

Saint Gabriel Catholic School

Home of the Shamrocks

4500 South Wallace; Chicago, IL 60609

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Family Handbook

2024-2025

Revised September 2024

Mission Statement St. Gabriel School 2024-2025

Saint Gabriel School exists to provide a challenging, faith-based learning environment that encourages all students to realize their God-given potential. It fulfills the needs of its students by providing standards based curriculum and appropriate instruction that ensures high levels of learning, and allows for individual differences and learning styles. Through instruction in the Catholic faith, each student comes to value the importance of living a faith-filled life.

For students at St. Gabriel Catholic School:

- Stewardship becomes a way of life
- Decisions are based on the moral teachings of the Catholic faith
- Reading becomes a tool for understanding, interpreting, and evaluating their world
- Problem solving is integrated throughout their curriculum
- Creativity is valued and nurtured
- Developing and using critical thinking skills is key to achieving their individual learning goals
- Their faith is lived and discipleship is practiced

The Saint Gabriel Catholic School administration, faculty, and staff:

- Are supportive, respectful, and welcoming to all
- Encourage parents and guardians to take an active role in the educational and religious training of their children
- Lead through example by being caring and thoughtful in their words and actions
- Collaborate with all members of the school community to implement innovative ideas, solve unique challenges, and maintain a child-centered environment

To The Families of St. Gabriel

This handbook is your guide to the policies and regulations of Saint Gabriel Catholic School. The school asks that you keep it handy for easy reference and take time to review the contents as a family.

The rules and procedures of St. Gabriel Catholic School set forth in this handbook are intended to provide a safe and secure Catholic learning environment for all the children who attend St. Gabriel. It is the expectation of the school that all students and families will adhere to the policies and procedures as they are intended for the good of all students.

Also, it is imperative in a Catholic school environment that a spirit of trust, understanding, and cooperation exist between school and home in order for the children to be educated in a harmonious environment. With this in mind, it is important that families do not seek exceptions for their own children and support the policies as described in the handbook.

Should a situation arise that puts your family in conflict with school policy, please contact the Principal directly. Please understand too, that although this handbook serves as a guide to ensure a safe and secure learning environment for all St. Gabriel students, it is not all-inclusive.

Administration's Right to Amend Handbook

There are circumstances when rules and regulations need to be amended. Therefore, the administration of Saint Gabriel Catholic School retains the right to amend this handbook during the course of the school year with or without notice. In the event that changes are made, parents will be notified of all changes as soon as possible. However, some changes may require immediate implementation due to unforeseen circumstances or changes in state or Archdiocesan policies.

Prayer for a Christian Home

Lord Jesus...may the parents impart to their children the knowledge of you and your love, and may the children love, obey, and support their parents... for your Name's sake.

