



**ST. CHARLES
BORROMEO**
CATHOLIC SCHOOL | HAMPSHIRE, IL

Student-Parent Handbook

Educational Excellence Since 1929

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Revised Summer 2026

MISSION STATEMENT

We, Saint Charles Borromeo Catholic School,
promote life-long learning centered on Catholic faith and virtues.

PHILOSOPHY

We, who are engaged in the ministry of education at Saint Charles Borromeo Catholic School, in partnership with the parents, strive to enrich the lives of all the members of the school community by integrating knowledge and truth according to the teachings of Christ through His church.

We believe that we cooperate with parents in helping each child grow into the fullness of what God created him or her to be. While nurturing the spiritual, intellectual, emotional, physical, and social development of the students in our care, we are called to foster each child's God-given gifts of dignity, uniqueness, and self-worth.

We believe that we are dedicated to building a faith community of love, peace, justice, and compassion. Parents, students, faculty, and staff encourage one another to live the Christian message, and to be of service to God, to each other, to the church, and to society.



SCB Saints School Colors:
Blue and White

Sports Programs

Girls' Volleyball – Fall
Boys & Girls Cross Country – Fall
Boys & Girls Running Club – Fall
Boys' Basketball –Fall into Winter
Girls' Basketball – Winter
Boys' Volleyball - Spring

*Be it known to all who enter here that
Christ is the reason for this school.*

ADMISSION

Applications for student admission are generally available after January for the following school year. Saint Charles Borromeo Catholic School does not discriminate in student admission on the basis of race, sex, national origin, documentation status, age, all in accordance with the law (IDEA, Civil Rights Act, ADA, Plyler v Doe), or handicapping condition (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated). Applications for admission will be evaluated on an individual/family basis.

Class sizes may be capped at a maximum of 25 for grades K–8. 3-year-old and 4-year-old preschool will maintain a 10:1 student to teacher ratio. A waiting list will be established for classes that reach their maximum enrollment.

The following procedures apply to students seeking admission to Saint Charles Borromeo Catholic School (SCB):

1. Birth and baptismal certificates are required within 30 days of enrolling the student.

2. **A physical examination (including required immunizations) is required by state law prior to entrance into preschool, kindergarten or first grade (if did not attend Kindergarten) and sixth grade.**
3. An eye exam is required by state law prior to entrance into kindergarten. This exam must have taken place within one year prior to the start of school and performed by a licensed optometrist or physician (such as an ophthalmologist) that performs eye exams.
4. A dental examination is required for all students entering kindergarten, second grade and sixth grade and new students, with proof of exam provided to the school by May 15th of that school year.
5. Kindergarten children must have reached the age of five on or before September 1st of the academic year in which they enroll, unless special circumstances are determined by the principal.
6. Children will be accepted for first grade if they have reached the age of six on or before September 1st of the academic year in which they enroll, unless special circumstances are determined by the principal.
7. Admission of transfer students is contingent upon receipt of certified copies of all records: academic, psychological, health, etc., must be requested within 14 days of enrollment from the student's previous school. Students will not be considered admitted until these documents have been received and reviewed. The below mentioned probationary period will commence.
8. Testing of transfer students in grades 1-8 may be required at the school's discretion.
9. Transfer students and students who have been home-schooled will be placed in the appropriate grade based on a review of records, placement testing (if deemed necessary by principal), in consultation with parents, teachers, principal and/or pastor. The principal will make final placement determinations.
10. **All new students at SCB including Kindergarten students will have a nine-week probationary period.** During that time, students will be evaluated with regard to their social and academic adjustment. After this time, the teacher(s), in consultation with the principal, will determine one of the following: whether the student has passed the probationary period and should continue at SCB, whether the probation should be extended, or whether the student should transfer to another school. Parents will be informed of this decision within one week following the probationary period.

ARRIVAL

Our school day begins at 8:30am and ends at 3:00pm. The tardy bell rings at 8:40 am. Students are not to arrive at school before 8:20 am (see Before & After Care section). Students must stay on the blacktop in full sight of the supervising teacher. Students may not play in the fenced playground area prior to the start of the school day. SCB is not liable for student safety/accidents prior to a faculty member arriving on the playground.

Students are expected to be in their designated lines on the playground by 8:30 am. Students arriving after 8:40am must enter via the main entrance and stop by the main office for a tardy slip. Students will be marked tardy if not in their classroom by 8:40 am. Repeated, unexcused tardiness may result in disciplinary action. If an emergency arises that will cause tardiness, please notify the main office at school.

ATHLETICS / EXTRACURRICULAR ACTIVITIES

Students must be present at school for more than the second half of the school day in order to participate in games or events that evening. We regard participation in extracurricular sports as a privilege and want to emphasize the importance of academic achievement and Christian sportsmanship.

If students are having difficulty with academic eligibility, they will work directly with their teachers and principal to learn how to improve their grades with increased accountability. This may result in times of lost recess or special classes in order for students to catch up on/be accountable for their core academics.

In case of behavior issues, a student may have participation in sports or extracurriculars suspended. Student participation may be halted in athletics or extracurriculars until such time that student behavior warrants reinstatement to the team/activity.

This determination for extracurricular eligibility (or lack thereof) will be made by the principal, when necessary. Additional Athletic policies and procedures can be found in the online Athletic Handbook.

ATTENDANCE

Regular school attendance is essential for students to fully benefit from the SCB academic and spiritual development program. Regular and punctual attendance for all classes and programs in which students are enrolled is required of all students.

Planned absences for trips are **STRONGLY** discouraged. In the event of planned absences, parents are to send an email to the child's teacher(s) and the office a minimum of 48 hours in advance of the absence explaining the reason. **Teachers are not required to provide schoolwork in advance of such absence. See also Travel/Family Vacations.**

Should your child be absent from school because of illness or other unforeseen reasons, parents are expected to call or email the school prior to 9:00am each day your child is absent. **Additionally, a written excuse from the parent/guardian must be presented upon the child's return to school.** A doctor's note is required for all absences due to a contagious disease or serious injury. All unexcused absences will be considered truancy and will result in disciplinary action. The school may request a doctor's note for re-admittance at their discretion.

During non-pandemic times, all children **must be fever-free without medication for 24 hours prior to returning to school.** Children are expected to participate in all school activities (including PE class and recess) or have a doctor's note explaining otherwise.

Requests for homework may be made on the day of the absence. All work must be completed and returned in the following manner: one-day absence work is due following the day of return, two-day absence work is due two days following the day of return, etc.

