



2025-2026 Parent and Student Handbook

2643 S. Central Park Ave.

Chicago, IL 60623

Tel: 773-522-0143

sabschool.org

MISSION STATEMENT

St. Agnes of Bohemia Catholic School is a preparatory school in the heart of Chicago's Little Village. For over 100 years, St. Agnes has dedicated itself to educating immigrant families for lives of faith, service and leadership. We encourage spiritual, intellectual, physical, emotional and social growth in the Catholic tradition. We maintain high expectations for all members of our community to develop a sense of personal responsibility and self-motivation. This is accomplished within a Gospel-centered framework of justice and love. We do this so our students can be successful Christians and achieve excellence in high school, in college and in life.

PHILOSOPHY

How Students Learn: The student's ability to learn is strongly dependent upon a positive atmosphere and well-planned instruction. The classroom should inspire students to achieve their fullest potential, especially through cooperative learning projects. Instruction needs to address the learning styles of all students and be as individualized as possible. Learning should be experimental, improve critical thinking skills and instill a life-long desire to learn in each student.

Home-School Connection: The student's first teachers are in the home; therefore, good communication and mutual respect between the school and the home is essential. Parents are responsible for a child's behavior. Their responsibilities include ensuring participation at Sunday Mass, completion of homework assignments, and that the student attends school regularly and on-time. Parents are encouraged to be involved with the many co-curricular opportunities offered in the school and parish.

Community-School Connection: St. Agnes is a positive presence in Little Village. It is a neighborhood school providing a faith-centered educational option for families in the area. Principles of social justice are taught through service-learning projects which focus on the socioeconomic diversity of our neighborhood and world. It is important to continue to establish and utilize community-school partnerships.

Challenging Curriculum: The field of education is constantly being reinvigorated by new research and theory, and the curriculum should evolve with those discoveries to prepare students for their future in high school and beyond. The goal of the curriculum is to create passionate and able lifelong learners. The curriculum should be based on standards and emphasize a multicultural perspective. Technology should be used frequently but with a clear purpose.

Catholic Identity: The school's Catholic identity is expressed through school-wide participation, especially in the traditions of the Catholic Church. Education is faith-based and gospel-centered. St. Agnes of Bohemia School has a strong connection with the parish.

High Expectations: Enrollment at St. Agnes of Bohemia School is a choice and a commitment. Individual student needs will be met, and help given, but students must be motivated and responsible for their education. Graduates are expected to gain admittance to well-reputed high schools and colleges. Teachers and staff will hold themselves to the same high expectations that are placed on the students.

St. Agnes of Bohemia Root Beliefs

- School is a place of joy and hope
- God made us to celebrate and embrace our differences
- We are always learning.

EXPECTATIONS FOR ST. AGNES OF BOHEMIA STUDENTS

St. Agnes of Bohemia is a Catholic school that believes in educating the whole child. The environment promotes positive relationships among all in the school community. It supports the development of a positive self-image, high academic and behavioral standards, and encourages maximum learning and the development of talents in a climate where individual contributions are respected. Our goal is to encourage students to be active participants in their learning, explore and develop their own personal beliefs, and become independent thinkers. In order to create a positive atmosphere that promotes the academic growth of each student, the following expectations have been established for all grades.

- ☐ St. Agnes of Bohemia students demonstrate a serious and positive attitude toward learning.
- ☐ St. Agnes of Bohemia students respect themselves, others, and the property of others.
- ☐ St. Agnes of Bohemia students act responsibly and take responsibility for their own actions.
- ☐ St. Agnes of Bohemia students will never use any form of bullying against another student or staff member.
- ☐ St. Agnes of Bohemia students make conscientious decisions to maintain a safe and healthy lifestyle.
- ☐ St. Agnes of Bohemia students are punctual.
- ☐ St. Agnes of Bohemia students dress in a manner that reflects a positive self-image. Uniforms are neat and clean. Hair is neatly groomed.
- ☐ St. Agnes of Bohemia students come prepared for class with proper school supplies and homework complete

Amending the Handbook

The school administration retains the right to amend the handbook during the course of the current school year for just cause. Parents will be given notifications of changes.

Admissions

St. Agnes of Bohemia School endeavors to educate all students within the limits of the school's educational program. St. Agnes does not discriminate on the basis of sex, race, color or national or ethnic origin. St. Agnes does not discriminate against students with special needs within reason as determined by the principal. However, because the school is a parish school, preference is given to Catholic students with the following priority for admission:

- Children of families already enrolled in the school
- Children of parishioners
- Transfer students from other Catholic schools

Admission Requirements:

The following items must be presented at the time of registration:

- registration form completed in full by a parent or legal guardian
- paid non-refundable registration fee
- birth certificate
- baptismal certificate (if applicable)
- physical and immunization records
- dental records
- vision records
- transfer papers and latest report card (if coming from another school)

St. Agnes of Bohemia School abides by the Missing Children Registration Law; therefore, the parent/guardian must provide a government-issued copy of the child's birth certificate within 30 days of enrollment.

Families with chronically delinquent tuition accounts will be given exclusion days and risk losing the opportunity for readmission and financial aid/scholarships.

Students entering Academy 5 must be five years of age by September 1st.
Academy 3 students must be toilet trained (no pull-ups) and 3 before September 1st.

Admissions shall not be denied to students with special learning needs based solely on ability or achievement. Such admissions decisions shall be made on a case by case basis and shall take into account the school's ability to meet the child's diagnosed special learning needs based upon its available resources. If the school determines that it does not have the resources to meet the student's diagnosed

special learning needs that will enable the child to succeed even at the minimum proficiency level, admissions may be denied.

Students transferring into grades 5th-8th must interview with administration and present grades/test scores before admission.

St. Agnes of Bohemia endeavors to educate all students within the limits of the school educational program.

Student Probationary Period:

Students who are new to the school or transferring to St. Agnes of Bohemia from another school will be placed in a probationary status for 90 days. The student, family and school may discuss the necessary supports to academic progress, behavior, etc. and decide whether the student shall remain in the school for the entire academic year.

Attendance Policy

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Reporting Process

Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 773-522-0143 within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

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.

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 unexcused. Students whose absences are excused will be allowed to make up missed assignments. Day of homework pickup must be requested at the time when the absence is reported.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after morning prayer and announcements (7:50) are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Students may accrue up to 2 tardies each trimester; **a \$30.00 charge will be applied for every 3 tardies at the end of each month.** – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 773-522-0143. Students to be dismissed early from school will be picked up from the school office. Students will not be dismissed from school between 2:30-2:55 without prior notification unless there is an emergency.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. 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.

Family vacations should be limited to days off from school because of the negative impact absences can have on a student's academic and social growth. Students

who miss school for five or more days in a row for vacation purposes will be required to attend summer school; the requirement for summer school will be based on academic performance. In addition, eighteen absences throughout the year are considered excessive, will require mandatory attendance in the academic portion of summer school, and may result in the student's retention and/or the reporting of absenteeism to proper authorities. Regarding truancy, the St. Agnes administration will follow all policies and stipulations outlined in the Illinois School Code. In the case of excessive absences, teachers are not required to provide students with more than two days to complete missing work. If this work is not returned it will be graded accordingly and applied to the student's academic evaluations.

Any student will be marked absent for a half day if he/she arrives after 9:00 a.m. or leaves before 2:00 p.m.

If a student is absent, he/she may not participate in extracurricular activities that day.

When your child returns to school after an absence, state law mandates that a note signed and dated by the parent/guardian must accompany the child on his/her first day back. **No child will be readmitted to the classroom without this note.**

Arrival

The middle school doors will open at 7:15 a.m. each day for breakfast. **All** students may enter the gym between 7:30-7:45 a.m.; students are picked up by their teacher at 7:45 a.m. Students who arrive at school after 7:50 a.m. are tardy and must report directly to the office for a tardy slip.