~ Adapted from The Catholic Prayer Book

St. Gabriel Staff 2024-2025

Faculty

Eighth Grade: Mr. John Pigott pigottj@stgabrielchicago.com

Seventh Grade: Miss Mary Kay Nicholson nicholsonm@stgabrielchicago.com

Sixth Grade: Mr. Daniel Walton waltond@stgabrielchicago.com

Fifth Grade: Mrs. Carol Falk falkc@stgabrielchicago.com

Fourth Grade: Mrs. Sara Radejewski radejewskis@stgabrielchicago.com

Third Grade: Miss Morgan Stewart stewartm@stgabrielchicago.com

Second Grade: Miss Julissa Carmona carmonaj@stgabrielchicago.com

First Grade: Miss. Claire Russell russelc@stgabrielchicago.com

Kindergarten: Mrs. Angela Tremore tremorea@stgabrielchicago.com

Pre-School: Mrs. Alicia Krok kroka@stgabrielchicago.com

Pre-School Assistant: Mrs. Eileen Fogarty fogartye@stgabrielchicago.com

Music: Miss Emilia Walasik walaskie@stgabrielchicago.com

Physical Education: Mrs. Dawn Urso Pegausch

Title I: Ms. Tenara Washington washingtont@stgabrielchicago.com

School Administration & Support Staff

Principal: Mrs. Julie Jurisic jurisicj@stgabrielchicago.com

Administrative Assistant: Mrs. Theresa Babuskow babuskowt@stgabrielchicago.com

Facilities Manager: Mr. Joe Hermle

Hot Lunch Program: Mrs. Nancy Mendoza stgabriel@fsplunch.com

K-8 Aide: Mrs. Christina Babuskow

After Care: Miss Gianna Simental simentalg@stgabrielchicago.com

ADMISSIONS

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at St. Gabriel. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

Pre-Kindergarten 3 and 4 Year Old Admission:

A child entering Saint Gabriel Catholic School must be in compliance with the requirements of the State of Illinois regarding age admission.

- Pre-School: Must be age three or four by September 1 of the school year in which they are enrolling.
- Children must be fully toilet trained. Specifically, they must be able to use the toilet completely independent of adult help. The use of Pull-Ups is not accepted.

Kindergarten Admission:

A child entering Saint Gabriel Catholic School must be in compliance with the requirements of the State of Illinois regarding age admission.

- Kindergarten: Must be age five by September 1 of the school year in which they are enrolling.

All students enrolling in St. Gabriel Catholic School will need the following:

- An official copy of the child's birth certificate
- Baptismal record if not baptized at St. Gabriel's parish
- A record of compliance with city and state health requirements (see Health Records)
 - When a student is transferring from another school, the parent and guardian shall request the proper transfer and appropriate notification from the school previously attended.
- ● St. Gabriel school will request all records from the former school, including health and discipline records, to be transferred.
- New and transfer students will be subject to a 90 day probation period and may be expelled from St. Gabriel Catholic School for violation of any policy or procedure, or at the discretion of the Principal.

Emergency Contact Information

The Emergency Contact forms must be returned to school within the first week. Family contact numbers must be kept current for the safety of the child. It is the responsibility of the parent to inform the school should the emergency contact information change or become outdated.

- No child can be sent home or taken for emergency care without phone contact with a parent or special designee.
- Should a parent not be able to be contacted in the case of a medical emergency, the secretary will contact the parties listed on the Emergency Contact form. Please make sure when you list an individual, that the person has written authority to authorize medical care for your child.

Health Records

The following records are required by IL State Regulations: [State of Illinois Department of Human Services](#) and [State of Illinois Department of Public Health](#)

- **Examinations:** The State of Illinois requires every child entering school for the first time in kindergarten or grade one, and all sixth grade students to have a complete medical and dental examination within a year of the first day of school.
- **Immunizations:** Illinois State law requires every child's parents/guardians to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school.
- **Proof of Immunity:** The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Mumps and Rubella.
- **School Exclusion:** According to Illinois law, any child whose parent/guardian has not presented proof of required health examinations and immunizations shall be excluded from school. Parents must meet these requirements by October 15. After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parent. (see Medical/Dental)
- [Child Health Examination Form](#)
- [Dental Examination Form](#)
- [Dental Examination Waiver Form](#)
- [Vision Examination Form](#)
- [Eye Examination Waiver Form](#)
- [Hearing Treating Physician Report](#)

Medical/ Dental

The State of Illinois requires every student to have a complete physical exam when entering preschool, kindergarten, sixth grade, and when transferring from another school regardless of grade level. [State of Illinois Department of Human Services](#) and [State of Illinois Department of Public Health](#)

- Immunization records of all students must be current before the first day of school. Students whose records are not up to date will be excluded from school until the records are in order.
- Diabetes screening is to be completed on all school physicals (Pre-K, K, 1, 5, 9).
- All children entering kindergarten or first grade for the first time are required to have an eye examination.

- Each child in kindergarten, second grade and sixth grade must present to the school proof of having been examined by a dentist. The exam must take place within 18 months prior to May 15 of the school year.