All children that leave school during regular school hours must be signed out in the office by a parent/guardian or designee. No child may leave the building and go out to the parking lot alone. If a student is signed out for a portion of the day (such as a doctor or dental appointment) and misses more than one hour, a half day absence will be counted.

Students arriving after 9:55am will be counted for ½ day absence. If a student is not in attendance by 11:45 am, she/he is prohibited from school-sponsored activities such as plays, athletics, programs, etc. for that day **Students leaving school before 2:00pm will be counted for ½ day absence.**

If a child becomes ill at school, a parent/guardian will be notified. All students who have a fever or have vomited **MUST** be picked up and taken home (see also *Communicable Diseases Guidelines*). Should the school not be able to reach a parent/guardian, emergency contact information will be used.

Absenteeism and Truancy Policy (Diocesan Policy #5134B)

The Illinois School Code requires that any school, including a nonpublic school, receiving public funds through participation in the federal/state milk, breakfast, and/or lunch programs shall develop and communicate to its students and their parent or guardian, on an annual basis, an absenteeism and truancy policy, that contains

certain provisions. The following is the Absenteeism and Truancy Policy to be implemented by those schools participating in the federal/state milk, breakfast, and/or lunch programs.

Definitions

1. **"Valid cause"** for absence includes: the student's illness, including the mental or behavioral health of the student, the student's attendance at a verified medical or therapeutic appointment or appointment with a victim services provider, the student's observance of a religious holiday, death in the student's immediate family, the student's attendance at a civic event, a family emergency, As determined by the school administrator, such other situations beyond the control of the student, or such circumstances which cause reasonable concern to the student's parent for the mental, emotional, or physical health or safety of the student. If the student is an expectant parent or parent, "valid cause" for absence includes the fulfillment of a parenting responsibility including, but not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child,

If the student is a victim of domestic or sexual violence, "valid cause" for absence includes addressing circumstances resulting from domestic or sexual violence, including, but not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. A school administrator may require a student to verify his or her claim of domestic or sexual violence prior to approving a valid cause for an absence of 3 or more consecutive days that is related to domestic or sexual violence.

2. A **"truant student"** is one who is subject to compulsory school attendance and who, without valid cause, is absent from such attendance for a school day or portion of the school day, when such absence amounts to more than 1% but less than 5% of the past 180 school days.

3. A **"chronic or habitual truant"** is defined as a student subject to compulsory school attendance and who, without valid cause, is absent from such attendance for 5% or more of the past 180 regular attendance days.

4. "Truant minor" is defined as a chronic truant to whom available supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources either have been offered and refused, or have failed to result in the cessation of chronic truancy.

Policy

1. School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is required to keep a record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

2. A student who is subject to compulsory school attendance shall not be absent from attendance without valid cause. A student who is absent without valid cause is a truant student.

3. When a student is truant: The School administrator or delegate shall be in contact with the parent/guardian and the student when a student is absent without "valid cause", when the school has not been notified by a parent/guardian of the student's absence and reason, when the student returns to school after an absence without a written doctor's or with a note of questionable validity, or when the student continues to be absent for no apparent reason. The School's contact with the parent/guardian is for the purpose of determining the reason for the student's absence and further discussion if the absence is without valid cause. If the parents/guardians cannot be reached, the School will contact all parties listed as emergency contacts in the student's file. If the administration is unsuccessful in reaching the parents/guardians or the emergency contacts, the School will notify police and request a well-being check on the student/family.

4. The School is to determine the reason or cause for a student's unexcused absences by interviewing the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

5. When a student is truant or chronically truant, the School will use the following diagnostic procedures to identify the causes of unexcused student absenteeism: Interviews with the student, meetings or requests for meetings with the parent/guardian, and meetings with any school officials who may have information about the reason for the student's attendance problem. The school is to offer the following interventions and supportive services for the truant student and chronically truant student: meet with the student, and meet with or request to meet with the student's parent/guardian to persuade the family and the student to regular attendance, encourage heightened engagement in School activities by the parent/guardian and student, and suggest student counseling with the school counselor if one is provided by the School, or with a specific outside provider or providers, family counseling with the Diocese of Rockford Catholic Charities counselling office or with a specific outside provider or providers, and provide parents with information about existing community services that are available to the student relative to his or her needs. The School is not required to pay for any services. Where the student is chronically truant, the above steps will be repeated.

6. When efforts to persuade the student to regular attendance fails, and the student's absences without "valid cause" exceed more than five percent (5%) of the total student attendance days in the school year, the student is deemed a truant minor and written notice shall be sent to the parent/guardian stating that the student's truancy is being reported to the Illinois State Board of Education. This may be done through the truancy department of the Regional Office of Education. Additionally, the School may drop the student from enrollment.

7. The School is required to regularly collect and review its chronic absence data and determine what systems of support and resources are needed to engage and encourage the habit of daily attendance for chronically absent students and their families to promote academic success.

8. The School is required to post this Absenteeism and Truancy Policy on the School's website and include it in the School's Parent/Student Handbook. School administrators are also required to notify parents where/how this policy can be accessed by providing them with the URL address. This policy is also published on the Education page of our Diocesan Catholic Education Website.

9. The School is required to submit its Absenteeism and Truancy Policy to the Illinois State Board of Education; and to review and re-evaluate its Absenteeism and Truancy Policy every two years and submit its revised policy or a letter to the Illinois State Board of Education stating the policy was re-evaluated and no changes were deemed necessary. This statement must be submitted electronically to the Illinois State Board of Education via their Web Application Security system no later than September 30 of the year it is due.

Largely for safety reasons, monitoring and keeping attendance records for students is a sizable and important task. Parents are required to report absences by calling the School's attendance line between 8:15 and 9:00 a.m. Middle School parents may call 815-385-1022 to report an absence. Primary Center parents should call 815-385-5380 to report an absence.

Parents are required to sign the child in/out in the School office whenever leaving or arriving anytime during the School day. Any child who leaves the School grounds without permission automatically suspends himself/herself from School.

BEFORE and AFTER CARE

This supervised program is meant to be an affordable convenience for our families. All children will be respectful to supervisors – appropriate behavior is expected. Should continued problems exist, families will not be allowed to use the program.

We have a dedicated phone for the program. That number is: 847-792-0071. Students using the program will be signed in and out by a parent. Students may not sign themselves in or out. If your child becomes ill at aftercare, the same pick-up policy applies as during the school day.

Before and Aftercare may be used regularly or periodically. If your child will be using this service, please fill out the usage sheet weekly. The fee is \$5 per hour. **There is a late fee of \$10 per each 15-minute increment for children not picked up by 5:30pm.** Payment is due upon receipt of the billing, which occurs through FACTS.