If dropping students off by car, please use the northbound drop-off lane on Central Park Ave. If parking and walking students into school, please park south of the drop-off lane and avoid double-parking. Students are not to be dropped off in the south-bound lane of Central Park Ave. and cross the street leading to the gym doors. Students are required to use the crosswalk when arriving and leaving school.

Dismissal Procedures/Early Dismissal

Students are dismissed from their classrooms at 3:00 pm. No cars are to be parked in front of the school before 2:45 pm; after 2:45 pm parking in front is permitted. Please keep traffic moving and be mindful of parent volunteers who are directing students and cars. Please be mindful to avoid blocking the street if there is a place to park at the curb.

If a student plans to go home with another student from our school, a written note from the parent allowing the student to go with another student must be sent to the school office **for each occurrence**. This policy includes students who attend the extended day program.

No child will be dismissed from school or allowed to leave school grounds for any reason during regular school hours, or during extended day, without parent supervision.

Emergency Closings

If the school needs to be closed for any reason, the principal will inform the emergency closing center. Please do not call the school or rectory regarding school closings. Rather, find updated school closing information at the following resources:

<http://chicago.emergencyclosings.com>

Additionally, a message will be sent to parents through the School Messenger system and Class Dojo informing them of the school closure.

Athletics

St. Agnes of Bohemia School complies with the *Handbook for Athletics* through the Archdiocese of Chicago. In order for a student to participate in a sport, they must submit a sports physical.

Students must be academically (no more than one D in any subject area) and behaviorally (no morning reflections for the week, no suspensions for the year) eligible to participate in a sport.

Concussions:

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face or neck, and is often associated with temporarily losing consciousness. However, a concussion can also occur when an area of the head or upper body moves rapidly or violently. While some concussions can cause a loss of consciousness, most do not. A child may have a concussion and not realize it because they did not lose consciousness.

However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers concussion, the brain suddenly shifts or shakes inside the skull

and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

The CDC has additional information available regarding concussions through the HEADS UP campaign. There are various materials available to help coaches, parents and athletes further understand and respond appropriately to concussions. Further information on IDPH's policies can be found [here](#).

Symptoms

Concussion symptoms may be mild, moderate, or severe. Common mild concussion symptoms can include headache or migraine, temporary memory loss, and nausea. Moderate to severe concussion symptoms can include dizziness, dilation of pupils, migraine, convulsions, and temporary changes in vision, smell, and taste. A person may also lose consciousness.

The concussion symptoms outlined below are from the CDC's website. They contain concussion symptoms that can be observed by coaches, and symptoms that may be reported by students.

Concussion Signs Observed

- Can't recall events prior to or after a hit or fall
- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Concussion Symptoms Reported

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Symptoms may be immediate, or they may not show up for a few hours or days. Continuing to check on a child who sustained a head injury for a concussion in the upcoming days is best practice. If an athlete exhibits any concussion symptoms, call

their parents/guardians immediately. They need to be seen by a physician in order to return to play.

No players with even the MILDEST concussion symptoms should return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment.

Return to Sport

Anyone who has suffered a concussion needs to rest their brain until all the symptoms are gone. This means they should be able to read, do math and think at their usual pace with no headaches, fatigue or other symptoms. This can mean a few days resting at home, not doing schoolwork and no exercise.

There is no timetable chart to follow; each child needs a treatment program tailored to their symptoms and circumstances. Younger children may take longer to recover than adults and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers a concussion, they are more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeated concussions.

Second Impact Syndrome:

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

Under no circumstances can an athlete return to action without clearance from a medical professional. A signed Return to Play Form must also be obtained from the athlete's parents or guardians in addition to medical clearance.

Asbestos Notification



St. Agnes of Bohemia School
Escuela de Santa Inés de Bohemia
2643 S. Central Park Avenue, Chicago, Illinois 60623-4631
Telephone 773-522-0143

DATE: August 15, 2025

TO: Parents, Teachers and all other School Employees

FROM: Celine Coath / Clair Zaffaroni

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

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

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Clair E. Zaffaroni".

Designated Person

Awards

Student achievement is recognized each trimester. A variety of recognition awards for grades 1-8 are given out at the end of each trimester.

Birthday Celebrations

Birthday celebrations must be simple and **pre-approved by the teacher.** Treats sent should follow the wellness program implemented by the school. Only those treats listed under "Healthful Foods" will be allowed to be distributed. All others will be sent home.

Birth Certificates

In accordance with the Illinois Missing Children Records Act 325 ILCS 50/5(b), schools are required to notify parents/guardians enrolling a child that they must provide a certified copy of the child's birth certificate or other reliable proof (in accordance with the law) of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate within thirty (30) days. When a certified copy of the birth certificate is provided, the school or other entity shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child.

"Other reliable proof" of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity.

Upon failure to provide this record, the school shall immediately notify the Illinois Department of State Police or local law enforcement of such failure, and shall notify the person enrolling the child in writing that they have 10 additional days to comply.

Bullying/Harassment Policies and Procedures

Bullying:

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. Bullying acts may be

- Physical 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 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 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 friendships, isolating, ostracizing and peer pressure;
- Sexual 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.

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. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media).

No student shall be subjected to bullying during 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.

All allegations and incidents of bullying are taken seriously. The complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the *Bullying/Harassment School Incident Reporting Form A* from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete *Form A* within a day and give the form directly to the principal, keeping a copy for her/his personal records.

STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

- INTERVENTION: The inappropriate/unacceptable conduct should be stopped immediately
- INVESTIGATION: The complaints will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and parents/guardians will be notified.
- DETERMINATION: Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.

- **RESPONSE:** Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

Harassment:

There are serious consequences for sexual, verbal or physical harassment of any kind. Students are subject to suspension or even expulsion depending on the offense.

Calendar

The calendar for the school year is posted on our website at sabschool.org

Catholic Identity

Instruction

All students will receive instruction in the catholic faith utilizing the Archdiocesan Standards and will be administered an assessment toward the end of the school year.

Mass

It is an expectation that every St. Agnes of Bohemia student will attend Mass each Sunday with their family. Sunday Mass attendance is an important aspect of faith education. PreSchool- 8th grade students will attend Mass weekly on Thursdays at 8:00am. Once a month we host an ALL school family Mass on Sunday at 10:30am in the St. Agnes of Bohemia Church. We encourage all families to participate and celebrate as a school community. Family Mass is hosted by a different grade level each month, and we require our students and families to attend when their grade level is hosting.

Sacramental Requirements

Students wishing to receive a sacrament must meet the sacramental requirements for First Communion and/or Confirmation. These requirements will aid in the deepening of faith and will help in the understanding and meaning of the sacramental life. Specific requirements will be provided to students during the school year.

Celebrations

Parties for various holidays are celebrated in the classroom at the discretion of the teacher/administration. These are simple celebrations and treats must be store bought. **Treats must be pre-approved by the teacher.**

Cell Phone Policy

St. Agnes of Bohemia discourages cell phones/smart watches/ bluetooth devices from being brought to school. All cell phones/smart watches/bluetooth devices must be

powered off and turned into the homeroom bin that will be stored in the office, prior to entering the classroom in the morning and also during after school activities and sports including aftercare. Any violation of this policy will result in the confiscation of the device for a minimum of 24 hours and returned to a parent/guardian once a \$25 fee is paid. Consequences increase to a one day suspension from school after first confiscation. The school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

Change of Address or Phone Number or Email Address

It is extremely important that all school records be kept up to date, especially information for emergency situations. St. Agnes of Bohemia School requests all enrolling students to fill out an emergency information form for easy access. Please notify the school office immediately when any information on the registration form or emergency form changes (i.e. address, phone, doctor, etc.)

Child Abuse – Reporting Allegations/Suspensions

By law, the state of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse or neglect.

Child Custody

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parents to his or her child's school records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary. It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

Guardianship of a Child:

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 present a court order appointing the person as legal guardian of the child.