Records

All students enrolling at Saint Gabriel Catholic School will need the following:

- An *official* copy of the child's birth certificate
- Baptismal record if not baptized at Saint Gabriel parish
- A record of compliance with city and state health requirements (see Health Records)
- When a student is transferring from another school, the parent/guardian shall request the proper transfer and appropriate notification from the school previously attended.
Saint Gabriel Catholic School, will in turn, request all records from the former school, including health records and discipline records, to be transferred.
- New and transfer students will be subject to a 90-day probation period and may be expelled from Saint Gabriel Catholic School for violation of any policy or procedure, or at the discretion of the Principal

ATTENDANCE

The regular school day begins at 7:55 am and ends at 2:45pm. Students are expected to arrive on time for school.

- Students are expected to be in line outside by 7:45 a.m. Supervision begins at 7:35 a.m. (weather permitting)
- . Students arriving after 7:55 am will be considered late.
 - Excessive tardiness will be required to stay after school to make up time, a meeting with parents or guardians and/or an in-school suspension as deemed necessary by the Principal.
- Parents are required to notify the office by 7:30am when their child is going to be absent or tardy.
 - A dated, written note is required when the child returns to school.

When a student is absent from school due to illness, he/she is not to participate in any after-school activities including sports that day or evening.

Missing Assignments due to Absence: Children who are absent because they are ill should focus on getting better.

- Any requests for teachers to stop and interrupt instruction to accumulate missed work due to an absence will not be permitted.
- All missing assignments and tests are to be made up upon return to school.
- Children will be given the number of school days equal to the number of absent days to complete missed assignments upon his/her return to school.
- Tests must be completed within a week of the student's return.
- It is the responsibility of each student in grades 5, 6, 7, and 8 to make arrangements with his/her teachers for missed work and tests.

Medical and dental appointments should be made after school hours and/or on days when school is not in session.

Excessive absences

St. Gabriel Catholic School will review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent/guardian with its effort for the child, the student may be withdrawn from the school.

Family vacations while school is in session are strongly discouraged.

- Parents who decide to take family vacations while school is in session should not expect the teacher to provide class work in advance or to furnish special “catch up” tutoring upon the student’s return.

Early Dismissal: Should a parent/guardian need to pick up a child before the regular dismissal time, a written request is to be presented to the office stating the reason, time and person who will be picking up the child.

- No child will be allowed to leave the building unless an authorized adult is present in the school office to sign the child out.

After School: It may be necessary at times to keep children after school.

- There are occasions when a teacher needs to talk to a child about school work or behavior, or to give the child some extra tutoring.
- Parents/guardians will be notified either with a phone call or note. In general, parents/guardians will be notified a day ahead of time that their child must stay after school.

ILLNESS

If your child appears ill before school, the child should remain home. If a child becomes ill during the school day, parents will be called at home or at work. Parents are responsible to have the child picked up and taken home by an authorized adult. Parents or authorized adults must sign the child out in the office.

If your child has any of the following symptoms he or she should be kept

- home:
- Vomiting
 - Diarrhea
 - Sore Throat
 - Earache
 - Eye infection ● Skin rash
 - Temperature

Temperatures must be normal without fever-reducing medications for 24 hours and no vomiting for 24 hours before return to school.

To protect your child and his/her classmates, it is important to follow the rules of the Board of Health for Isolation and Quarantine Requirements of Communicable Diseases.

- **Strep Throat:** Keep your child at home until medication prescribed by a doctor has been given for a 24 hour period.
- **Communicable Diseases** (Chicken pox, Scarlet fever, German Measles, Mumps, Measles, Whooping Cough) Children remain at home during quarantine period and a doctor's note is required to return to school.
- **Worms and Lice:** Keep child home until symptoms disappear, including the eggs. Children must be nit free in order to return to school. Lice require special shampooing.
- **Impetigo:** Have your child seen by a doctor and keep your child home until symptoms disappear.
- **Conjunctivitis:** Keep your child home until symptoms disappear.

