



St. Odilo School
6617 West 23rd Street
Berwyn, Illinois 60402
(708) 484-0755
www.saintodilo.org/school

2017-2018

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FACULTY AND STAFF

3 & 4 year Prekindergarten	Ms. Susan Como
Kindergarten – Room 2	Mrs. Kathleen Mullen
Grade 1 – Room 11	Mrs. Vanessa Mendiola
Grade 2 – Room 7	Mrs. Tracey Ocampo
Grade 3 – Room 9	Mrs. Dawn Dion
Grade 4 – Room 8	Mr. Daniel Cossa
Grade 5 – Room 5	Mrs. Darlene Wodarczyk
Grade 6 – Room 14	Ms. Kelie Fiala
Grade 7 – Room 16	Mrs. Beverly Fiala
Grade 8 – Room 15	Mrs. Mary Anderson
Religion Gr. 2, 5, 6-8	Sister Nirmala Joseph
Religion Gr. 1, 3, 4	Sister Saly Thomas
Teacher Aide	Mrs. Donna Mantucca
Teacher Aide	Ms. Marisa Mantucca
Teacher Aide	Mrs. Elizabeth Komers
Teacher Aide	Ms. Jacklyn Gearhart
Computers	Mrs. Christina Lee
Music	Mr. Paul Rau
Physical Education	Mrs. Christina Lee
Reading & Math Resource	Mrs. Jeanette Zahrobsky
Administrative Assistant	Mrs. Laura Cervantes
Marketing and Advancement	Mrs. Ruby Martinez
Extended Day Coordinator	Mrs. Donna Mantucca
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MISSION STATEMENT

St. Odilo School is a Catholic educational community in which children experience the Gospel message, receive excellent academic preparation, and accept responsibility for themselves and others.

St. Odilo School is committed to the development of the unique gifts of each child – spiritual, intellectual, physical, and emotional. In a supportive atmosphere, students are challenged to academic excellence, and are provided the instruction to help them realize the knowledge and skills necessary for future success as positive leaders in our world. In an atmosphere that nourishes Catholic values, students experience prayer and worship and are encouraged to make responsible decisions for themselves, aware that those decisions will affect the world around them. This mission is accomplished with the help of Christ's love in a partnership of qualified faculty, cooperative, eager and supportive parents, students and parishioners.

PHILOSOPHY

St. Odilo School provides a Catholic educational program in a disciplined positive environment where each student receives a sound education in basic skills, critical thinking skills, and decision-making. Development of human relationships and service to others are integral to the learning experience. Opportunities are provided for all students to develop their God-given gifts to their fullest potential.

The philosophy of St. Odilo School is rooted in the following beliefs:

- to make known to each student the person and message of Jesus.
- to help each student develop a spirit of worship and prayer.
- to make known to each student the doctrine and precepts of the Catholic Church.
- to enable each student to acquire basic skills, especially in the area of language and communication, quantitative thinking and the sciences.
- to foster a positive self-concept in each student and to encourage his or her intellectual, spiritual, emotional and physical self-awareness.
- to provide each student with an historical perspective from which to view the modern world, and an appreciation of the products and creations of past and present world cultures.
- to provide each student with educational opportunities and experiences which emphasize the heritage, the responsibilities and the privileges of American citizenship.
- to encourage each student to develop the skills of life-long learning: love of reading, independence and self-direction, and the skills of investigation and research.
- to help each student form positive habits and attitudes toward physical well-being, physical fitness and recreational activity.

PARENT PARTICIPATION IN RELIGIOUS EDUCATION PROGRAM

Faith formation is a vital part of the educational process at St. Odilo School. The emphasis of our religious education program is to provide instruction in the Catholic faith founded on the Apostles by Jesus Christ, sacramental experience, exposure to the word of God in scripture, and examples of our faith in prayer, practice and service. We teach all the Sacraments, all the devotions, and all the beliefs of the Catholic religion.

The cooperation and commitment of families and the school staff are an essential part of teaching our faith in a positive manner. Parents are asked to encourage their children's faith formation by participating in the sacramental life of St. Odilo Parish. We believe as Catholics that to deliberately refuse to go to Mass on a weekend Saturday evening or Sunday is a mortal sin.

During years in which sacraments are received, parents are expected to attend the scheduled meetings and liturgies and are asked to provide special effort in helping their children understand the sacraments that are experienced.

In essence, our aim will be to work toward making St. Odilo School a living model of God's loving presence in our community.