Release of a Child to Non-Custodial Parent:

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of a child to the non-custodial parent in addition to school visitation rights. If it is determined by the school 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 informed immediately that the non-custodial parent is requesting release of the child. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted

School Visitation Rights Act:

The School Visitation Rights Act (effective July 1, 1993) permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to eight hours during the school year to attend necessary educational or behavioral conferences at the school the children attend in increments of one to four hours. The employee shall provide the employer with a written request for school visitation rights at least 7 days in advance of the time the employee is required to utilize the visitation right: in emergency situations, no more than 24 hours' notice shall be required. In addition, an employer is not required to grant visitation rights if more than 5% of its work force or 5 employees, whichever is more, request visitation rights at the same time. The school administrator shall provide the parent or guardian documentation of the school visitation which shall include the exact time and date the visitation occurred and ended. This Act applies to all eligible employees who have been employed by an employer for at least six months; to discuss the Act or to receive a copy of the entire Act, please contact the school consultant at the Archdiocese of Chicago- Office of Catholic Education.

Communication

As partners in the education of the students at St. Agnes of Bohemia School, the teachers and parents must engage in effective communication. Students are expected to deliver communication to their parents. Be sure to check for letters or bulletins that are sent home periodically. Formal and scheduled communications may be sent via School Messenger, phone messages, newsletters (hard copy and electronic form), and Class Dojo.

School Messenger – St. Agnes of Bohemia uses School Messenger, a parent notification system to send automated messages throughout the year. It is important that all parent contact information is up-to-date. If any of your contact information changes throughout the year you must send the updated information to the school office as soon as possible.

Contraband

Contraband is considered any item that does not contribute positively and directly to the learning environment in the classroom. The following items are considered to be

contraband and are never brought to school unless they are part of a school project, in which case, a WRITTEN notice will be sent home. Contraband items include but are not limited to:

- ☐ Any type of electronic device
- ☐ Any type of video/computer game
- ☐ Any kind of toy or game
- ☐ Any type of book or magazine that is not deemed appropriate by the teacher

Confiscated contraband will be held for the parent/ guardian to pick up. The second time an item is confiscated, it will not be returned to the student until the end of the school year. The school will not be held responsible for any stolen, broken or lost items.

Damage to School Property and Books

Textbooks and workbooks are the property of the school. They are for the use of the student. It is a school rule for a book bag to be used to bring books to and from school. If there is damage of any kind to any textbook or workbook, the book must be paid for by the student. Books and book covers must be kept clean, neat and free from graffiti. Any book that is marked with graffiti must be paid for by the student. Any lost or damaged book fee will be added onto the student's tuition at the end of the school year and must be paid.

Discipline Procedures and Policies

Below outlines behavior and discipline policies and procedures. The school administration handles each case on an individual basis and reserves the right to amend policies to best support each child.

Detentions/Morning Reflection:

Detentions/Morning Reflection may be issued by members of the faculty and staff for misconduct **on and off of** school property or other inappropriate behavior for a Catholic school student. Detention/Morning Reflection will take place on Wednesday mornings from 7:00-7:45. Parents will be notified in writing of the date of Detention/Morning Reflection.

Behavior Consequences:

Multiple infractions may lead to more severe consequences, including: in school & out of school suspensions, behavior plans and meetings to discuss the future eligibility of the student for attendance at St. Agnes School. Final determination will be based upon the circumstances of each individual case. *Out-of-school suspensions may be served in school at the administration's discretion. Student privileges may be reduced

at teacher/administration discretion due to accumulation of behavior detentions (ie: field trips, etc.).

Some of these offenses may be but are not limited to:

- uniform infractions
- inappropriate language/profanity/cursing
- stealing, lying, cheating, forgery
- disrespect to classmates or adults
- lunchroom or recess misconduct
- bullying, fighting or play fighting *
- hitting or play hitting *
- threats of violence *
- possessing a weapon or anything resembling a weapon *
- gang activity or imitating gang activity ***
- drugs or drug paraphernalia***
- inappropriate use of the Internet and/or technology
- chewing gum
- graffiti **
- vandalism **
- possession of video games, "Smartwatches", cell phones (see cell phone policy), bluetooth devices, etc. (These may be confiscated and kept in the office until a parent meeting is scheduled.)
- throwing snowballs

When a student damages the school community by hurting another individual, upsetting the learning environment, damaging property or embarrassing the school in a public situation, the student is expected to find a means, with help from parents, teachers and/or the principal, to repair that damage. We take this approach both to assist the student in fully accepting responsibility for his/her actions to bring closure to incidents of misbehavior.

Examples of acceptable corrective measures:

- ☐ Sincere apologies
- ☐ Doing something helpful for the one who has been hurt
- ☐ Paying for the property/damage, making actual repairs or replacing property
- ☐ Completing a special task for a teacher or child
- ☐ Coming after school to contribute in some way to the school

We want students to understand that language which is profane, and any language that is used as a challenge or a weapon is unacceptable in a school environment.

Possible consequences for student behaviors may include ineligibility for extracurricular activities, detention, probation, suspension, and expulsion.

When students have unusual difficulty bringing their behavior within the school's expectations, the involvement of parents and/or principal is sought. If over time, the student is unable to make adequate progress in controlling his/her behavior, or, if the school and the parents are unable to agree upon the problems and to establish a cooperative strategy for helping the child, the school will not offer to enroll the child for the coming year. In extreme situations, a child may be expelled in the middle of the school year.

St. Agnes of Bohemia School stresses that each student shows respect toward all others and acts in a peaceful manner. Fighting, threatening others, wearing or displaying gang signs and symbols, destroying school property, possessing weapons or any item that can cause harm to another, possessing alcohol or drugs or any illegal substances or material harmful to any other person are very serious violations of school discipline policy. Serious consequences will result in suspension or expulsion.

If attempted interventions have failed, administration may determine that professional testing and/or counseling is necessary. If the testing or counseling is refused, a student may be asked to attend a school that better meets his/her needs.

Severe Misconduct:

If a student commits a severe act of misconduct that seriously disrupts the school community, that student may serve an immediate out-of-school suspension and parents will be called in for a conference.

Conduct, whether inside or outside of school and the school day that is detrimental to the reputation of the school, causes scandal, or is not aligned with Catholic values is grounds for disciplinary action including, but not limited to, detentions, suspensions, and expulsion.

In the case of serious discipline matters, a disciplinary hearing focused on Christian fairness may be held at the discretion of the principal. The principal is the final recourse and reserves the right to amend these policies. Parents will be given prompt notification of any changes.

Suspension:

Suspension is a very serious discipline measure. Suspension means exclusion from the classroom and this automatically results in suspension from extra-curricular activities. The length of a suspension may be for one day or longer, according to the seriousness

and frequency of the student's offense. Missed assignments must be made up. A suspended student is not allowed to attend school events during the time of suspension. Students receiving an out of school suspension are not allowed on school property.

Students exhibiting the following behaviors are subject to a suspension

- ☐ Demonstrating repeated disrespect to a staff member or another student
- ☐ Fighting on school grounds or on the way to and from school or on another school's grounds.
- ☐ Defacing, damaging, or theft of the property of others, teachers, staff or student
- ☐ Repeated disruptive behavior which interferes with the academic progress of the class
- ☐ Threatening to harm someone or bullying another child
- ☐ Possessing anything that resembles a weapon

Expulsion:

Expulsion is an even more extreme measure of discipline than suspension. Expulsion means that a student is excluded from school altogether. The student may not be readmitted to the classroom and will be required to continue his/her education elsewhere. In order to ensure the safety and the academic success of every student that attends St. Agnes of Bohemia School, the following infractions will be considered as grounds for expulsion:

- ☐ Threats or physical violence to any student, teacher, or staff member
- ☐ Displaying gang signs
- ☐ Possession of or dispensing of a controlled substance
- ☐ Pulling fire alarms in the building or outside of the building

Gang Activity:

Gang activity, imitating gang activity, drug activity or drug paraphernalia may result in a minimum of a two-day out-of-school-suspension; severe cases of multiple offenses may result in a longer suspension or expulsion from school. Gang or drug activity may result in police involvement.