MENTAL HEALTH

St. Gabriel Catholic School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at St. Gabriel Catholic School.

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

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

Post-Assessment Follow Up

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

the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

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

- a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
- b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Gabriel Catholic School.
 1. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
 2. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.
 - b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.
 3. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

MEDICATION

- Parents must notify the school office if their child is taking prescription medication of any kind either at home or at school.
- Medication may not be administered to students by school personnel without expressed written permission by a parent or guardian, substantiated by a doctor's order. Otherwise it is the responsibility of the parent/guardian to administer medication that is needed by a student during school hours.
- Parents must fill out a self-medication form each year if their child is taking medication during the school day.

ACCIDENTS

All accidents are to be reported to the school office immediately. The administrative assistant will attend to the injured and the witness will record the incident. Every attempt will be made to communicate with parents/guardians regarding the injury of his/her child. Regardless, for serious situations, 911 will be called, requesting an ambulance be dispatched. Note that the school does not assume the financial responsibility of the parent to provide insurance for their children. 9

TARDINESS

- Students arriving after 7:55 am must report to the school office for a tardy slip.
- Excessive tardies, in excess of 5 in an academic year, can result in disciplinary action leading to detention or suspension.

TRUANCY

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action. Truancy also includes a student leaving the school grounds once he/she arrived at the school.

EMERGENCY CLOSING

On rare occasions, the principal may decide to close the school due to severe weather conditions or an emergency situation. School closings will be announced on radio stations: WMAQ/670 AM, WGN/720 AM, WBBM/780 AM and 102 FM. School closings will also be announced on ABC Channel 7, NBC Channel 5, CBS Channel 12 and online at www.emergencyclosings.com.

- At times during the months of August & May, outdoor temperatures can become extremely high, thus causing temperatures in classrooms to unbearably warm ○
 - Teaching and learning are strained when temperatures in the classrooms are too hot.
 - At the discretion of the school Principal, students will be dismissed early from school
 - In these extreme cases, the school office staff will notify parents and guardians as soon as it is feasible so that child care accommodations can be made.

AFTER CARE

As a consideration for our working families, after school care is provided on regular school days.

- After Care Hours of Operation: 2:45pm. — 6:00pm
- Rate: \$7.00 per hour per child
- After Care expenses are billed every 2 weeks

EXTRA CURRICULAR ACTIVITIES

The school reserves the right to grant or refuse permission for a child to participate in any extra curricular activity, including school sponsored athletic activities and school field trips. Students

who participate in school related activities outside of the school are serving as representatives of the school, therefore, the school behavior code and expectations for behavior must be followed at all times.

- ***Note that only students whose family's financial obligations to Saint Gabriel Catholic School are up to date will be allowed to participate in school extracurricular activities.***

COMMUNICATION

The Catholic school, while having an impact on the religious, social, emotional, physical and mental development of the student, cannot replace the **vital role played by parents and guardians**. Therefore, it is the expectation of the school that each parent/guardian partner with the school in the education process. On our part, the school will communicate to our families through regular newsletters, emails, written reports, phone calls, parent/guardian updates and meetings. We ask that parents/guardians respond by reading all forms of written communication sent home and attend parent meetings and conferences.

- *We also ask that parents/guardians take care and avoid any form of gossip whether it be verbal or electronic on social websites such as Facebook. Gossip and other forms of disrespectful behavior damage the overall mission of Saint Gabriel Catholic School and it is counterproductive.*
- Should a concern arise, parents/guardians are asked to follow these steps when addressing concerns:

Speak first to the teacher with whom one is having a concern

If that communication is not successful, speak to the principal or assistant principal.