SCHOOL PROCEDURES

ADMISSION POLICY

St. Odilo School, operated under the auspices of the Catholic Bishop of Chicago, a Corporation Sole, in the Archdiocese of Chicago admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school.

The school does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, admissions policies, financial assistance, and athletic and other school administered programs.

All children are required to participate in the religious programs and activities whether academic or liturgical.

NOTE: In accordance with Plyer V. Doe, 457 U.S.202, 102 S.CT.2385 (1982), immigrants and undocumented immigrants are welcome to receive an education at St. Odilo Catholic School.

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

SCHOOL AGE

A child entering pre-kindergarten must be four years of age on or before September 1st of the year in which s/he seeks admission.

A child entering kindergarten must be five years of age on or before September 1st of the year in which s/he seeks admission.

A child entering first grade must be six years of age on or before September 1st of the year in which s/he seeks admission.

A certificate stating the legal number of the child's birth is required as evidence of age.

A certificate of Baptism must be presented if the child was not baptized at St. Odilo Church.

In the case of guardianship, a copy of a legal Court document indicating guardianship is to be presented and kept on file.

Complete immunization, health, dental and eye examination records must be submitted in accordance with Illinois law prior to attendance in school.

STUDENT TRANSFERS

Any child transferring to St Odilo School into Grades 4-8 from another school will be placed on probation for a period of two months.

Parents moving during the school year or at the end of the year should notify the school office at least two weeks prior to the date the child will be leaving. This notice will give sufficient time for the school to complete work on the child's file and prepare the needed transfer. A written and signed transfer form must be received before academic and health records can be released to another school.

CUSTODY ISSUES

St. Odilo School abides by the provisions of the Buckly Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this 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.

REPORTING CHILD ABUSE

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/neglect.

LUNCH AND MILK PROGRAM

The Archdiocesan School Lunch Program is available by ordering monthly either a hot lunch or milk only.

Orders will only be taken on a monthly basis. All orders must be paid by 9:00 a.m. on the due date. Exact amount of order is to be paid by cash, card, or check, payable to St. Odilo School. A lunch card is issued to each student participating in the lunch program. If these cards are destroyed or lost by the student, there will be a \$5.00 replacement charge.

EMERGENCY CONTACT INFORMATION

In case of an emergency situation regarding your child, it is imperative that we are able to reach you or your designated contact. Each parent must fill out the Student Data Information Form that is included in the packet of information you receive on Family Folder Pick-Up Day in August. These forms must be filled out completely, signed, and returned on the first day of school. If the guardian or emergency contact cannot be reached the principal shall call the police or paramedics and place the matter in their hands.

Parents must notify the school office of any change in address, telephone number, employment or emergency contact information.

VISITORS

Visitors are welcome to register in the school office upon entering the school building. They should not go directly to any classroom. Parents are encouraged to visit classes as observers. As a courtesy to the classroom teacher and a measure to guard against disruption of the normal educational program, appointments are required for such visits. Appointments can be made by contacting the principal.

BICYCLES

Bicycles may be ridden to school by students in grades 3 through 8 only. Students' bikes are to be locked in the racks provided. Bicycle safety rules must be followed.

ST. ODILO SCHOOL BOARD

St. Odilo has a School Board consisting of nine members elected by the Parish for three (3) year terms. The School Board meets on the first Wednesday of each month (unless noted otherwise on the monthly calendar) from September through May at 7:00 p.m. in the Library of the school. The School Board is advisory to the Pastor and the Principal.

HEALTH REQUIREMENTS

ADMINISTERING MEDICINE

A child who has been ill should not return to school until his/her prescribed medicine routine is complete and she/he is well and fever-free for twenty-four hours.

Teachers do not administer medicine.
Students are not allowed to bring medicine to school.
Medicine is not kept in the school office.

In cases of necessity, parents may bring the medicine to school to administer each dose to the child at each required time. The child will be excused from class to come to the school office to meet his parent who will administer the medicine.

MEDICAL RECORDS/CONTAGIOUS DISEASES

The State of Illinois requires all students entering Pre-Kindergarten, Kindergarten, second, sixth and anyone entering the school for the

first time to have a **physical examination** upon entering the grade. Illinois law also requires a **dental examination** for all students entering Kindergarten, Grade 2 and Grade 6. Illinois law requires a **vision exam** for all students entering Kindergarten. Health records are required of all new students on the first day of school. In addition to the physical examination, every child must be immunized against rubella, measles, mumps, tetanus, diphtheria, pertussis, varicella and poliomyelitis.