No Fighting Policy:

Our school has a "no tolerance for violence policy." This simply means that no student will be allowed to resort to fighting or hitting for any reason on the way to or from school, while at school, or at any school event. Our policy states that any student who decides to settle a problem by hitting or fighting will receive consequences deemed by administration. There will be no exceptions to this rule.

One aspect of the policy that parents need to understand is that the no fighting or hitting policy rule covers all situations. A student who hits others will also receive a consequence, even if another student *hit him or her first*. Students must realize that it is the staff's responsibility, not the students' responsibility, to discipline a student who hits.

When students believe they have the right to hit somebody who hits them first, they can use it as an excuse to hit students. If a student is ever hit while at school, he or she must find a nonviolent way to react. This includes blocking the student who hits, getting away from the student, and letting a staff member know that the incident occurred. The administration, as well as the staff, will be discussing nonviolent measures that students can take to deal with violence from their peers.

Every parent needs to understand that the no fighting and hitting rules are a crucial part of our effort to maintain a nonviolent school climate.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Parents/Guardians are expected to demonstrate behavior consistent with the Catholic values at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: 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.

When a parent/guardian engages in any of the behaviors outlined above or in the school's parent code of conduct and, in the judgment of the Principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, he/she may, after consulting with their assigned regional director:

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

Student withdrawal due to the acts of the parent/guardian unfairly deprives the child of a Catholic education. For this reason, principals/pastors are encouraged to consider the gravity, duration, nature of the behavior and, if relevant, the likelihood of it recurring after discussing it with the parent/guardian when deciding to withdraw a student.

Dismissal Procedures/Early Dismissal

Students are dismissed from their classrooms at 3:00 pm. No cars are to be parked in front of the school before 2:45 pm; after 2:45 pm parking in front is permitted. Please

keep traffic moving and be mindful of parent and student volunteers who are directing students and cars. Please be mindful to avoid blocking the street if there is a place to park at the curb.

If a student plans to go home with another student from our school, a written note from the parent allowing the student to go with another student must be sent to the school office **for each occurrence**. This policy includes students who attend the extended day program.

No child will be dismissed from school or allowed to leave school grounds for any reason during regular school hours, or during extended day, without parent supervision.

In the case of an emergency or illness during the school day, a parent/guardian will be telephoned and requested to pick the child up from school. In case of an early dismissal, parents must sign-out their child in the school office.

Emergency Closings

If the school needs to be closed for any reason, the principal will inform the emergency closing center. Please do not call the school or rectory regarding school closings. Rather, find updated school closing information at the following resources:

<http://chicago.emergencyclosings.com>

Additionally, a message will be sent to parents through the School Messenger system and Class Dojo informing them of the school closure.

Emergency and Crisis-Response Plan

The Emergency and Crisis-Response Plan includes fire drills, tornado drills, lockdown drills, and bus evacuation drills. Plans are reviewed with students at the beginning of the year and practiced throughout the school year.

Extended Day Program

St. Agnes of Bohemia offers an after school program which endeavors to enhance the school's curriculum and develop students' academic, athletic and social skills. Students who participate in the after school program must be picked up on time or pay a fine of \$1.00 per minute after 5:00 p.m. or be excluded from participation in the program. There are to be no electronics of any kind (including, but not limited to, cell phones, bluetooth devices, Nintendo switch, etc). Students may not leave the school

building and re-enter the after school program unless accompanied by an adult. There is a daily fee associated with the after school program.

Field Trips

Field trips are a privilege, not a right. In order to participate in a field trip, students must turn in the actual permission slip signed by a parent or guardian. Phone calls giving permission for students to attend field trips will not be accepted as a valid form of permission. Students can be denied participation or may have a personal chaperone requested to attend field trips by the school.

Parents will be notified in writing when students attending walking neighborhood field trips. If a parent does not want the child to participate they must share this in writing.

Food Service and Lunch

Students are provided with a free, nutritional breakfast and lunch. Students may NOT bring additional items to accompany their meal if receiving a school provided lunch. Parents are not to send in "fast food" for lunch. If a student forgets lunch, the school lunch will be provided. No sharing of food between students is allowed. Approved drinks from home are single serve non refillable juice boxes or "Capri Sun" pouches.

Governance

St. Agnes of Bohemia School operates under the auspices of the Archdiocese of Chicago. Therefore, the school adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Grading

The St. Agnes of Bohemia grading scale is as follows:

- A 93%-100%
- B 85%-92%
- C 77%-84%
- D 70%-76%
- F 0%-69%

Pass/Fail in Specials classes

Progress Reports:

In the middle of each trimester, students will receive a report that shows their progress in each class, which must be taken home and signed by a parent or guardian. It must

be returned to school the following day. Goals for improvement are to be set at the time of each progress report.

Honor Roll:

Requirements for placement onto the St. Agnes of Bohemia Honor Roll each trimester are as follows:

- Student must have no more than one morning reflection per trimester
- Student must have no more than four homework notifications per trimester
- Student must act in accordance with the values of St. Agnes of Bohemia
 - First Honors: All A's and above requirements
 - Second Honors: All A's or B's and above requirements

Probation:

Students who are failing any classes may be suspended from participating in class field trips and athletic teams or other extracurricular activities. Students may also miss recess in order to complete missing work. These students may also be required to attend an after school tutoring program. The probation will last as long as the student continues to fail the course. Effort must be made to improve. If a student continues to fail a course or if he/she refuses to do the work necessary to improve, the student may not be permitted to re-enroll.

Parent/Teacher Conferences:

There are two formal parent/teacher conferences each year where attendance is mandatory. One occurs at the end of the first trimester, and the other is held at the end of the second trimester.

If parents/guardians believe an appointment with a teacher is necessary outside of these scheduled times, they must give advance notice to the teachers by contacting them via written note or telephone message at (773)522-0143. All visitors to St. Agnes must register in the office and wear a visitor's badge at all times.

Graduation Requirements

As a requirement for graduation, students are expected to achieve a passing grade on exams for the Constitutions of the United States and the State of Illinois.

Additional graduation requirements include satisfactorily completing academic requirements, adhering to the school's code of conduct, returning all school materials, and meeting all financial obligations of fees and tuition.

Graduation Fee

Parents of 8th graders will be notified of their graduation fee. It includes the graduation trip, cap and gown, ribbons, autograph books, and other materials for graduation so no portion of it is refundable. Graduates must have tuition and fees paid in full before they go on the graduation trip, receive caps and gowns, graduation ribbons, etc. (Fees include tuition, fundraising, damaged books fee, extended day fees and the graduation fee.) Graduates whose fees are not entirely paid will not take part in graduation activities. No diploma is given until all fees are paid in full. Records will not be sent to high schools if fees are not paid.

Health Requirements – Exclusions for Non-Compliance

According to Illinois state law, every child must have an up-to-date health record. Medical and dental examination records must be completed by the examining physician and kept on file in the school office. No child will be admitted as a new student unless he/she has a copy of the completed forms. Health exams must be given in PreKindergarten, Kindergarten, and again in sixth grade. A sports physical must also be completed before participation on a St. Agnes sports team. Dental exams are required in Kindergarten, second and sixth grades. Vision exams are required in Kindergarten. Any child without complete medical and dental records will be excluded from attendance in school until proof of appointment or records are returned.