The schedule of the Aftercare program includes: homework/quiet time, snack time (snacks are to be brought from home and will NOT be provided), indoor and outdoor playtime (weather permitting). No electronic devices are allowed. Children are to remain in school attire with shoes on. Students will not be allowed to leave the aftercare area to go elsewhere in or out of the school building – they need to remain with the group.

BICYCLES

Students who ride their bikes to school are to park them in the rack provided. Students and guests must walk bikes on and off the playground (riding in parking lot or around the perimeter of the building is prohibited). Bikes must be locked. The school assumes no responsibility for bikes ridden to school.

BOOKS

All hardcover textbooks are property of the school and must be covered at all times. Students will be assessed a fine for books that are not covered, lost, or damaged.

BULLYING

Any action, word or behavior that harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“cyber bullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber bullying”) directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- (2) causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) substantially interfering with the student’s or students’ academic performance; or
- (4) substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of email, web sites, text messaging, electronic photos or videos & social media (i.e., Facebook, Twitter, Snapchat, Instagram, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school.

BUS RIDERS

Bus service to and from school is a privilege and can be revoked. No child may ride a District 300 bus, to and/or from school, unless they have approval from District 300, who supervises and coordinates the bus transportation for our students. The following bus rules must be followed at all times.

1. Do not throw objects in or at the bus.
2. Do not push or shove other students.
3. Do not stick hands, arms or head out the window.
4. No food or drink is allowed on the bus.
5. The driver/administrator has the right to assign seats.
6. Fighting or striking or intimidating another student is prohibited.
7. Do not litter at the bus stop or in the bus.
8. Remain seated while in the bus and face the front while in your seat.
9. Do not get up from your seat until the bus has stopped.
10. No profanity or foul language on the bus.
11. You may not ride a different bus without permission.
12. Students who do not normally ride the bus may not accompany a friend on his/her bus.
13. No sports equipment, toys or animals of any kind allowed on the bus.
14. Be respectful, polite and well-mannered on the bus at all times.
15. Cell phones may not be used on the bus.
16. Students must be at the bus stop 5 minutes before the designated pickup time.

COMMUNICABLE DISEASE GUIDELINES

Guidelines for the exclusion and re-admittance of children with symptoms of communicable diseases are:

1. Children will be excluded from school for any of the following symptoms:
 - a. fever over 99.0
 - b. vomiting or diarrhea
 - c. undiagnosed rashes
 - d. red/running eyes (suspected pink eye)
 - e. head lice
 - f. undiagnosed swollen glands
2. Children that have been absent due to a communicable disease may return if either of the following conditions have been met:
 - a. release from medical doctor
 - b. fever, rash and/or other symptoms of the disease completely gone for 24 hours.

CODE OF PROFESSIONAL CONDUCT FOR SCHOOL EMPLOYEES

Pursuant to Illinois's Faith's Law requirements, the Diocese of Rockford adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Rockford but are restated as a Code of Conduct for School Employees to comply with the law.

Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

I. Educator Code of Conduct

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning

environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and 89 4105 families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations, that apply to Catholic schools.

II. Sexual Misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers.

Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; selfdisclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 ILCS 5/22-85.5)).

Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

The Diocese restates here the Diocese's expectations of all its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Rockford:

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

These expectations are set forth in detail in the following:

Diocese's Code for the Pastoral Use of Technology and Social Media;

Diocese's Code of Pastoral Conduct; the Diocese's Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations;

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment; Illinois DCFS Acknowledgement of Mandated Reporter Status form; and the following trainings:

Virtus Protecting God's Children; Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training.

IV. School Employees are Mandated Reporters

The Diocese restates here the Diocese's requirement that its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Rockford, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services.

Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-80025-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

This requirement is contained in the following:

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment; Illinois DCFS Acknowledgement of Mandated Reporter Status form; and the following trainings:

Virtus Protecting God's Children; Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training.

V. Employee Training Related to Child Abuse and Educator Ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

References:

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment; Illinois DCFS Acknowledgement of Mandated Reporter Status form; Diocese's Code for the Pastoral Use of Technology and Social Media; Diocese's Code of Pastoral Conduct; the Diocese's Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations; and the following trainings:

Virtus Protecting God's Children; Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training. Effective July 1, 2023

COMMUNICATION

Open communication between parents, teachers, and the principal is essential. Any time any member of the school community has a problem, question or concern, she/he is to seek out the appropriate person and to discuss the matter in an open-minded, respectful way.

Persons having a concern with another individual should go directly to that person prior to going to that person's supervisor. Students are encouraged to talk directly with teachers and/or the principal about matters of concern.

Teachers will not be called out of class for phone calls. Please email teachers or the principal with any questions or concerns. They will respond within 24 hours of your request for a reply.

Each week on Friday, the principal will send an email via FACTS with updates and information for the coming week. FACTS is designed to facilitate home-school communication. Parents are to check FACTS often, in order to be well-informed.

CONFERENCES

Any time a parent has a concern or question, we encourage you to contact the teacher. If the concern is not resolved, the parent should then contact the principal. Teachers and/or parents may make a request for conferences at any time.

Formal Parent-Teacher conferences are scheduled after the first quarter marking period and are mandatory for each family.

CRISIS MANAGEMENT

Great care is taken to ensure the safety of the students and the SCB community. Safety drills are conducted regularly (according to state and district guidelines) addressing lock-downs, intruders, fire, tornado, and other crisis management. These are conducted in consultation with the local first responders.

DISCIPLINE

SCB School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, detentions, suspensions, and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the school's discretion based upon review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar such criteria.

The following is a non-exhaustive list of infractions for which students shall be disciplined, up to and including expulsion:

1. violation of the school's policy on gang-related activities;
2. violation of the school's policy on weapons;
3. violation of the school's policy on drugs and alcohol;
4. violation of the school's rules and regulations;
5. any other conduct considered by the school to be contrary to the best interests of the school, its faculty and/or to the school's mission.

Discipline Procedures

1. communication between student, teacher, and/or principal;
2. conference between student, parent(s), and teacher;
3. conference between student, parent(s), teacher, and principal and/or pastor.