Contagious diseases must be reported to the office. Please send a note or call the office to alert the staff for the health of all school children. If a child has a sore throat, earache, discharge from the nose, skin rash, eye infection, or elevated temperature of 100 degrees F., he/she should be kept home.

ILLNESS

The student who becomes ill at school is made comfortable and the parent is notified as soon as possible. If a parent cannot be contacted, the individuals listed on the emergency list will be called. A student, when ill, cannot be released from school unless accompanied by an adult person.

HEAD LICE

A student found to be infested with head lice will be immediately removed from the classroom and his/her parent telephoned for immediate return of the child to home.

DIABETES CARE

In order to serve our students with diabetes, St. Odilo Catholic School follows the Care of Students with Diabetes Act:

1. Diabetes care plan is required (with physician's orders).

2. Glucometer readings shall be recorded using a standardized format provided by the State Board of Education.
3. A delegated care aide agrees to receive training in diabetes care and to assist students in implementing their diabetes care plan and is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct related to the care of a diabetic student.
4. Delegated care aides are to be trained to:
 - ✓ Check blood glucose and record results
 - ✓ Recognize and respond to the symptoms of hypoglycemia and hyperglycemia
 - ✓ Estimate the number of carbohydrates in snack and lunch.
 - ✓ Administer insulin according to the student's diabetes care plan and record the amount administered
 - ✓ Respond in an emergency
 - ✓ If an extra dose of insulin is required while the child is under the care of the care aide, the care aide shall consult the nurse, parent, or physician.

In schools where diabetes students attend, all staff shall be trained in the basics of diabetes care of how to identify when the student needs immediate or emergency medical attention and who to contact in case of emergency.

Management of school-sponsored activities: An information sheet shall be provided to the school employee who transports the student that includes:

1. Identification of the student with diabetes
2. Potential emergencies that may result from diabetes and appropriate responses to the emergencies.
3. Emergency contact information

Student self care – student may manage his/her own diabetes care:

1. In the classroom
2. At any school related activity
3. May keep all items in his/her possession to care for diabetes including glucagon, food, and drinks.

EPIPENS

Medicine Administered at School:

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.

No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed and returned the Medication Authorization Form.

Changes/Adjustments to the medication will be made only with the written authorization of the physician. Medication must be brought to school in the original container appropriately labeled by the pharmacy and physician. The dosage and discontinuation date should also be included. The school will provide a locked space for safe storage of the medication, which is accessible to authorized personnel only.

Students that require the immediate use of medication (i.e. asthma inhalers or EpiPens) are permitted to carry medication and to self-administer that medication without supervision by school personnel. The school needs to have on file that student's current and completed Medication Authorization Form.

Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known allergy. It is crucial that children with life-threatening allergies have immediate access to emergency epinephrine when anaphylaxis occurs. It can save a child's life by opening his or her airways until emergency personnel arrive. Supply of emergency epinephrine allowed under this Act is not intended to replace

epinephrine prescribed to students with known allergies. The school nurse may administer an EpiPen to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place. Public Act 97-0361, a school district or non- public school, and its employees or agents are to incur no liability for the administration of an EpiPen, provided the school nurse acted in good faith when administering the EpiPen. Children with severe allergies are encouraged and reminded to work with the school and parents are asked for an Emergency Action Plan to be put in place.

UNIFORMS

GIRLS

Grades K-8 White tailored blouse
Navy or white anklets or knee-high
stockings or opaque hose.

Navy corduroy or twill slacks or navy walking shorts to be worn with khaki and navy knit shirt, khaki and navy long sleeve V-neck pullover or St. Odilo sweatshirt.

Grades K-3 Navy/khaki plaid jumper with white blouse or navy pants with navy/khaki knit shirt, V-neck uniform sweater or St. Odilo sweatshirt.

Grades 4-8 Navy/khaki plaid skirt and navy/khaki knit shirt, navy/khaki V-neck sweater or St. Odilo sweatshirt. Shirt must be tucked into skirt. Skirts are to be knee length.

Girls may not wear nail polish. Only one pair of small stud earrings are allowed. Girls may wear one ring on each hand.

BOYS

Grades K-8 Navy/khaki short sleeve knit shirt. Navy blue dress trousers or walking shorts. Shirt must be tucked in to pants. Navy blue cardigan, khaki with navy long sleeve V-neck pullover, or St. Odilo sweatshirt.

