ask that parents do not walk through the middle school en route to and from the preschool to the elementary school. Please use the assigned doors to enter the schools.

SEARCH AND SEIZURE

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

The school retains the right to search and seize drugs, weapons, and other contraband when there is belief such contraband is in the possession of a student. Such possession is in violation of the rules of St. Benedict Preparatory School. The school will assist local government authorities by reporting such possessions, and when requested by the authorities, the school will cooperate fully with the police and other government authorities.

SEXUAL HARASSMENT

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

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

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

St. Benedict Preparatory School seeks to create a Christian environment permeated by Gospel values of love, compassion and justice. All members of the school community are expected to demonstrate respect for themselves and one another. Any form of sexual harassment is in direct opposition to our school's philosophy and values and it will not be tolerated.

Students who experience any form of sexual harassment are asked to bring the problem to the attention of a teacher or the administration.

SOCIAL MEDIA AND STUDENTS

SBPS faculty and staff may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. Parents/guardians should note that the school administration may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. Parents/guardians should also note that all student Internet activity on school issued devices is being monitored by a third-party service, Linewize. The school administration reserves the right to use evidence of such activity in school investigations as needed.

SUBSTANCE ABUSE BY STUDENT

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for the purposes other than the treatments of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School procedures for handling violations:

- Parents/guardians will be notified if a violation is suspected
- Student will be suspended during the school investigation
- Conference with Head of School, parent/guardian, student, and other appropriate persons as determined by the Head of School
- Notify the police as directed by law
- If a violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian

Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to continued suspension and/or expulsion. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

STAFF/PARENT CONTACT

Frequently throughout each school year, informal conferences between parent and

teacher can and do take place via telephone conversations, written messages and scheduled meetings at mutually agreeable times. To initiate a conference with a teacher, write a note/email to the teacher indicating the nature of the request and convenient times for a conference.

Upon receipt of the written request, the teacher will contact the parent by return letter/email or telephone call whereby the time and location of the conference can be mutually agreed upon. In justice to the students and the teaching/learning process, no teacher can be contacted during his/her regular teaching hours. Every effort will be made to respond to messages from parents in a timely fashion.

STUDENT BEHAVIOR EXPECTATIONS & DISCIPLINE

A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school.

Teachers and administrators shall always endeavor to be firm, just, consistent, impartial, positive, and sensitive to the needs of the individual student. Students are expected to meet and respect the requirements of the school, which may, of necessity, be different than rules in the home. The development of individual responsibility and self-discipline are essential skills necessary to meet the challenges for students at the next level of education.

Conduct which is detrimental to or negatively affects the mission and reputation of the Catholic school, regardless of if the unacceptable conduct takes place during school hours or outside of school and off school property, may result in disciplinary measures.

In all cases, respect and kindness will be tempered with justice and fairness.

When appropriate, the administration may impose other disciplinary measures, such as probation, suspension and expulsion. The administration may also request the support of an outside therapist in certain situations.

A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation from elementary school. However, a student may be denied the privilege of participation in the formal graduation ceremony as determined by the administration and/or pastor for criminal or egregious actions contrary to the mission of the school and church community.

Please see sections TWO, THREE and FOUR for specific grade/age level behavior and discipline policies and procedures.

STUDENTS WITH SPECIAL NEEDS AND INCLUSIVE EDUCATION

At times the school may recommend or require educational/psychological consultation or testing for learning difficulties or emotional and/or behavioral problems. Procedures vary with each case and decisions are made cooperatively with parents. All parents have the right to request educational testing for their child/ren through the Chicago Public Schools at no cost to the family to determine whether exceptional educational needs are present.

It is the mission of SBPS to serve students with special needs in an inclusive environment. This means that most of the curriculum/course content will be delivered in a traditional classroom setting with teachers using student service plans to differentiate instruction per learner. Some extra support may be available to students who need assistance, however the school does not provide a “self-contained” special education classroom.

The school may not accept additional transfer students with special needs if it is evident that the child’s specific class/grade level can not accommodate the student’s needs effectively while trying to serve existing students. In order to achieve a truly INCLUSIVE environment, SBPS may limit the amount of total students with special needs to 10-15% of the class/grade level population.

STUDENT PLACEMENT

At St. Benedict Preparatory School, teachers and administrators determine student placement to achieve the following goal: a diverse student group that achieves a balance of genders, ethnicities, abilities, gifts, talents and personalities. Parents are NOT to approach teachers to request student placement. Any requests need to be directed to the administration and must be supported by a valid educational reason. “Because my child’s friend is in there,” or “I’ve always had Mrs. _____” are NOT valid educational reasons.

SMOKE FREE ENVIRONMENT

The Smoke-free Illinois Act (Public Act 95-0017) protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment. Places of employment are defined in the Smoke-free Illinois Act as any area under the control of a public or private employer that employees are required to enter, leave, or pass through during the course of employment.