Disciplinary action will be issued for this non-exhaustive list of infractions:

- swearing, use of vulgar or inappropriate language
- excessive and repeated talking without permission
- graffiti or defacing property
- repeated failure to bring required materials to class
- dishonest behavior including cheating
- insubordination or refusal to obey adults in authority
- fighting
- failure to complete assigned work (3rd and subsequent assignments in grades 5-8)
- dress code infraction
- gum chewing
- use of personal electronic devices

- excessive tardiness
- disrespect to another person, be it student, teacher, or visitor
- misuse of school technology

DISMISSAL

All students will be dismissed at 3:00 pm. For the safety of all children, please remind them to stay on the sidewalk between the church and school until a parent arrives. At 3:10 pm all children that have not yet been picked up will be sent to the after-school care program and will need to be subsequently signed out and picked up from there. **Students/parents are not permitted to retrieve forgotten items from the school after 3:15 pm.**

Should your child's after school transportation arrangements differ from their usual routine, please send a note to your child's teacher. All efforts will be made to assist with these requests. All verbal communications of change will require personal office sign-out or email verification.

DRESS CODE

(School #900195348)

Lands End site: https://www.landsend.com/co/account/school-uniforms?launchSearch=true&search=true&cm_re=lec- -uni- -tab- -hr1-1-1- -shopbyschool- -20180608- -area

Shoes:

- Shoes should be safe and appropriate for school. (Gym shoes or dress shoes)
- Shoes with lace holes must have laces in them and be tied securely.
- No light-up shoes, clogs, walking boots, cowboy boots, fashion boots/shoes, high heels (more than 1"), or shoes with large/chunky sole or heels.

Socks:

- White or black socks

Shirts:

- Polo shirts in white or light blue (solid colors only)-short or long sleeved.
- All shirts must be tucked in
- All undergarments should be light colored and not visible through uniform.
- No decorations are allowed, except school logo.

Pants:

- Navy blue pants (plain/solid cotton twill or corduroy dress pants).
- Khaki pants allowed in 7 & 8 grades only (plain/solid cotton twill dress pants)
- Pants must be worn at the waist
- No Cargo pants, side pockets, bell-bottoms, elastic ankles, baggy styles, or decorations are allowed.
- Girls CANNOT wear pants before October 1 or after April 30th

Belts:

- Black belts must be worn on any garment with belt loops

Skirts:

- SCB Plaid* skirts/skorts.
- Khaki skirt/skort in 7 & 8 grades only.
- Skirts/skorts may not be worn shorter than 3 inches above the knee.
- White or black leggings or tights are allowed to be worn under skirts after October 1 and before April 30.
- Skirts/skorts must be worn at the waist
- No baggy styles or decorations are allowed.

Jumpers:

- SCB Plaid* jumpers allowed for K-2 grades only

Not allowed:

- No polo dresses
- No denim
- No tight, form-fitting stretch pants
- No “skinny” pants, yoga pants, leggings or jeggings

Shorts:

- Navy blue shorts are allowed before October 1 and after April 30 or Fall & Spring days when the high temperature is predicted to be 75° or above on a local weather station (plain/solid cotton twill dress shorts)
- Shorts may not be worn shorter than 3 inches above the knee. Shorts may not be worn below the knee.
- Shorts must be worn at the waist
- No Cargo style, side pockets, baggy styles, or decorations are allowed.

Sweaters:

- Navy blue sweater may be worn over uniform polo shirts in cooler weather

Sweatshirts:

- SCB Spirit Wear sweatshirts may be worn over uniform polo shirt in cooler weather
- SCB Spirit Wear sweatshirts may NOT be worn INSIDE the school before October 1 or after April 30

*Lands' End will be the preferred supplier of the SCB Plaid uniform items.

All clothing must be clean and free from rips or tears.

If a student is in violation of the dress code, they will be sent to the office borrowing bin to align to the dress code.

GYM UNIFORM CLOTHES

Grades K-8 are required to purchase the following gym clothes: t-shirt, shorts, sweatshirt, and sweatpants. Gym clothes are the required uniform on any day that your student has gym class (Tuesdays and Thursdays). Gym shorts and gym t-shirts may be worn prior to October 1st and after April 30th or on Fall & Spring days when the high temperature is predicted to be 75° or above by a local news station. Gym sweatshirts and gym sweatpants must be worn starting October 1 through April 30th.

**PE Uniforms can be purchased online through Hyperstitch at <https://hyperstitch.com/category/schools/st-charles-borromeo/>

Other considerations:

Hair

- Hair should be worn shorter than the eyebrows.
- Boy's hair may not touch the collar.
- No hair dyes or highlights.
- Students will be excluded from school and activities/athletics until hair is cut or hair is returned to natural color.
- Any unconventional hairstyles will be addressed on an individual basis.
- Reasonable, moderately sized hair accessories in keeping with the uniform code are acceptable.
- (Diocesan Policy 2435) **A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance.**

Jewelry

- Students may wear watches and Catholic religious items (IE: cross necklace, or miraculous medal).
- Girls may wear small post earrings (no hoops, no dangles).
- No body piercing jewelry is permitted beyond one pair of small post earrings for girls.
- One ring per hand, one necklace, and one bracelet is allowed.
- Any novelty bracelets deemed to be disruptive will not be permitted.

Make-up

- Students are not allowed to wear make-up or colored fingernail polish/decals. Artificial nails are not allowed.

Tattoos

- All student tattoos, permanent or temporary, are forbidden. This includes drawing on oneself.

Weather

- Students should be appropriately dressed for the weather. Students will not be allowed to stay inside because they are inappropriately dressed.

******Please mark all children's clothing and belongings with your family name. ******

DRESS DOWN / UP DAYS (Out-of-Uniform Days)

- Alternate clothing may include: jeans (dress down only), khaki pants, khaki shorts, denim shorts (shorts prior to October 1st and after April 30th or Fall & Spring days when the high temperature is predicted to be 75° or above), dresses, skirts, T-shirts, sweatshirts, and other non-dress code clothing items.
- Shorts may not be worn shorter than 3 inches above the knee.
- NO tank tops or thin (spaghetti) straps allowed.
- No strapless shirts are allowed. Shirts MUST have sleeves.

- NO tight, form-fitting stretch pants, “skinny” jeans, yoga pants, leggings or jeggings are permitted. Sweatpants and athletic shorts or pants (nylon or knit) are not allowed on dress down days unless it is a specified Spirit wear Day.
- All clothing must be clean, free from rips or tears, be modest and appropriate school attire and have no slogans or symbols that are offensive, un-Christian, or inappropriate for school.
- All other Dress code rules (such as those regarding skirt length, shorts length, hair, jewelry, make-up, etc.) will still be in force on dress down days.
- **Shoes** should be safe and appropriate for school. All shoes must be laced and tied. No light-up shoes, sandals, flip-flops, clogs, high heels (more than 1”), or shoes with large/chunky sole or heels. No athletic shoes on dress up days.
- Socks or tights must be worn.
- Any questions concerning appropriate attire should be referred to the principal.