Jeans and jean-type trousers such as those with labels, metal studs, welt seams and stitching, and stitched on pockets are prohibited. Boys are expected to wear belts and shoelaces must be tied. Only white-T shirts may be worn under uniform shirts. Boys are not allowed to wear earrings.

GYM UNIFORMS

The St. Odilo Gym uniform consists of navy blue sweatpants with the Cougar Logo or navy blue shorts, a navy blue tee shirt with the Crest Logo or a St. Odilo School sweatshirt. The school gym uniform is purchased through the school. The gym uniform is to be worn to school on the day or days the student has gym.

GENERAL UNIFORM REGULATIONS

Uniforms will be worn from the first day of school to the end of the school year. Uniforms may be purchased from SchoolBelles Uniform Company, 1-888-637-3037. Schoolbelles also has a Chicago area store at 7763 S. Harlem, Bridgeview, IL, (708) 598-8008. The new St. Odilo blue uniform shirt can also be worn and can be purchased through the school office.

All students are expected to wear appropriate school shoes, preferably soft or rubber soled, with laces tied. Gym shoes may be worn as part of the school uniform on gym days only. They must have laces, and the laces must be tied. Canvas slip-on shoes are considered gym shoes, not school shoes.

All students' hair must be clean and neatly groomed. Boys' hair must be shorter than shirt collar length. No extreme hairstyles permitted.

When out of uniform days are permitted, appropriate dress is expected. Shirts or tops must be tucked in or cover the belt line.

All articles of clothing must be labeled with the student's name. The school accepts no responsibility for lost items of clothing.

When a student is out of uniform, parents will be notified. After this notification any student continuing to disregard the uniform code will be suspended.

FINANCIAL POLICY

All tuition/fees for the past school year must be paid before students will be readmitted to school.

All families must register with FACTS Online Tuition Management System. This may be accessed by logging on to www.saintodilo.org/school and clicking on the FACTS icon. All tuition payments 30 days past due will result in collection procedures. Children will be withdrawn from classes with accounts 60 days past due. Children will not be admitted until payment becomes current. Child restrictions will be monitored monthly to insure timely tuition payment.

This tuition policy will be strictly enforced. It will be necessary to keep current the agreed tuition payments for the school year. A specific finance conference may be called with any family who does not keep up their obligation.

When a check is returned by our bank, a \$30.00 returned check fee will be charged by FACTS.

The \$200.00 family registration fee is non-refundable. One installment of tuition plus the curriculum fee for each child must be paid before entering in August.

All tuition must be paid in full by May 30th.

Other information regarding tuition and fees is found in the Tuition Agreement, a signed copy of which must be on file for each family before the start of school.

It is understood that occasionally situations arise which preclude prompt payment of tuition. If such a problem arises, please call or send a note to the principal explaining the situation. If tuition is not paid by the due date, and no arrangements have been made with the principal children will be held out of class and parents will be called to pick them up. Report Cards will not be issued until account is paid in full.

Tuition covers only 70 percent of the St. Odilo School budget. Fundraisers are held throughout the year to help balance the budget, and all school families are required to participate. \$350.00 in raffle tickets must be sold by each family with a student in Grades Prekindergarten-8.

ATTENDANCE

School is the place where children begin to learn the responsibilities needed in the world of work, especially the responsibilities of regular attendance and punctuality.

School hours are

8:00	-First bell – Children enter building
8:10	-Tardy bell
8:10 – 8:40	-Daily Mass Grades 2-8
11:20-11:50	-Kdg. through Grade 4 lunch
11:50-12:10	-Recess Kdg. through Grade 4
11:30-11:50	-Recess Grades 5-8
11:50-12:20	-Lunch Grades 5-8
12:20	-Afternoon classes begin
2:55	-PK-K dismissal bell
3:05	-Grade 1-8 dismissal bell

Prekindergarten and Kindergarten hours are:

8:00-11:30	-Half day students
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8:00-3:05 -Full day students

School Office hours are: 8:00 a.m. – 3:05 p.m.

ARRIVAL

PARENTS ARE ASKED NOT TO SEND CHILDREN TO SCHOOL BEFORE 8:00 A.M.

Parents will not accompany their child (ren) into the school building.