Illness/Injury at School

In case of an accident or illness at school, the parents will be contacted immediately. If, however, the parents cannot be reached, the emergency phone number will be used. In cases in which it is impossible to reach either the parents or the guardians, the matter will be left to the discretion of the Principal. In extreme cases, the matter will be placed in the hands of the Chicago Police or Fire Department. Any injury will be reported to the families by either the office and/or teacher

Immunizations and Medical Exams:

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 must 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 preschool or transferring from outside of the State of Illinois*
- ☐ prior to entering kindergarten or the first grade
- ☐ upon entering sixth and ninth grades
 - o Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination
 - o The Archdiocese of Chicago, as the local authority, determines whether the written statement constitutes a valid religious objection
 - o The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made to the validity of the religious objection.

Dental Examinations:

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. 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.

Visions Examinations:

A law effective January 1, 2008 requires that all children enrolling in public, private or parochial schools for the first time or entering kindergarten shall have an eye exam. Parents/Guardians are to be notified of this requirement.

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.

Religious Objection to Immunization and Vision Examination may be submitted.

24-Hour policy:

Do not send your child(ren) to school with any of the following symptoms: temperature over 100 degrees within the past 24 hours, vomiting and/or diarrhea in the past 24 hours, excessive cough or runny nose, discharge, redness or swelling of the eye(s), a rash of unknown origin, or untreated head lice. **Students who have these symptoms or develop them during the school day will be sent home.** Upon parent contact, arrangements must be made for your child(ren) to be picked up within 30 minutes. Emergency contact numbers will be utilized if your child(ren) remain at school after 30 minutes. Doctor's notes to return may be requested according to administrative policy and at the discretion of the administration.

A child with strep throat must be on antibiotics for 24-hours before returning to school.

Communicable Diseases and Chronic Health Conditions:

Information regarding any chronic illnesses or serious allergies (asthma, diabetes, etc.) which might require attention during school hours should be on file in the office of the school.

Medication Procedures:

- Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.
- It is the policy of St. Agnes of Bohemia School that the school personnel, including teachers, administrators, and administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication. Please speak with the office regarding student medication if necessary.

Supply of Undesignated Opioid Antagonists Policy

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

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

school hours: 7:45-3:00

after-school hours: 3:00-5:00

maintained in the following designated secure location: Principal office

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

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

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

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

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

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

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

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as

a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Homework

Teachers assign homework with great care. Assignments reinforce skills previously taught, foster habits of independent study, and support the growth of all students. We encourage parents to assist students with their homework, but to never complete the homework for them.

Students may have homework assignments every day. The amount of homework will vary depending upon the assignment and the speed at which a student studies. In addition to regular assignments, each student should spend a minimum of 20 minutes reading or being read to by his/her parents, grandparents, siblings, etc.

Failure to complete homework assignment(s) may result in parent contact, staying after school to complete homework, or loss of privileges.

Illinois State Recognition/Adoption of State Requirements

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

Instructional Program

St. Agnes of Bohemia is a place for learning. That is the reason for our existence. Nothing must stand in the way of a child receiving the best possible education we can offer. We strongly believe that a challenging, demanding program integrated with a creative and supportive environment will produce students who WILL succeed.

The Academic Curriculum

The overall program includes:

- ☐ Religion
- ☐ Reading
- ☐ Language Arts (Grammar, Composition skills, Spelling)
- ☐ Writing (in every curriculum area)
- ☐ Math
- ☐ Social Studies
- ☐ Science

Additional Programs and Services

- ☐ **Technology:** The traditional classrooms, beginning with the preschool level, have an Interactive panel installed in the classroom. All the teachers are proficient in the use of the boards and plan daily lessons that incorporate its use. Students in all grades have access to various technological devices that are used directly in the classroom. Parents and students must sign an Acceptable Use of Technology Policy at the beginning of the school year.
- ☐ **Title I Program:** This federally funded program provides small group instruction and individual tutoring for students in grades K-8 who need additional instruction and reinforcement of reading and math skills.
- ☐ **Spanish:** All students receive weekly instruction in Spanish with a focus on reading and writing instruction in the Junior High.
- ☐ **Art:** All students receive weekly instruction in art to learn about various art elements and different artists.
- ☐ **Physical Education:** Physical education is offered in all grades. Instruction includes exercises for a healthy body and games that allow for continued motor and skill development.
- ☐ **Executive Functioning Program:** Executive Functions are the mental processes that underlie goal setting, planning, sequencing, prioritization, and organization skills essential for school and life success. The Executive Functioning Intervention Curriculum helps students to set goals in several areas: academic, social, family, physical, and personal. Students are instructed in yearly, monthly, and daily planning using an assignment notebook referred to as a “planner”. Skills to be taught are goal setting, long and short planning, self-monitoring and evaluation of progress and time management of shorter individualized tasks.
- ☐ **The Safe Environment Program:** The Safe Environment Program is a personal safety program that is used to teach students how to recognize dangerous behavior and gives them tools to help and protect themselves. The program is used with students at all grade levels.

- **Academic Counseling:** The school has the service of an academic counselor funded through Title Funds.
- **Extra-Curricular Activities Program:** St. Agnes of Bohemia has a variety of activities for our children after school. In order to participate, a student must bring in a signed permission form which will be sent home. Students involved in disciplinary situations or with academic deficiencies may not be permitted to remain in extra-curricular activities. ***Sports related ExtraCurricular Activities require a yearly sports physical on file prior to first practice.**

Student Support Services

Catholic schools 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.

Schools are encouraged to develop specialized programs for students with defined learning/behavioral needs, students that are advanced, and students who are learning English as a New Language (ENL).

Catholic Educational Support Plan

Schools shall formulate and implement a Catholic Educational Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. Upon receipt of requests from parents/guardians, schools will meet with parents to review/discuss the precise nature of the special need(s), medical documentation provided, and any and all proposed strategies, educational accommodations/modifications, and interventions proposed.

The school will determine what, if any, strategies, educational accommodations/modifications, and interventions it is able to provide to the student based upon its available resources. Schools shall document any such strategies, educational accommodations/modifications, and interventions they are able to provide in a Catholic Educational Support Plan ("CESP"). CESPs require the affirmation of both the student's parent/guardian as well as school officials.

An evaluation of the child's learning/behavioral needs is typically provided via a public school district evaluation pursuant its obligations under IDEA or the parent's licensed private practitioner. Either type of evaluation may be provided by parents in support of their request for a CESP.

School personnel shall not attempt to diagnose students with a defined learning/behavioral need. If a school official suspects that a student may have a

defined learning/behavioral need, he/she shall speak with the principal. The principal will meet with the student's parent/guardian to share their observations with parents/guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider. If a student is enrolled for the first time with an existing IEP or CESP from another school, the principal shall meet with the parents to review the IEP/CESP, and formulate a new, local CESP based upon its local resources and the child's current needs. CESP's represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school may provide.

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

Insurance

All students of St. Agnes of Bohemia School should be covered with a medical insurance policy. The school is covering the students under a blanket accident insurance policy through Christian Brothers Insurance. This policy will cover the children for all school-time activities. It will not cover them for school related extracurricular activities, such as sports. Parents will be notified of an accident. If a child is injured, parents must first call their primary care physician for insurance approval before the child can be treated. Any child who "hangs around" at school after being dismissed and is injured is not covered by school insurance.

Lost and Found Items/Personal Belongings

It is advised that the child's name be placed on all articles including clothing and supplies so they can be identified if lost. A lost and found will be maintained at the school. Do not allow the children to bring electronic games, radios or expensive items especially jewelry as these may be damaged or lost. If an item is damaged or lost, it is not the responsibility of the school to replace that item. Parents must pick up any confiscated items. Periodically, if items are not claimed, they will be donated to a charitable organization.

Mental Health Protocol and Assessments

St. Agnes of Bohemia takes all indications of self-harm, suicidal thoughts 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, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co curricular activities at St. Agnes of Bohemia.

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

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
 - a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs

and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

3. Reentry back to St. Agnes of Bohemia academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

a. Evaluation date and crisis mental health assessment results

b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Agnes of Bohemia

4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.

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

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

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

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

Money

All money sent to school with children should be enclosed in an envelope with the child's name and grade and what the money is for. Please send the exact amount due. No change will be provided.