PARENT/GUARDIAN CONDUCT

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

- Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of, or threats to the faculty, administration, staff, students and/or volunteers of the school.
- Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child (ren) from the school.
- Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:
 - schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
 - conduct school business with the other parent/guardian of the student.
- When, in the judgment of the principal, as confirmed by the Office of Catholic School Regional Director, the behavior of a parent/guardian seriously interferes with teaching,

learning or a positive school environment, the administrator may: ○ inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended; ○ dismiss the child (ren) of the parent/guardian temporarily or permanently from the local Catholic school.

Teacher/Parent Conferences

- Scheduled teacher/parent conferences will be held in the Fall. If at any other time you wish to meet with your child's teacher, please make an appointment ahead of time in order to give both parties an opportunity to prepare.
- In the case of an emergency and when contacting the teacher is not possible, please take your concerns to the school principal, who will intercede and contact your child's teacher.
- Parents and guardians are not allowed to show up to a classroom unannounced at any time for an impromptu conference.
- Similarly, parents and guardians are asked not to interrupt a teacher for an impromptu conference while they are managing their class in line, outside of the classroom. Student safety is paramount and a teacher should not be distracted from watching their class.

Emails

- Parents are welcome and encouraged to communicate with teachers via email. All teachers have assigned St. Gabriel School email accounts. Although teachers are often able to respond quicker, **please allow 24 hours for response.**

Calendar Updates

- Regular calendar updates will be sent home via email. It is important that parents read the parent updates and make a note of any changes and revisions that are listed in the update.

You can also visit the school website for any updates at www.stgabrielchicago.com

Behavior regulations at Saint Gabriel Catholic School are based on the mutual respect children and adult members of the school community must have for one another. Since the development and formation of self-discipline and respect for all is the goal of the overall school program, the school expects all Saint Gabriel students to conduct themselves in a refined, courteous manner and serve as a model for Christ-like behavior. Discipline procedures are based on correcting a student's behavior should it be inappropriate, disrespectful, or unsafe for the student or other students.

Code of Conduct:

In order to maintain a safe and orderly school environment and community in which all persons feel safe and respected, Saint Gabriel students may not:

- Display any behavior that is disruptive to the classroom instruction.
- Display any type of bullying behaviors (see Bullying).
- Fight or engage in activity that resembles fighting, including horse-play that resembles fighting.
- Intimidate another student in any manner and/or using threatening language for the purpose of intimidation.

- This includes cyber-bullying
- Display any type of gang behavior, including flashing gang signs, tagging or writing/drawing gang markings in books, notebook, etc.
- Run and/or make excessive noise in the school hallways and buildings that causes an interruption to learning.
 - Damage another student's personal property or school property or participate in any type of vandalism.
- Leave the school grounds without permission.
- Once a student has arrived at school, he/she may not leave without a parent signing the student out.
- Swear or use God's name in vain, use any type of racial slurs.
- Forge, cheat, steal, and/or copy the work of another student.
- Display or be involved with any type of sexual harassment and/or inappropriate sexual behavior (see Sexual Harassment)
- Be in possession of and/or use tobacco products, matches, cigarette lighters, etc. in the school building or at any school function.
- Be in possession of a weapon of any kind.
- Battery against school personnel will result in immediate expulsion.
- Note that this is not an exhaustive list.

Consequences:

Any breach of the school's code of conduct is serious as is disrespectful. Therefore, a breach of the code, depending on the situation and age of the student, may result in any of the following consequences:

- Warning/counseling.
- Time-out either in the classroom or principal's office.
- Detention after school.
- Suspension from school — this may include In-house Suspension
- Expulsion for repeat and/or serious breaches in the code of conduct.
- Parents will be informed when it becomes necessary to invoke one of the consequences.

Since the following are by their nature more destructive, they are dealt with in a stricter manner and may risk suspension or expulsion, or have enrollment denied for the new school term.