DRUGS AND ALCOHOL

Students are prohibited from using or being under the influence of drugs or alcohol while at school or at any school-related function. Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- Storing of any drugs, drug paraphernalia or alcohol in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity;
- Being under the influence of drugs or alcohol on school premises or in conjunction with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drug and/or alcohol use may be based on the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indications giving rise to a suspicion of a violation of this policy. A student’s failure to cooperate in testing required by this policy or other violations of this policy may result in disciplinary action up to and including expulsion from school.

EDUCATION COMMISSION

The Education Commission of SCB Parish serves as an advisory body to the Pastor, Director of Religious Education, and Principal about all facets of parish education. Education Commission meetings are open to all parishioners and parents of students attending SCB School. See the parish website for member information ([www.scbparish.org/Parish Organizations](http://www.scbparish.org/Parish%20Organizations)). **Meeting dates and times are posted in the SCB Parish bulletin.**

The Education Commission’s purpose is to advise the school and parish administrators. The implementation of policies is the responsibility of the respective parish administrator.

ELECTRONIC EQUIPMENT

Illinois School Code and SCB School policy forbid students from possession and use of all personal electronic equipment during school hours. **Cell phones, as well as Smart watches, are not to be brought to school; however,** a parent may request ***special permission in writing*** for their child to have a cell phone for EMERGENCIES ONLY. The phone must remain off and in a secure location, but not carried on their person. Phones are NOT to be out during Before School Care, After School Care, or during operating hours. Violators of this policy will have their electronic devices confiscated and may be disciplined.

EMERGENCY CLOSING

When severe weather conditions make school closure necessary, families will receive an email and/or text via FACTS to notify them of the closure. **If District 300 closes due to severe weather, SCB will be closed, as well.** In the event of an early release, please have a prearranged plan for your bus rider.

The principal has the discretion to close the school if it is deemed necessary.

EMAIL

The school's office email address is scbschool@scbk8.org. The principal's email is principal@scbk8.org. Faculty email can be found on the school website, www.scbk8.org or via FACTS family portal.

EMERGENCY CONTACTS

Emergency contacts are people to be notified when parents or guardians cannot be reached in case of an emergency. Please notify the office if there is a change in your emergency contacts. Please include cell phone and alternate numbers, if applicable. In the case of an emergency and a parent/guardian cannot be reached, your designated emergency contact(s) will be called. Your child(ren) will be released only to the person(s) designated by you.

FIELD TRIPS

Field trips are generally designed to be academic in nature and are expected to be attended as a school-related activity. However, they are also a privilege, and no student has an absolute right to a field trip. Students that do not meet academic or behavioral expectations can be denied participation in a field trip. All students must have a permission slip signed by their parent/guardian on file to participate in the field trip. Telephone calls or parent notes in lieu of proper forms will not be accepted.

WALKING FIELD TRIPS

Walking field trips are sometimes taken to areas around St. Charles Borromeo School during the school year. We are within walking distance of the Fire Department, Library, Post Office, Seyller Park, and a variety of downtown businesses. This is not an exhaustive list of places we may walk. These trips may enrich the curriculum or may involve community building. Adult supervision will be provided for these trips. A general walking field trip permission form is issued at the start of the school year to be kept on file to apply for these occasions.

FUNDRAISING

The 365 Day Raffle Sale is the only fundraiser in which school families are required to participate. In the spirit of stewardship, other fundraising projects, while important to the school, are optional. Please support those that are appropriate for you and your family. Keep in mind that all fundraisers benefit every student at SCB School and help keep our tuition and fee amounts reasonable.

We do not encourage our children to sell door-to-door. Any product sales will be few, and are intended for families and friends who have an interest in the product and the benefit of our school.

GANGS and GANG-RELATED ACTIVITIES

This school is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal or disruptive reasons, and/or activities prohibited by law and/or the school's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with

the educational process and the maintenance of appropriate discipline and also may foster antisocial behaviors, attitudes, and practices which may endanger the health, safety, and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang, any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface, or teaching others to "represent" or act like a member of a gang or secret society;
8. Any other activity which violates any law of the school or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

For purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the school and/or separate from school-related activities due to the potential repercussions on the school and other students of such conduct.

Violations of this policy may result, at the school's discretion, in discipline up to and including dismissal from the school.

GRADING PROCEDURES

Report cards for grades K-8 are published four times a year. Report card acknowledgement, electronically signed or otherwise, is required within two school days.

The end of the quarter signifies the last day students may submit work to be included in that quarter's grade. Work submitted after that date will only be accepted for enrichment purposes and will not improve the student's grade for the already ended quarter. Extenuating circumstances such as prolonged student illness, etc., will be dealt with individually between the student, parent, teacher, and principal. The quarter end dates are posted on the annual calendar.

Teachers will assess weekly grade reports with respect to athletic and extracurricular eligibility. Behavior/academic comments will be made as necessary. Grades are reported through the use of FACTS.

The following grading scale is used at SCB in grades 3-8:

A+ = 98.5 and above = 4.0

A = 94.5 = 4.0

A- = 92.5 = 3.7

C+ = 82.5 = 2.3

C = 78.5 = 2.0

C- = 76.5 = 1.7

F = 0 = 0

B+ = 90.5 = 3.3
B = 86.5 = 3.0
B - = 84.5 = 2.7

D+ = 74.5 = 1.3
D = 71.5 = 1.0
D- = 69.5 = 0.7

Students in grades 4-8 are eligible for honor roll status each quarter. Honor Roll designations include:

Honors- 3.50-3.74 GPA, **High Honors**- 3.75-3.99 GPA, and **Principal's List**- 4.0 GPA.

HARASSMENT

Unlawful harassment is a serious matter and totally unacceptable at SCB School. Harassment can consist of the creation of a "hostile environment" due to sex-related comments, slurs, double entendres, the threat of physical harm, touching, etc., or may be "quid pro quo" harassment in which an exchange of benefits is contingent upon sexual favors. Students who are involved in harassment will be disciplined up to and including expulsion.