Open House/Orientation

At the beginning of the school year, there will be open houses at the various grade levels. This provides an opportunity for the parents and teachers to meet and discuss the curriculum for your child and a chance for you to view the teaching methods used at St. Agnes of Bohemia. These are mandatory meetings for all parents and guardians.

Photo Release

The school reserves the right to use student pictures in school publications, on the school's website; this includes Big Shoulders Fund and Office of Catholic Schools. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

Recess Procedures

- ☐ Only teacher approved equipment may be used on the playground.
- ☐ No student can retrieve balls from the street or areas of the playlot.
- ☐ Students are not allowed to climb the fences.
- ☐ Any student who displays lack of sportsmanship or roughness during play will not be allowed to participate in the game.
- ☐ Hard balls, bats, skateboards, scooters, shoe skates and bikes are not permitted on the school grounds.

Retention Policy

Students may face retention if they are performing significantly below grade level. Students may face retention if they have F averages in three or more courses throughout the year. Students with F averages in two or more courses will be required to attend summer school. In such cases, in order to be promoted to the next grade, students must have completed all coursework, maintained good behavior and had good attendance during summer school. Students in grade 8 will be required to find a new school to attend their second year in 8th grade.

Safety

All visitors to St. Agnes must register in the office and wear a visitor's badge at all times. Former students and alumni visiting the school may be asked to remain in the office until after the day's academic schedule has been completed. If seeking to perform volunteer hours, former students and alumni must let the school know in advance.

Safety-Bus

Students riding buses are advised to follow safety rules. These rules include: be courteous to other students and the bus driver; be seated and do not leave the seat while the bus is in motion; USE SEAT BELTS AT ALL TIMES; keep hand and heads inside bus; do not throw anything out the window; be quiet enough so as not to disturb the driver and absolutely nothing to eat or drink.

Scholarship Requirements

St. Agnes of Bohemia strives to provide access to its exceptional academic program to all students, regardless of financial need, through scholarships. Students and families are expected to be good stewards of these scholarships and the opportunity that has been given to them. In order to continue to be eligible to receive the scholarship and in order to receive the full benefit of his/her school experience, the student and family must adhere to the following requirements:

- Completion of service hours
- Students remain in good academic and behavioral standing
- Pay remaining tuition balance
- Participate in Fundraising Initiatives
- Participate in Family Events

If the scholarship requirements are not upheld, consequences include reversal of scholarship and not receiving a report card.

School Hours

Breakfast Program/Gathering	7:15 a.m. - 7:30 a.m./7:30 a.m.-7:45 a.m.
School Hours	7:45 a.m. - 3:00 p.m.
Tardy Bell	7:50 a.m.
Lunch	11:00 a.m. - 1:00 p.m. (4 shifts)
After School Program	3:00 p.m. - 5:00 p.m.
Office Hours	7:00 a.m. - 5:00 p.m.

Search and Seizure

All lockers, desks, and school materials are considered school property. St. Agnes of Bohemia reserves the right to search any persons, lockers, backpacks, desks or materials to ensure the safety and high academic standards of the school.

Sexual Harassment

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

Standardized Testing

St. Agnes of Bohemia School tests the students annually using a standardized achievement test chosen by the Office of Catholic Schools. St. Agnes of Bohemia will administer the assessments to all students as required. The results are reported to students/parents and our stakeholders. They become part of the student's record.

Student Progress through PowerSchool

PowerSchool is a web-based student information system which allows parents/guardians to access student progress. Instructions on how to access this information will be provided to the parents. Teachers will be updating student's progress weekly, or in some circumstances, bi-weekly.

Parents are encouraged to frequently review their child's progress throughout the trimester. Parents may request a meeting with any of their child's teachers throughout the year in addition to the scheduled parent/teacher conferences.

Student Records

St. Agnes of Bohemia School maintains as official records, the student's registration and admission form, all report cards, medical records, transfer records, and annual achievement test scores. Additionally, the school keeps records of religious sacramental information

Records for Missing Children

As required by the Illinois Missing Children Records Act, 325 ILCS 50/5(a), and the Illinois Missing Children Registration Law, 325 ILCS 55/5(a), the education record of a current or former student who has been identified as a missing child must be flagged as such when the school is notified that the student is missing. Whenever a flagged record is requested or knowledge as to the whereabouts of any missing child, the school is required to immediately report the request or information pertaining to the child's whereabouts to the Illinois Department of State Police. The Illinois Department of State Police will notify the school when the flag may be removed from the student's file.

Parents Rights Regarding Official Records

St. Agnes of Bohemia School abides completely with the Archdiocese of Chicago's Office of Catholic Education Guidelines describing the parent's rights to a child's records. These rights include:

- Right to inspect: Following local procedures you have the right to look at all of your child's records maintained in your child's permanent record.
- Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure, or the information is directory information which you have not requested to be kept confidential, or the request for the information meets one of the limited circumstances described in the guidelines.
- Right to request correction: You have the right to present evidence that the school shall amend any part of your child's record which you believe to be accurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.

Buckley Amendment

St. Agnes of Bohemia School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to 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.

Notice of Designation of Directory Information

St. Agnes of Bohemia School has designated the following information contained in the Education Records of its students as Directory Information:

Student's legal name, address, phone number, birth-date, place of birth, participation in school activities including sports, dates of attendance, awards received, previous school attended, student's photograph, parish in which the student resides. The information is usually for publicity purposes, yearbooks or a school directory.

St. Agnes of Bohemia School may disclose Directory Information without the consent of the parent of a student. If you as the parents of a student who is under 18 or older, wish to prevent the school from releasing this information except with your consent or under the circumstances described in Guidelines for School Records, you must file a form with St. Agnes of Bohemia School prior to the first day of school in any school year. Forms for this purpose are available at the school.

If you do not file such a form, the school assumes that you do not object to the release of the designated directory information.

Safety Drill Compliance

All Catholic schools (of all governance models) are required to comply with the School Safety Drill Act (105 ILCS 128) which outlines the schedule of safety drills; Evacuation Drills, Bus Evacuation Drills, Law Enforcement Drills, and Severe Weather Drills and reporting for public and non-public schools. Each school shall submit an Annual Review Report to ISBE and their assigned Regional Director by June 1 of the current school year. Proper documentation of each Safety Drill shall be kept by the principal, and may be accessed at any time by OCS personnel.

The school shall publish Safety Drill procedures within its local Teacher/Staff Handbook, and ensure that all school employees receive proper training on Safety Drill procedures

Substance Abuse

Substance abuse means the consumption or use of any substance for the purposes other than the treatment 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:

- ☐ Notify the parent/guardian and suspend the student during school investigation.
- ☐ Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- ☐ Notify the police as directed by law.
- ☐ If the 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.
- ☐ Appropriate confidentiality shall be maintained.

Supervision of Students

The school is responsible for students as of 7:30 am through 3:10 pm each school. We cannot accept responsibility for children who are at school before 7:30 am or after 3:10 pm unless they are participating in a school sponsored activity. Students cannot be left unattended before or after school anywhere on parish property including in the Church.

Tardy Policy

School begins at 7:45am. Students who are tardy to school must report to the office to receive a tardy pass. If a student accumulates excessive tardies (more than 5 tardies in a trimester), a meeting will be held with the principal, teacher, parent, and student.

Technology

Students in Academy 5 and First grade will be issued an iPad, cover and charger to utilize during the school year.

Students in grades 2 through 8 will be issued a chromebook, cover and charger to utilize during the school year. It is the students responsibility to bring their device fully charged to school daily. Covers may not be written on, altered or have embellishments. All items will be returned to the office at the end of the school year. Items not returned will be charged a fee for replacement.

Students will be held responsible if their device is damaged which may result in payment for repair depending on circumstance.

Students who do not have their device charged or with them for daily lessons may be required to complete work utilizing pen and paper or on their own time.