For the safety of the students no parking is permitted on 23rd Street between Clarence and East Avenue during school hours. Violators will be ticketed by the Berwyn Police Department. The diagonal parking adjacent to Clarence Avenue is reserved from 8:00 a.m. until 3:00 p.m. for school staff members. A permit is required to park there. Again, violators will be ticketed. No driving onto or parking is allowed on the blacktop on the west side of the school. Parents are asked to park in the alley between the church and the school. Do not drive into 23rd Street from Clarence Avenue at dismissal.

Prekindergarten and Kindergarten students are dismissed at the south Clarence Avenue exit. Grade 1 students are dismissed at the north Clarence Avenue exit. Ten minutes after dismissal, children not picked up will be waiting in the school office. After 3:30pm, the child(ren) will be sent to Aftercare and a charge will be applied to FACTS.

Pupils in grades 2 through 8 dismiss from the main school entrance on 23rd Street.

The throwing of snowballs on school grounds is strictly prohibited.

DAILY ROUTINE

Regular, prompt attendance is necessary for every student's success in school. Parents are responsible for insuring their child's attendance.

Students in grades 2-8 attend Mass every morning. Children should arrive at school no later than 8:00 a.m.

Parents should call the office (708) 484-0755 to report a child's absence between 8:00 and 8:30 a.m. on each day that the child is absent. We will call parents at home or at work if we have not received a call for an absent child by 8:30 a.m.

When a student returns to school, he/she must bring a written, dated note from his/her parent that states the reason for the absence.

If a student has been absent for five or more school days in a row, he/she must also bring a written, dated note from a doctor, which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

Parents should make medical and dental appointments during non-school hours. The principal may grant early dismissals for necessary appointments when the request is made in writing by the parent. Parents must meet their children in the school office when they are dismissed early.

Family vacations taken while school is in session are strongly discouraged. Students can easily fall behind and lose out on valuable class experiences regardless of any "make up" work done independently. Parents who must take students out of school for several days because of a family commitment are responsible for discussing the absence with the child's teacher and for obtaining independent work. Parents must send a written, dated note to the principal a week before any anticipated absence. If any child is absent fifteen (15) or more days in one semester and his/her work is not satisfactory, it may result in retention of the grade.

TARDINESS

It is important to develop in the child the responsibility for being punctual. Therefore, a child is considered tardy if he/she is not in the homeroom at 8:10 a.m. When a child is tardy it creates a great distraction for the teacher and the students who have begun their work. For this reason a child must be on time all the time. There are times when an excused tardy is accommodated. If a child has two unexcused tardies in one quarter a parent will be required to go to the office to get subsequent tardy slips and the child will be held out of class until the next passing bell. On days when Mass attendance is required, children must be in church at 8:10 or they are considered tardy. Excessive tardiness, which is defined as being tardy five times in one quarter, will result in an out of school suspension. If tardiness continues the student is at risk of expulsion.

TRUANCY

If a child is truant from school or deliberately misses any classes, the parent will be informed. A conference with the child's teacher, the child, parent, and principal will be scheduled to determine the cause of the truancy and how it is to be resolved.

RECESS

The children in Grades 1-8 will have a short outdoor recess during the lunch period.

WINTER RECESS POLICY

When the outside temperature and/or wind chill factor is 30 or below, all children remain indoors.

When the temperature is above 30 and the air is generally dry, all children are expected to go outdoors. When there is ice present on the blacktop or when it is raining or misting, the children will remain in school. We expect parents to send their children to school properly

clothed for cold weather with coat or jacket, cap, scarf, gloves, or mittens, and waterproof boots.

The exceptions to our Winter Recess Policy are twofold:

1. A child who has been out of school because of illness may remain indoors for recess only on the day he/she returns to school. A note making the request must be sent to the office for the principal's approval.
2. A child who has chronic illness that is aggravated by cold, damp weather will be permitted to remain indoors during recess. A recent note from the child's doctor stating the specific health problem and a written request from the parent is required. Both should be directed to the principal.

The school policies regarding appropriate behavior are in effect during Recess.

EMERGENCY CLOSING

Except in cases of emergency, school will be kept open in accordance with the school calendar. When necessary to close school because of extreme weather or other emergencies, parents will be called by telephone relay system. Please keep phone lines open for this purpose

St. Odilo School participates in the Computerized Emergency Closing System. Stations which broadcast school closing are:

AM Radio

WGN 720 WBBM 780

You may also go on line to www.emergencyclosings.com

DISCIPLINE

Student discipline is as integral to the learning process as excellent teaching and an up-to-date curriculum. The philosophy of expected behavior at St. Odilo School is based on a combination of respect and personal integrity.