The Archdiocese of Chicago acknowledges the importance of student and staff health and wellness and its relationship to the educational and academic achievement. It further acknowledges and understands that use of tobacco and all related products including the presence of secondhand smoke present a health risk and environmental hazard. To protect the health of staff and students, it is the policy of the Archdiocese of Chicago to remain tobacco free on school premises at all times, 24 hours a day, in school buildings, school vehicles and school grounds. This policy shall be promoted by the Archdiocese of Chicago and enforced by the administrator at the local school.

No individual, including students, staff members, or school visitors, is permitted to use any tobacco product at any time, including non-school hours:

- in any school building or school vehicle
- on school grounds and/or property of the school which may include athletic fields and parking lots

Individuals who violate this policy are subject to disciplinary action.

Note the following:

- School - includes any school, nursery, day care facility, elementary or secondary school through grade twelve that falls under the scope of the Archdiocese of Chicago – Office of Catholic Schools.
- Tobacco free - Free from tobacco of any kind, including but not limited to the use of cigarettes, cigars, cigarillos, blunts, pipes, snuff, snus, and chewing tobacco.
- Tobacco - A plant widely cultivated for its leaves, which have high levels of the addictive chemical nicotine. The leaves may be smoked (in cigarettes, cigars, pipes), applied to the gums (dipping and chewing tobacco), or inhaled (snuff).
- Tobacco use - The consumption of tobacco products by burning, chewing, inhalation, or other forms of ingestion.

SUSPECTED CHILD-ABUSE

St. Benedict Preparatory Schools and Illinois Law require any member of the teaching, counseling, or administrative staff having reasonable cause to suspect that a student seen in the course of professional duties has been physically or emotionally abused or neglected to immediately report the suspected abuse or neglect to the Department of Children and Family Services.

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 harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

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

TEEN DATING VIOLENCE POLICY GRADES 7 and up

Teen dating violence is unacceptable and is prohibited. Each student has the right to a safe learning environment. Age - appropriate education about teen dating violence must be incorporated into new or existing programs for students in Grades 7 through 8 and school employees (Safe and Sacred). Local procedures for the manner in which employees of a school

are to respond to incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation.

TRANSFERS

The school office should be notified **a week in advance** when a transfer is desired. The name and address of the new school must be given before a transfer slip can be completed. **All financial obligations must be resolved before transfer requests can be honored. The new school must formally request records before we can release paperwork from our building.** Official transcripts and report cards may be withheld for ongoing financial delinquency.

Requests for records need to be submitted in writing to the school office. Office personnel will need at least a minimum of 5 business days to prepare records.

TRANSPORTATION OF STUDENTS BY PARENTS/VOLUNTEERS

St. Benedict Preparatory School strongly discourages the transporting of students other than your own children for any reason. If parents, guardians or other adults transport their own children, relatives, or other children in the school to a field trip, athletic events or co-curricular activity, and they are using their own vehicle or a vehicle that is not owned by the school of the Archdiocese of Chicago, they are doing so on their own and not as an agent of the school.

VOLUNTEERING AT SCHOOL: Safe Environment Requirements

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse or trauma. Compliance requirements are as follows for all volunteers:

- Criminal Background Screening
- Safe Environment Training (Virtus/Protecting God's Children) –
- Archdiocesan Standards of Behavior – Read and signed-
- Child Abuse and Neglect Tracking System (CANTS) Form –
- Mandated Reporter Training
- SBPS Volunteer Agreement

The school and parish cannot allow someone to volunteer if they have not completed the following. Please contact Erin Johnson at ejohnson@stbenedict.com to find out how to comply with this policy. Parents may also find more information on our school website at <https://sbps.stbenedict.com/volunteer-compliance-procedure>

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

Students shall not carry, possess, or use weapons in school, or on school premises.

Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and or/expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

SBPS ADVISORY BOARD

Advisory Board meetings are held on a monthly basis. These are open meetings and parents are encouraged to attend them whenever possible. The SBPS Advisory Board is comprised of members elected by school parents and parishioners for a three-year term.

The Advisory Board is charged with the following responsibilities:

1. Develop and define policies which will enable SBPS to reach its goals, to promote the implementation of said policies, and to provide counsel and advice to the Head of Parish School of the school.
2. Collaborate with the Pastor to hire the Head of Parish School and participate in the Head of Parish School Evaluation Process.
3. Review and advise on the annual school budget and collaborate with other interested parties as to possible sources of funding.
4. Act as a liaison to the diverse interests of students, parents, parishioners, and staff within the context of the Advisory Board's mission.
5. Participate in the development and implementations of the school’s long-range planning process.

Parents are encouraged to become members on the Advisory Board. Interested candidates may contact the principal for further information.

The Advisory Board is not a grievance committee. Concerns should be directed to the school administration.