If a loaner device is issued during a repair, it must remain on the school premise and not go home.

Acceptable Use Policy

The use of technology at St. Agnes of Bohemia is a privilege, not a right. Parents and guardians must sign an acceptable use form provided by the teacher. Any inappropriate use of technology will be dealt with according to the terms stated in the Acceptable Use of Technology policy, and may merit a detention or other consequences.

Use of Technology Outside of School- DCFS policy

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.

Telephone Use, Calls, and Classroom Interruptions

Students are not permitted to use the school telephone for personal calls. The school secretary or teacher may make emergency calls. Teachers and students are not called to the phone except in an emergency.

If forgotten material must be brought to school by a parent or family member, it must be brought to the office with the child's name and room clearly marked.

Tuition and Fees

Due with Registration

\$50/child between January 25th- February 28th

\$75/child March 1st-March 31st

\$100/child after July 1st

\$50/child New Families

2025 – 2025 Tuition Rates

	1 child	2 children	3 children	4 or more children
Tuition	\$4,680	\$6,644	\$8,370	\$9,476+
10 month payment	\$468	\$664.40	\$837	\$947.60+
FACTS FEE	\$50	\$50	\$50	\$50
Required fundraising participation	Yes	Yes	Yes	Yes

Early Education Academy cost- \$7000 per child. Action for Children funding and/or financial assistance is available for families who qualify.

Policy #1: St. Agnes Financial Aid:

Families requesting St. Agnes Financial Aid must complete the following steps:

Register for school and pay the registration fee.

Complete FACTS Grant and Aid Application. This includes paying the applicable fee to FACTS for this service.

Any family who does not file a U.S. income tax return, must make an appointment with the Admissions Director and provide support for reported income, in addition to their FACTS Grant and Aid Application.

Families must keep all awards and correspondences confidential.

Financial Aid will be awarded based on:

The family's completion of the required steps above.

The family's demonstrated and verified financial need.

The family's past financial commitment to the school.

Financial Aid applications will be reviewed by the Financial Aid Committee.

Financial Award letters will be mailed to the families in a timely manner.

If the family accepts the award, they must sign the letter and return it to school.

If the family rejects the award, they can appeal the award by sending an appeal letter to the principal to share with the financial aid committee.

Only students in good academic and disciplinary standing will be eligible

Families with outstanding tuition balances will not be considered for Financial Aid until their account balance is current.

Families may appeal their financial aid award. To do so, a note sharing the circumstances, amount of income and suggested payment must be submitted for review by the Financial Aid committee. The committee will then determine if the appeal will be granted and notice in writing will be shared with the family within one week.

Policy #2: Tuition Payments

All families must pay the registration fee. That fee is not refundable.

Families will make tuition payments as follows:

Full payment (with a 5% discount, and no FACTS fees)

10 monthly payments (August – May)

All families will have a FACTS Tuition Management Account.

Families paying over 10 months will incur a \$50 payment plan fee paid to the tuition software company on their first payment.

Policy #3: Tuition Delinquency

All families must read this Tuition Policy and understand the following:

The amount of their tuition and any tuition discounts (i.e. Financial Aid awards, New Family Discounts, Scholarships, etc.).

The payments plan details, including amounts and dates.

The families' volunteer obligations.

If a tuition payment is not received by the due date, it will be considered late and the tuition management system will assess a late fee of \$30.

Families should access their FACTS tuition management accounts and set-up an automatic payment type within the system.

If a family falls 30 days behind in their payments, the student(s) within that family will be excluded from class until the time that the tuition account is up to date.

The family must bring their account current or meet with the Business Manager to discuss a modified payment plan or a hardship arrangement.

Families seeking a hardship arrangement must document their hardship and may meet with the Business Manager at any time.

If a family's account is past due on June 1st, the following actions will be taken:

Final report cards will be withheld until the tuition account is paid in full.

Transcripts and student records (except for state mandated information) will be withheld for students transferring to another school.

8th grade students will be withheld from graduation activities and diplomas will be withheld until account is up to date.

If a returning family still has an outstanding balance by July 1, families must contact the Business Manager to make a payment arrangement.

If a non-returning family still has an outstanding balance by July, 1 the school reserves the right to send that family to collections.

Policy #4: Late Registration (including Early Education Academy)

For students starting late, tuition and book fees will be prorated as follows:

August registration: 100% tuition

September registration: 100% tuition

October registration: 90% tuition

November registration: 80% tuition

December registration: 70% tuition

January registration: 60% tuition

February registration: 50% tuition

March registration: 40% tuition

April registration: 30% tuition

May registration: 20% tuition

Families registering late will be able to apply for tuition grants provided they follow the step outline in Policy #1 and that there are funds still available.

Policy #5: Volunteer and Fundraising Responsibilities

All families currently enrolled in school are required to volunteer for at least 30 hours of service each year. Incomplete hours will be charged \$15.00 per hour to their FACTS account.

All families are required to participate in two of the six school fundraisers that are held throughout the year. Families who do not participate in fundraising will be charged \$200.00 to their FACTS account.

Policy #6: Students Withdrawing

For students who withdraw from St. Agnes of Bohemia, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received.

Policy#7: After School Care responsibilities:

The school offers after school care as a convenience to the families that require this service. There is a daily fee associated with this service. At the end of each month the families will receive a charge to their FACTS account and will be responsible for any additional late fees due to non payment. Families seeking a hardship arrangement can contact the Business Manager for support at any time. Documentation of the family's situation may be requested.

Tuition Payment Plans

There are two basic payment options to make tuition payments through FACTS.

- ☐ Full Payment (One Payment) - The entire tuition is due on or before 9/30/2025 No Enrollment Fee
- ☐ 10 installments and an Enrollment Fee of \$50

All payments are due on the selected due date. If payments are not received by that date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to St. Agnes of Bohemia on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the business manager so that special arrangements and adjustments to your agreement can be made.

REPORT CARDS and TEST SCORES WILL BE RETAINED IF TUITION and FEES ARE NOT PAID IN FULL.

GRADUATION FEE

Parents of 8th graders will be notified of their graduation fee. It includes the graduation trip, cap and gown, ribbons, autograph books, and other materials for graduation so no portion of it is refundable. Graduates must have tuition and fees paid in full before they go on the graduation trip, receive caps and gowns, graduation ribbons, etc. (Fees include tuition, fundraising, damaged books fee, extended day fees and the graduation fee.) Graduates whose fees are not entirely paid will not take part in graduation activities. No diploma is given until all fees are paid in full. Records will not be sent to high schools if fees are not paid.

Withdrawal of Students Based Upon Financial Delinquency

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) should attempt to be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. It is recommended that the Principal establish "Exclusion Days" in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days should be announced ahead of time so that the family and teachers can make appropriate plans.

The Archdiocesan does operate an Emergency Tuition Assistance Fund (ETA) to assist families who are going through unexpected, life-changing circumstances. Principals may apply for the ETA through the OCS.

Parents experiencing personal bankruptcy may be prevented from paying owed tuition as a result of bankruptcy proceedings. In these cases, Principals (or their designees) should be familiar with the details of the bankruptcy and act accordingly.

Uniform/Dress Code

All students are to be in full uniform except when the temperature is above 85°, at which time St. Agnes gym shorts and t-shirt may be worn. Uniforms must be neat and clean at all times. Shirts are to be tucked in. When pants are worn, they must be accompanied by a belt. School shoes may be all white, all black or both white and black, but may not have any color. They must be properly tied and without wheels or lights. Any student who is out of uniform must have a note of explanation from his/her parent or guardian. Each item of the uniform should have the child's name sewn/printed within it. Oversized and tight-fitting clothing are not allowed. If a student chooses to wear a t-shirt underneath his/her uniform shirt, it must be white and short-sleeved.