RESPECT

MY RESPECT of others is shown by the courteous way I speak and act by my cooperation—

Because courtesy and cooperation are visible signs of true respect.

I RESPECT my classmates' right to be safe at school—free from physical violence or threats of any kind—

Because Our Lord has said “Blessed are the Peacemakers”, and we want that blessedness in our school.

I RESPECT my classmates and schoolmates—

Because Jesus wants me to love my neighbors and treat them as I would like to be treated.

I RESPECT my schoolmates' right to a quiet and purposeful atmosphere in the classroom and in the school building—

Because I myself can learn more easily in that kind of atmosphere.

I RESPECT all persons in legitimate authority in my school, my parish and my community by obeying them—

Because they take the place of my parents while I am away from home, and I honor my parents by respecting other adults.

I RESPECT the property of my school, my parish, my
Community and the personal property of others—

Because I should follow the example of Jesus, as He
honored the possessions of others.

I RESPECT the rules of my school about the consumption of food,
beverages, candy and gum—

Because I know that cleanliness helps keep me and
others healthy.

INTEGRITY

I DO what I think is right, even when my classmates or schoolmates
choose to do what is not right—

Because it is the mark of a Christian to stand up for what he
or she believes is right.

I TAKE credit only for the work and deeds that are mine, and I am
honest about giving others credit that is theirs—

Because God has given us all different gifts and He asks us all
to use them wisely.

I SPEAK only what I believe to be true—

Because only the truth should be in the mind and heart of a
child of God. I RETURN anything I find that is not mine, and I do not
take from another what is his or hers—

Because the Lord has commanded that we do not steal.

I PROTECT the reputation of others by speaking well of them or by
being silent—

Because our good name and the good name of others are precious rights. Only our own actions should determine if we keep or lose our good name.

Occasionally, a student's behavior may not conform to the above stated philosophy. Punishment may range from spoken reprimands and deprivation of privileges to Principal involvement and conferences with parents.

MAJOR OFFENSES

Major offenses may lead to suspension or expulsion. These are:

Sexual Harassment

Truancy

Fighting (both parties)

Cheating

Possession or use of cigarettes

Possession, use or distribution of any alcoholic beverage, marijuana, or any drug or controlled substance.

Possession of any instrument which may be considered a weapon.

Chronic and incorrigible behavior that undermines classroom discipline and impedes the learning of the entire class.

Vandalism or theft of school property or another person's property. Parents are responsible for restitution.

No ethnic or racial slurs will be tolerated.

No student of St. Odilo School may join, participate or support activities of a gang or gangs. Displaying gang symbols are forbidden.

Before a suspension is given, the child and parents will be involved in a process of remediation. This probation period will be used to correct any misbehavior.

If through this process a child does not improve in behavior, suspension will be imposed, leading to expulsion.

Suspension is the isolation of the student from some or all school activities.

Expulsion is the termination of the student's privilege to attend the school.

SEXUAL HARASSMENT

Any sexual advances, either verbal or by physical conduct by a teacher to a student, student to a teacher or student to student will be considered harassment. Any reported case of sexual harassment will be investigated and may result in suspension or expulsion.

SEARCH AND SEIZURE

We reserve the right to inspect all school property.

BULLYING

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically.
- occurring on campus or off campus during non-school time,
- directed toward another student or students that has or can be reasonably predicted to
 - o place the student or students in an unreasonable fear of harm to the student or student's person or property

- cause a substantially detrimental effect on the student or student's physical or mental health;
- interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber-bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

INTERVENTION: The inappropriate/unacceptable conduct should be stopped immediately.

INVESTIGATION: The complaint 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 the 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.

ACADEMIC PROGRAM

The St. Odilo School academic program is designed to take students from where they are and move them forward at a pace that is beneficial to both the individual student and the entire class. Teachers at St. Odilo School work with all students to help them acquire the academic, social and physical skills they will need to become responsible, thoughtful Catholic adults. At times parental permission may be requested for testing by the District in which the child resides to ascertain academic ability for children with special needs.

CURRICULUM

The Curriculum of St. Odilo School is planned as an extension of the philosophy of the school and is posted on the Archdiocese of Chicago website ocs.archchicago.org.

The extension and source of this atmosphere is contained in the spirit of our school. The spirit finds its growth in the religion classes where students learn the plan that God has for them as they live out their lives, search the scriptures to learn how to be Christ-like, and explore the traditions of Catholic Church.