HEALTH REQUIREMENTS

All **Preschoolers, Kindergartners, sixth graders**, and new students transferring from another state, **are required by law to have a physical examination from a physician**, Advance Nurse Practitioner (ANP) or Physician Assistant (PA) before the start of the school year. A current exam is one that was completed within 1 year prior to entry into preschool, kindergarten, sixth and ninth grade and recorded on the approved form. The Health History Section must be completed and signed by a parent or guardian. The diabetes screening must be completed on the health examination form. Children through the age of six must be screened for lead poisoning. Incomplete forms will not be accepted and will be returned to you for completion.

We must have on file a complete record of immunization dates for which your child received diphtheria, tetanus, pertussis, polio, measles, mumps and rubella vaccines. Students entering the 6th grade shall show proof of having received one dose of meningococcal conjugate vaccine on or after the 11th birthday. Preschool students and every student entering the 6th grade must show proof of having received three doses of hepatitis B vaccine. Students entering kindergarten, 6th grade, or 9th grade for the first time shall show proof of having received two doses of varicella vaccine. A physician can confirm past disease history – in lieu of vaccination – by having examined the infected child, documenting the parent's description of the child's history or reviewing laboratory evidence. Students entering at any grade level (kindergarten through 12th) shall show proof of having received two doses each of both live rubella virus vaccine and live mumps virus vaccine. All students entering, transferring, or advancing into 6th through 12th grades will be required to show proof of receipt of one dose of Tdap vaccine (containing tetanus, diphtheria, acellular pertussis). All students entering 6th grade shall present to the school proof of having received an (meningitis) immunization containing meningococcal conjugate vaccine.

All students in **Kindergarten, 2nd and 6th grades** are required by Illinois state law to have the **dental examination** form (IOCI0600-10), completed and signed by a dentist, on file with the school. The dental exam must be current and submitted before May 15th.

All students in **Kindergarten** are required by Illinois state law to have an **eye examination** by a licensed optometrist or medical doctor who performs eye exams. This exam must have taken place within one year prior to the start of school. The State Eye Examination Report or Waiver must be submitted to the school by October 15th. This eye examination requirement also applies to any student entering the Illinois school system for the first time (regardless of grade).

If the above requirements for health examinations and immunizations are not met by October 15th, student will be excluded from the school until they are.

BY GRADE:

PreK: Physical Exam/Immunizations (first year only)

Kindergarten: Physical Exam/Immunizations, Dental Exam, Eye Exam

2nd Grade: Dental Exam

6th Grade: Physical Exam/Immunizations, Dental Exam

A student with **Diabetes** whose family seeks assistance for them with diabetes care in the school setting is required to have submitted to the principal a reasonable “diabetes care plan” signed by the student’s physician and parent. Contact the school office to receive more information.

ILLNESS (See Attendance)

INSPECTIONS

Individuals entering the premises of the school, whether students, employees, volunteers, or guests, are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections of the school property and the property of students and visitors existing on the school’s premises.

Included with this policy is the right to inspect the following:

1. Lockers;
2. Backpacks, knapsacks, briefcases, bags, gym bags, and similar articles brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual’s personal privacy);
5. Desks;
6. Other property (whether school, student or visitor) existing on school premises.

A student’s failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

INTERNET USE

SCB School makes the Internet available for student and staff use. All eligible Internet users must abide by the Rockford Diocese’s “Acceptable Use Policy” (AUP), which is strictly enforced. Violations will result in disciplinary action and may disqualify the violator from further use of the Internet at school. The AUP will be distributed before the start of the school year and students and parents must sign the verifying receipt.

SCB School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student’s social network account(s) violate our disciplinary policy; and, we may require the student to share content in the course of such an investigation.

DIOCESE OF ROCKFORD ACCEPTABLE USE POLICY:

Purpose

Saint Charles Borromeo School has computers linked to the Internet and a school-wide network. The use of these resources is for student learning. In keeping with the Children’s Internet Protection Act (CIPA), every effort shall be made to provide a safe learning environment including Internet security software. However, it is impossible to fully control all information available to students. Saint Charles

Borromeo School has this Policy as a guide to behavior that is expected when using these resources. This Acceptable Use Policy:

- Establishes goals for computer use
- Identifies student responsibilities
- Provides rules for acceptable use
- Informs the students of penalties for violating these guidelines

Goals for Computer Use

Technology helps with learning. Saint Charles Borromeo School uses technology to prepare the students for life in the digital world by:

- Teaching technology skills
- Combining technology use into various subject areas
- Encouraging thinking and problem-solving skills
- Supporting evaluation and synthesis of information
- Teaching fair and just use of technology

Student Responsibilities

It is the student's responsibility to:

- use technology for educational purposes as directed
- respect the property of the school and others as outlined in this Policy
- report any problems noted with hardware or software to his/her teacher

Policy Terms

The following rules have been established by The Rockford Diocese Office of Catholic Education. This office or Saint Charles Borromeo School may add additional rules and restrictions at any time.

- All Internet and electronic resources are to be properly cited.
- Although Saint Charles Borromeo School has Internet security software in place, no Internet filter is 100% secure. Access to any inappropriate site is to be brought to the attention of the teacher, librarian or adult supervisor immediately.
- Do not use the equipment to bully, threaten, embarrass or annoy an individual(s).
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and in this case SCB School may require the student to share content in the course of such an investigation.
- Do not use profane, vulgar or rude language or material.
- Do not publish false information about another individual.
- Do not publish photos or videos of individuals without permission of the teacher.
- Do not give out personal information such as name, address, age, phone, or personal description about yourself or others.
- Do not share your password or guess others' passwords.
- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking site.
- Do not attempt to access files other than your own.
- Do not install, download, delete, upload or change any software, including preferences.
- Do not attempt to repair any hardware. Report any damage or changes to equipment to the teacher.
- Do not access sites on the Internet other than those necessary for the assignment.
- Do not attempt to access social networks, non-school supported e-mail or live communications without permission of the teacher.
- Do not burn copies of software.

System Security and Reliability Network security is a high priority. Users must abide by the school's Policy for using personal devices. Access will be determined by the school administration. Saint Charles Borromeo School or the Rockford Diocese Office of Education has the right to monitor the use of all electronic equipment and to change or add additional rules and regulations at any time. Users must be aware that the following are not allowed:

- Unauthorized access to the network through another user's account
- Wasteful use of technology resources, such as file space and unnecessary printing
- Introduction and spreading of computer viruses
- Using the network in a way that could be disruptive to other users
- Leaving open files or network connection unattended or unsupervised

Students should not expect privacy in their use of computers and school resources. Any misuse of the school's computers and technology resources must be reported by the student to the principal or teacher immediately.

Penalties

The use of electronic resources is a privilege. A violation of this Policy may result in any or all of the following:

Loss of school network and Internet use.