Students are expected to have traditional, conservative and natural hair styles. Students may not have mohawks, faux-hawks, graphics, or similarly styled hair and

may not color or highlight their hair. The dress code/uniform policy shall not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students are not permitted to have any form of facial hair. Students may not wear colored contacts or have painted or fake fingernails. Jewelry must be conservative, modest and in style with the school uniform. Girls may wear only small stud earrings or small hoops (less than half inch in diameter).

Boys' Dress Uniform:

long or short-sleeved light blue collared shirt polo or oxford
gray dress slacks/trousers (gray jeans are not allowed)
navy blue cardigan, long-sleeved v-neck sweater or vest
St. Agnes of Bohemia Sweatshirts over uniform top.
Sixth, seventh and eighth grade boys must wear a navy blue tie

Girls' Dress Uniform:

long or short-sleeved light blue collared shirt polo or oxford
kindergarten through fourth grade girls wear a blue and gray plaid jumper
fifth through eighth grade girls wear a blue and gray plaid skirt
Skirts/jumpers may not be less than 3 inches above the top of the knee
navy blue cardigan, long-sleeved v-neck sweater or vest
St. Agnes of Bohemia Sweatshirts over a uniform top.
Blue, white or black socks. No show socks not permitted.
Solid black or navy blue leggings or tights are permitted under skirts or jumpers.
girls may wear gray uniform slacks/trousers with a belt in place of the skirt or jumper.

Gym and Gym Uniform:

Every student has a formal gym class at least once per week. Every student must dress in full gym uniform in order to participate in gym class. Students must wear the navy blue St. Agnes gym shirt. Other St. Agnes shirts are allowed. Plain white shirts are not allowed. Students must wear navy blue St. Agnes sweatpants or shorts. Gym shoes that are all white, all black or a mix of black and white must be worn at all times. If there is a special reason why your child may not participate in his/her gym class, please send a note stating the reason to the gym teacher.

Non Discrimination Statement

St. Agnes of Bohemia School allows a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty

preferences provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic or team uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Out of Uniform Policy

On certain days, students are allowed to dress out of uniform. Below outlines unacceptable attire on our-of-uniform days:

tank-tops, low cut shirts, crop tops, t-shirts with distasteful slogans/pictures, pants/shorts with rips, excessively tight or baggy clothing, shorts/skirts that are less than 3 inches above the knee cap. Leggings may only be worn under an appropriate bottom. Joggers are appropriate. Shoes must be closed-toe and no flip-flops or heels. Make-up is not to be worn and hair must meet uniform policy expectations.

All final decisions about dress code will be left to the discretion of teachers and principal.

*Parents may be required to bring the student a school uniform to change into if a student does not follow the dress code.

Visitor Policy

All visitors to St. Agnes must register in the office and wear a visitor's badge at all times. Former students and alumni visiting the school may be asked to remain in the office until after the day's academic schedule has been completed. If seeking to perform volunteer hours, former students and alumni must let the school know in advance.

Volunteers

Volunteers are needed to help with the lunch program, in classrooms, on field trips and during extracurricular activities. Volunteers must be in compliance with the Archdiocese of Chicago. This includes updating your on-line Virtus Account and completing the most recent monthly bulletins.

Safe Environment Requirements for Volunteers

When volunteers participate with students directly in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

- ☐ Complete an online Virtus account and criminal background check (every three years).

- ☐ Complete online training- Virtus/Protecting God's Children for Adults™ or refresher course (every 3 years)
- ☐ Read and sign Archdiocesan Standards of Behavior. (yearly)
- ☐ Complete Child Abuse and Neglect Tracking Form- CANTS 689 (yearly)
- ☐ Complete online training- Mandated reporter (every 3 years)
- ☐ Complete Mandated Reporter Acknowledgement Form- CANTS 22 (yearly)

Waterbottles

Water bottles that are brought for students to drink throughout the day must be plastic, crystal clear with no designs. The only color that can be on the bottle is the cap. Bottles can be no larger than 22 ounces. Please be sure that water bottles are labeled with your child's name. Any water bottles that do not fall into the guidelines will not be allowed to be utilized during the school day and parents will receive communication of that fact from the teacher.

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, and 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 police jurisdiction.

Webpage

St. Agnes of Bohemia School has a wonderful website where you can access information.

Who to Contact

- Most communications of classroom and playground concerns should be first directed to your child's teacher.
- Contact your child's teacher via their St. Agnes of Bohemia email and/or through Class Dojo.

- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly.
- If you have discussed with your child's teacher and the issue has not been addressed to your satisfaction then contact the school principal.

Please recognize that it is both the policy and the value of our school that we operate with openness, collaboration, and the shared best interest for every student. Thank you.

WHO DO I CONTACT IF.....

My student is going to be absent, or is running late?	Secretary, Martha Fiscal AND your student's homeroom teacher	(773) 522-0143
My student has been disciplined and I am wondering the reason?	Contact the student's homeroom teacher FIRST, if the issue is not resolved, then contact Principal Zaffaroni	Contact teacher via email and/or Class Dojo
I have a question regarding my student's tuition/ FACTS account?	Tuition Director, Maria Florez	mflorez@school.stagnesofbohemia.org
I would like to appeal my financial aid decision.	Financial Aid committee- Maria Florez parent liaison	mflorez@school.stagnesofbohemia.org
I have a question regarding my student's schedule?	Your student's homeroom teacher	Contact teacher via email and/or Class Dojo
I have a question regarding scholarships/financial aid opportunities	Marketing Director, Silvia Santiago	ssantiago@school.stagnesofbohemia.org
I would like to refer a student for admissions	Marketing Director, Silvia Santiago	ssantiago@school.stagnesofbohemia.org
I am an alumni who would like to continue being	Marketing Director, Silvia Santiago	ssantiago@school.stagnesofbohemia.org

involved at St. Agnes of Bohemia		
I need to obtain a copy of transcripts/student records	Secretary, Martha Fiscal	mfiscal@school.stagnesofbohemia.org
My student needs religious formation (communion, confirmation,etc.)	Secretary, Martha Fiscal	mfiscal@school.stagnesofbohemia.org
My student has an IEP	Principal Zaffaroni	czaffaroni@school.stagnesofbohemia.org
I have questions about fundraising opportunities or volunteer requirements	Marketing Director, Silvia Santiago	ssantiago@school.stagnesofbohemia.org
I have a question regarding the curriculum, classes, and programs	Principal Zaffaroni	czaffaroni@school.stagnesofbohemia.org
Major Student Behavior and/or classroom concerns or policies	Principal Zaffaroni	czaffaroni@school.stagnesofbohemia.org
Questions over Archdiocese of Chicago or ISBE compliance	Principal Zaffaroni	czaffaroni@school.stagnesofbohemia.org
Questions over teacher conduct and/or classroom environment	Principal Zaffaroni	czaffaroni@school.stagnesofbohemia.org

Wellness Policy

St. Agnes of Bohemia School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school-based activities designed to promote students' wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical

activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

St. Agnes of Bohemia School will comply with the goals for Student Wellness established by the Archdiocese of Chicago, Office of Catholic Schools.

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness.

Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

Raw vegetable sticks/slices with low-fat dressing or yogurt dip

Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.

Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.

Fruit salad

Cereal and low-fat milk

100% fruit or vegetable juice

Frozen fruit pops with fruit juice or fruit as the first ingredient

Dried fruits – raisins, cranberries, apples, apricots

Single serving applesauce or canned fruit in juice

Peanut butter with apple wedges or celery sticks

Fruit smoothies made with fat-free or low-fat milk

Trail mix (dried fruits and nuts)

Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)

Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)

Party mix (variety of cereals, nuts, pretzels, etc.)

Pretzels or reduced fat crackers

Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)

Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)

Mini bagels with whipped light or fat-free cream cheese

Pasta salad

Breadsticks with marinara

Fat-free or low-fat flavored yogurt & fruit parfaits

Fat-free or low-fat pudding cups

Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
Flavored soy milk fortified with calcium
Pure ice cold water

**** This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.***