Classroom prayer and school liturgies provide expressions of this learning, and a way to bring these teachings to each other through our actions. The intellectual growth of the students is fostered by a good sound basic education, strong in language skills and math.

Understanding of and excursions into history, science, and fine arts, provide a base where the students come to a greater realization of who they are. Accepting responsibility for assignments and behavior aid the student in developing skills which provide him/her with the self-discipline necessary to develop into a well-rounded person.

HOMEWORK

We believe that students can profit by developing the habit of doing homework. However, it is difficult to establish a fixed, rigid policy as to the amount and kind of homework that children should have each night. Within the instructional situation, there are nights when it is very easy to assign work to be done at home, and on other days, the point in the instruction may not lend itself to work to be done at home. However, if your child does not do any work at home in connection with schoolwork, there is something amiss and you should consult the teacher. Children are accountable for having assignments in on the date due. Teachers endeavor to accomplish several of the following objectives through homework assignments.

- A. Drill and additional practice to strengthen new skills introduced in the classroom.
- B. Completion of unfinished classroom assignments.
- C. Work on projects of a short term or long term nature.
- D. Participation in research activities.
- E. Extended reading for pleasure and enjoyment.
- F. Completion of work given during period of absence.
- G. Encourage and facilitate, but not demand, parental involvement.

HONOR ROLL

Student in grades five through eight participate in a trimester Honor Roll system based on their academic grade point average and effort grades. Any student receiving a D, F or check mark under subject area will be ineligible for the Honor Roll.

STANDARDIZED TESTING

All students in grades 3 through 8 will take the ASPIRE Test, as mandated by the Archdiocese of Chicago, in the spring of each year. Test results will be reported to parents.

REPORT CARDS

Reports of student progress will be issued three times during the school year, at the end of each trimester. All report card envelopes must be signed and returned to school the next school day.

The St. Odilo School grading system for grades 5-8 is as follows:

A	90-100	3
B	80-89	2
C	70-79	1
D	60-69	-
F	59 and below	-

PARENT/TEACHER COMMUNICATIONS

Close communication between parents and teachers can be a great help to the progress of children, and is greatly encouraged here at St. Odilo School.

Parent-Teacher Conferences will be held on Thursday, November 2, 2017. All parents must attend. Spring Conferences are held upon request by parent or teacher.

Whenever a parent has questions or concerns regarding their child's progress, they are encouraged to call the school and talk to the teachers. Teachers are available Monday through Thursday until 3:15 p.m. to either meet with you or return your phone call. Teachers are encouraged to return calls the same day they are received. You may communicate with a teacher via the Internet. Log on to www.saintodilo.org/school and use the school's link to the names of each individual teacher.

If you feel a need to speak with the principal, please call the school. Most times he will be available immediately; however, he does have other obligations and may not always be available. He will return your call as soon as possible.

FRIDAY FOLDERS

Every Friday each child in grades Prekindergarten-8 will bring home a folder in which his/her teacher has placed materials that she would like you to see. These materials may be homework assignments or returned papers. There may also be information from the office inside the folder. Please review the information with your child. If it is homework, please see that it is completed and done neatly. If need be, please complete or sign any papers brought home by your child. Sign the sheet attached to the folder at the appropriate date and enclose any information or remarks you would like to express to the teacher or to the principal. These folders are a good way to keep communication open between the school and the home.

FIELD TRIPS

Educational trips are encouraged at each grade level. If a charge is made for a trip it is to cover transportation and any entry fee. Refunds cannot be given for transportation fees, or for entrance fees if a minimum number was required. Notices are sent home informing parents of the trip and requesting parents' signatures. Field trips are considered a part of the educational program, and are not optional. If there is a financial problem, please contact the principal and confidential arrangements can be made.

PHYSICAL EDUCATION

All students in grades PK-8 will receive a course in Physical Education. Students in grades PK-4 will have physical education once a week, and students in grades 5-8 will have classes twice per week. To be excused from class, a written request from a parent is necessary. In cases of frequent or prolonged absences from physical education, a written recommendation is required from a physician.

TUTORING/RETENTION

Saint Odilo School has Resource Rooms for both Reading and Math. This small group enrichment program is designed to help those students who may be experiencing some problems in either of these areas.

Retention is considered a very serious matter, and will be discussed among parents, teacher and principal before such a decision is made. Although parental input in this process is needed and encouraged, the final decision will ultimately be made by the principal.