Disciplinary action up to and including issuance of a detention, suspension, or expulsion.

Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly.

LUNCH / RECESS

All students are required to remain at school during lunch. Students will have a recess and a lunch period. Healthy lunches are strongly encouraged. Parents are asked to monitor the quantity and quality of food that their child brings for lunch. ***If a separate snack time is part of your child's class schedule, a separate snack should be provided so the student does not eat their entire lunch at snack time and have nothing left for lunch time. Please discuss this with your younger children. Healthy snacks for aftercare should be brought from home.***

Any special lunch arrangements must be approved by the classroom teacher and the principal. No student will be excluded.

Do NOT send lunch items that must be heated; we are not equipped to heat lunches for individuals.

Parent supervisors are required to actively supervise by moving about the playground and monitoring the student's activities.

Parents supervising lunch are strongly discouraged from providing a special lunch for their child(ren) only.

There will always be at least one certified staff member on duty at lunch recess.

Students are expected to follow all recess rules, including but not limited to:

- Students should remain on the blacktop (not climbing on retaining walls or fences).
- The fenced-in playground equipment is not for use during lunch recess.
- Students in the grassy area must stay out of the landscaping.
- Students are never to go into the street to retrieve play equipment.
- Students are not to play or sit on railings or bike rack.
- Students should stay away from monument area, A/C compressors, garbage dumpster.
- In snowy weather, boots and snow pants are required to climb on or play in snow.
- Students must always remain within sight lines of supervisors.
- Throwing ice, snow, sticks, rocks or other debris is ALWAYS forbidden.
- Students who are having difficulty managing behavior will receive a time-out. Continued behavior issues will result in a visit to the principal.

Students should report any accidents or other serious matters to the supervisors who, in turn, will notify the teacher and/or principal.

When it is raining or a temperature colder than 20°F ("feels like" temp), children will have indoor recess.

MASS / PRAYER

Students will attend morning Mass once each week and on Holy Days of obligation, typically on Fridays at 9am. Each week, a different class will plan and lead Mass assisted by their teachers.

Students attend Eucharistic adoration once every week. Students gather to pray the Rosary together monthly. Classes take turns leading the Rosary. Stations of the Cross are observed on Fridays during Lent.

MEDICATIONS

Students who are required to take prescription or over-the-counter medications while attending school may do so, provided they abide by the provisions of this policy:

In the case of prescription medications, the parent/guardian shall provide the school with the physician's order/prescriptions and nature of the prescription. Medication must be brought to the school by the parent/guardian in a container appropriately labeled by the pharmacy or physician.

The student's parent/guardian shall provide to the school a written request authorizing the administration of the prescribed medication and may also be required to sign a release as to claims against the school and/or its personnel arising from the administration of the medication.

In the case of over-the-counter medications, the parent/guardian shall provide the school with the medication in the original manufacturer's labeled container, clearly marked with the student's name and dosage instructions. The parent/guardian must also provide a written administration authorization and waiver against claims against the school and/or its personnel arising from the administration of the medication.

All medications, unless otherwise required by physician's orders, will be maintained in the school office. The student is responsible for reporting to the office at the proper time to receive his/her medication.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

There will be no exceptions to this policy.

MAIN ENTRANCE

Our main entrance is located off of Jefferson Street, in the courtyard between the church and the school. It is marked "Main Entrance." Parents (other than for Before and After Care) and visitors should use this entrance between 8:20am and 3:30pm.

MILK PROGRAM

Milk money will be collected once at the beginning of the school year. Only students that have pre-paid for this will receive it at lunch. We are participating in the Federal Milk Program.

NON-CUSTODIAL PARENT

SCB 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, SCB School will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. The non-custodial parent must provide the means to send them this information, such as an e-mail address. **If there is a court order of any type limiting access, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order which must clearly advise us of any restrictions. This also applies to court orders affecting school access in any capacity.**

NON-DISCRIMINATION POLICY

St. Charles Borromeo Catholic School admits students of any race, color, gender, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Charles Borromeo Catholic School does not discriminate on the basis of race, color, gender, disabilities, status as immigrants or national and ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. As an equal opportunity employer, the Diocese of Rockford allows for no discrimination in employment. In keeping with this commitment and the requirements of Federal and State law, the Diocese of Rockford prohibits discrimination against employees and/or candidates for employment on the basis of age, race, gender, color, handicap or disability.

PARENTAL COOPERATION

As members of the community of Saint Charles Borromeo School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at school and/or during any school-related function, and in the community at large. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at school or at a school-related function;
2. Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault;
4. Any other activity considered by the school's administration to be threatening or disrespectful to another, disruptive to the school and/or inconsistent with the Catholic values that the school strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The school reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by the school, may result in corrective action, up to and including exclusion from school events. Corrective action that may be taken may include, but is not limited to, verbal and /or written warning(s), meeting(s) with the parent involved and exclusion from school events.

A parent who violates this policy may be warned regarding unacceptable behavior and the school will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advanced warning will be given prior to being excluded from future school events. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the principal regarding the application of the policy may be appealed to the Pastor. The decision of the Pastor is final.

PARISH OFFICE

Contact information for the Parish Office:

Address: 297 E. Jefferson Avenue, Hampshire, IL 60140

Phone: 847-683-2391

Email: parishoffice@scbparish.org

Website: <http://www.scbparish.org>

PEST CONTROL

Mid-Central Pest Control monitors/treats our facilities once every month. Should your child have a health-related issue in regard to the products used during service, please contact the school office.

PETS

No pets/animals are allowed on school property. Scheduled activities involving animals must be prearranged.

PHYSICAL EDUCATION

K-8 students participate in P.E. class twice a week. School PE uniforms (shirt & shorts) are required for students in grades 5–8 and are available for purchase through the school office. On days when students have a scheduled PE class, they wear their PE uniforms to school instead of the standard uniform. PE uniforms are available through Hyper-Stitch and the contact information can be found under “Gym Uniform Clothes” in this handbook.

PLAYGROUND

The fenced-in playground with formal playground equipment is reserved for the use of grades 2 and lower during their daily recess times (not lunch recess). It may also be used during after care by students in that program.

POLICIES

St. Charles Borromeo follows the policies of the Diocese of Rockford. If any parent, teacher, or community member is interested in viewing these policies, please contact our office at 847-683-3450.

PROPERTY

All school property used by the students, such as books, desks, athletic equipment, etc., must be treated with care and respect. Anyone involved in the careless and/or deliberate destruction of school property will be held responsible for the restoration and/or restitution of the damaged property.

PSO (Parent School Organization)

All parents are automatically members-at-large. PSO provides our school with much needed fundraising and community events. Please plan to get involved and build our community! Sign up at Back-to-School Evening to volunteer for events throughout the year. Sign-ups will also occur throughout the year as events approach. Watch the principal's weekly letter for opportunities to get involved.

REGISTRATION

Registration begins in January each year. Registration is not complete until all required paperwork including the *Enrollment Application* is completed, signed, and turned into the office with the enrollment fee and other applicable fees. Registration fees are non-refundable.

SAFETY

Parents are urged to remind their child(ren) not to accept rides or gifts from strangers. Children should report immediately to their teacher, school secretary or principal any attempts by strangers to talk to them on or near school grounds.

A variety of Safety Drills are held each school year in accordance with the Illinois School Code and Diocesan policy. All people present in the school (students, staff, volunteers, etc.) must participate in the safety drills.

SOCIAL MEDIA- PARENTS

SCB's Facebook page is SCB1929.

SCB's Instagram page is scbhampshire.

All members of the community shall support SCB while using social media. Complaints or negativity in social media posts from our community base – especially those directed at the school - are not examples of the character we promote and teach and will not be tolerated. If you have questions or concerns, please contact the school directly via phone, email, or in person visit. Thank you.

SPECIAL NEEDS

SCB School is committed to serving all students who can be reasonably accommodated in our school program. If your child is not experiencing academic success, please call the school to arrange a meeting with your child's teacher.

Sometimes children have learning difficulties that require testing to properly diagnose. Additional assistance is provided by professionals with special expertise to make recommendations for educationally sound and appropriate strategies. These services, in conjunction with your public school district, will assist in providing the utmost educational experience for your child. For more information on accessing these services, contact your child's teacher and the principal.

STUDENT ACTIVITIES

SCB School offers the following activities to our students: (included but not limited to) Athletics (grades 5–8); Running Club (grades K-8); Extracurricular Band/Instrumental Music (grades 4-8), Student Council (Grades 5-8), Choir, Yearbook, and various after school opportunities that occur throughout the school year.

TELEPHONE USE

Students will be allowed **one (1) emergency phone call** home (forgotten lunch, change of clothes, etc.) **per quarter**. Other phone calls (changing plans, homework, etc.) will not be allowed. Students are not allowed to receive phone calls during the day.

TOBACCO

The Illinois School Code and SCB School policy forbid students from possession, distribution, sale and use of tobacco or vape products on school grounds or at school-sponsored activities. The Illinois State Code prohibits smoking or vaping on school grounds. Violators will be disciplined.

TRAVEL/FAMILY VACATIONS

Because the school calendar is so short and the year allows for ample vacation time, we strongly discourage removing students from school for vacations. Parents who choose to remove their students from school during class time should advise their child's teacher in advance of the absence and be advised that:

1. Teachers are not required to prepare work in advance prior to a vacation;
2. Your child's achievement and grades may suffer from missing class;
3. All work to be made up is the responsibility of the student. If work is given in advance, all work is due on the day of return to school. No additional make-up time will be given.
4. If work is not given in advance, it is the family's responsibility to find out when that work is due. If not turned in by the due date, it will be marked late and/or missing.

TUITION

Each year the SCB parish administration sets the tuition costs for the coming school year. Every effort is made to keep costs as low as possible in order that Catholic education is financially affordable to families who wish to choose this option. **Each family is asked to prayerfully consider making the largest tuition commitment financially feasible. If your family can pay MORE than the standard tuition amount, please consider doing so, so that we might help other families that need assistance.** Your total commitment to Catholic education, along with the generous support of the parish and benefactors, will assist those that would otherwise not afford this exceptional choice of education.

The principal, as chief financial officer of the school, is charged with stewardship of all school resources. It is his/her duty to ensure that all funds owed to SCB School are collected in a timely manner.

Families must regard tuition as a serious financial commitment (as important as a house or car payment) and fulfill their commitment. Families may elect to pay tuition in a lump sum at the start of the school year or pay over a monthly time frame using the FACTS tuition service. Failure to meet tuition obligations will result in the withholding of report cards, diplomas, the exclusion of students from graduation or other expected celebrations. Enrollment will not be possible if the family has unpaid financial obligations.

Applications for financial aid are available annually with registration and enrollment materials.

If a current family refers a new family, the current family will receive a \$200 tuition credit when the new family registers and completes their tuition payment agreement in FACTS. Of course, we must be notified of the referral.

Please tell your family and friends about SCB and help us grow!

VISITORS

Visitors are welcome at SCB School. All visitors must use the main entrance between the hours of 8:20am and 3:30pm. For the safety of our students and staff, all visitors must sign in and out using the binder in the office.

VOLUNTEERS

Volunteers are welcomed and needed at SCB. The purpose of volunteerism is to build and enhance our community. Please be advised that all volunteers **must** complete the volunteer paperwork that is required by the Diocese of Rockford **prior** to any volunteer activity.

Each family is required to sign up for 12 lunch duty supervisions OR pay \$250 instead. In order to receive "credit" for lunch supervision, you must sign in and out at the office.

Each family is also required to complete a separate 20 hours of volunteer time for SCB School. In order to receive "credit" for those hours, you must sign in/out of the event worked. If chairing an event, coaching a team, or engaging in another time-consuming volunteer activity, please consult the principal to determine the number of hours earned. **Families not completing their 20 hours of volunteer time will be charged \$400 (\$20 per hour).** If partial volunteer hours are completed, the charge will be based on the \$20/hr rate. This charge will be assessed near the end of the school year.

Please note: Lunch duty is separate from the 20 volunteer hours.

WEAPONS

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in school-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered to constitute a weapon. Violations of this policy may result, at the school's discretion, in disciplinary action up to and including expulsion from the school.

WEBSITE

The website for SCB School is www.scbk8.org.

WITHDRAWALS

Parents are asked to notify the principal as soon as they know that they are withdrawing their child/ren from enrollment at SCB School. All transfer of record requests must be made in writing. The school will send unofficial records of students transferring to other schools within 10 days of this request. SCB School will check the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records.

STATUS OF THIS HANDBOOK

Neither this handbook nor any other written document is intended to constitute or should it be viewed as creating a contract between the school and the student/parent. A contract may only be entered into on the school's behalf with the express written permission of the pastor and/or principal.

RIGHT TO AMEND

The administration of SCB School retains the right to amend this handbook as necessary. Students and parents will be informed of any changes in a timely manner. We request a signed Acknowledgement of Receipt of this handbook.