ATHLETIC PROGRAM

The purpose for which the St. Odilo Athletic Association is organized include:

The Association is organized exclusively for charitable and educational purposes, including establishment of an extramural sports program for the benefit of St. Odilo students. The association will also organize fundraisers needed to promote these activities.

The Association strives to promote the best interests of the children and foster a spirit of sportsmanship and fair play. St. Odilo athletics include:

Soccer	Grades 4-8	Boys and Girls
Junior Varsity Basketball	Grades 4-8	Boys
Junior Varsity Basketball	Grades 4-8	Girls
Varsity Basketball	Grades 7 & 8	Boys
Varsity Basketball	Grades 7 & 8	Girls

The head coaches for all sports are volunteers, and are selected by the Association. They are expected to work under the guidelines determined by the Association and to follow the sports philosophy.

The Association needs the help of the parents to support the activities, and encourage the children to participate in sports. In

order for the student to participate he/she must maintain their school eligibility.

COACHES RESPONSIBILITY

All volunteer coaches must complete the Archdiocese Application for Employment, Volunteer Service Form, and comply with Archdiocesan procedures. These forms will be returned to the Athletic Director and school officials before the season begins.

It is the duty of the coaches to be in control of their players at all times in order to prevent any unsportsmanlike act toward opponents, officials, and spectators.

The coaches are expected to comply wholeheartedly with the intent and spirit of the rules.

Coaches are to confirm any decision making for the team/player with the Athletic Director, i.e. fundraising, correspondence, uniforms, and tournaments, as you and your team are representatives of St. Odilo School.

The coaches must confine their discussions with the game officials to the interpretation of the rules and should not challenge the officials' decision involving judgment.

The coaches must refrain from any personal action that might arouse players or spectators to unsportsmanlike behavior.

The use of cursing, malicious or personal remarks to opponents or spectators will not be tolerated at any time.

PLAYER RESPONSIBILITY

Any unsportsmanlike conduct by a player will result in an immediate game ejection, a written warning, and a one game suspension. Unsportsmanlike behavior will include showing disrespect, throwing equipment, or fighting.

Players must be at all practices and games on time, or notify their coaches in advance. Three unexcused absences from either a practice or a game will result in the player being removed from the team without any refund.

All uniforms are to be laundered prior to each game. The uniform will be returned to school at the designated time, cleaned and in proper condition to receive any deposit refund. If the uniform is not returned by the specified date, the refund will be forfeited.

St. Odilo does not have a home field or court. Players are to treat the other school property with respect.

Players' classwork is of utmost importance. Any player can become ineligible if they do not maintain their grades and behavior in the classroom. A student can be placed on probation from school sports in the following two ways.

Any two D's or one U per quarter.
A total of ten checks per quarter.

This probation is reviewed after a three-week period and eligibility may be reinstated at this time at the discretion of teachers and the Athletic Association.

If a child is absent from school, they cannot participate in any athletic activity of that day.

PARENT RESPONSIBILITY

All tuition and fees must be paid up to date in order to participate in any sport.

Transportation to and from practices and games, on time, is the sole responsibility of the parent. As you are also representatives of St.

Odilo School, parents are to conduct themselves with the utmost sportsmanlike behavior at all practices and games.

ATHLETIC ASSOCIATION RESPONSIBILITY

The Association will establish and uphold the Constitution for the Athletic Association.

The Association shall assign coaches for each program.

The Principal and Director will monitor student grades and class behavior. If any player does not meet his/her acceptable academic performance or the school expectations for respect and behavior, the Principal and the Director will notify coaches of the player's ineligibility.

Any exceptions or protests by players or parents will be handled by the Athletic Director. A review panel will consist of the Athletic Director, Principal and one coach from the St. Odilo Sports Program. The panel's decision will be final.

The director will conduct all registration for each sport, pay all league fees, order, distribute and collect all uniforms.

EXTENDED DAY PROGRAM

St. Odilo School has an Extended Day Program for children in grades Pre-Kindergarten through Grade 8. This service is available only to children enrolled in our school. Children are cared for between 7:00 and 8:10 a.m. and again between 3:05 dismissals until parents call for them, as late as 6:00 p.m. All charges will be billed through FACTS. The cost for this service for both before and after care is:

\$4.00 per hour for one child

\$6.00 per hour for two or more children.

Statements in this handbook are subject to amendment with or without notice.