- 1. Throwing, shooting, or popping objects that may inflict physical harm to others.**
- 2. Vandalism to or theft of school property, or to the property of others.**
- 3. Bullying indications of any type in word and/or actions.**
- 4. Gang related activities - in speech, signs, or symbols.**
- 5. Fighting of a serious nature, and/or threatening of violence comments. In word, writing, or in action. (The excuse/s are not accepted, "I was just joking," etc.)**
- 6. Possession of real or toy weapons on the person or in personal belongings in school or on the premises.**
- 7. Possession of matches, cigarettes, vaping devices, firecrackers, etc. in school or on the premises.**

The above situations (1-7) require parent/guardian notice and a conference hearing wherein the situation is discussed and a course of action is made clear.

Disciplinary Action Involving Local Law Enforcement

Students who are in possession of any type of weapon, knife, alcohol, marijuana, or narcotic on school or parish grounds will be recommended for expulsion from school and the Chicago Police Department will be notified. Parents will be contacted immediately.

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered here should arise, the principal will make every effort to act fairly and quickly. The best interest of the student, school, and community will be greatly considered. Each situation is different and will be handled on an individual basis.

BULLYING

We at Saint Gabriel Catholic School 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 our Catholic school community.

DEFINITION FOR BULLYING:

A student is BEING BULLIED when another student, or group of students **intentionally and repeatedly** do the following:

- **Verbally (saying/writing mean things)**: "teasing, taunting, threatening to hurt, sexting, defacing or falsifying school work, insulting or degrading graffiti about someone or cyber bullying;
- **Socially/Relational (hurts someone's reputation)**: spreading rumors, exclusion, playing hurtful "tricks", public embarrassment, telling others not to be friends, threatening someone to keep silent, leaving someone out on purpose;
- **Physical (hurts someone/harms their property)**: pushing or shoving, blocking or cornering, tripping, kicking, slapping, spitting, assault, destroying property and stealing. (Archdiocese Handbook for Administrators: B/I – 2019)

No Student shall be subjected to bullying during any school sponsored education program or activity while in school, on school property, on school buses, or at school sponsored sanctioned events and activities or through the submission of information from school, home, or public computer network, or other similar electronic device.

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.

Bullying acts or conduct described above can include but not limited to the following:

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

NO student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or extracurricular activities.
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Saint Gabriel Catholic School community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment.

- Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

All allegations and threats of bullying/harassment are taken seriously, promptly investigated, and dealt with appropriately. In cases of reported bullying, the principal or designee shall interview all students involved (i.e., the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences. Appropriate disciplinary consequences will be enforced.

UNIFORM DRESS CODE

It is the responsibility of parents and guardians to ensure that their children are in proper uniform attire each school day. Dress-down or special dress days will be announced ahead of time.

Appearance:

Proper grooming is expected of each student. Uniforms must be clean, neat and without holes or ragged hems. All pants and shorts must fit around the waist.

- Fad haircuts and hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between the student's natural and original hair color and the colored or bleached color, shade or tone are not permitted. Inappropriate haircuts will need to be adjusted before a student will be allowed to return to school.
- No ear or facial piercings or visible tattoos are permitted.
- Make-up is not allowed to be worn at school and may not be brought to school. Nail polish is not allowed to be brought to school.
- Students are not to wear decorative jewelry with their uniform, including hoop or dangle earrings. While in school, girls are limited to one earring per ear and boys are not allowed to wear earrings at all. Simple chains or crosses may be worn to school as well as wrist watches.

Preschool students are not required to wear the school uniform, but should be dressed in appropriate school attire.

Boys in grades K-8 are required to wear a dark green polo shirt with the Saint Gabriel logo along with khaki pants or shorts. Cargo pants and shorts are not considered uniform attire.

Shorts may not be worn from November 1st-April 1st. A ¼ zip gray sweatshirt with the St. Gabriel logo may be worn.

Shoes: Gym shoes or soft soled black or brown shoes may be worn. Loud-colored, light-up, and heelies are not permitted.

- Low cut/ankle socks (black, white, or gray) must be worn with shoes
- Only white T-shirts are allowed to be worn under polo shirts
- Shirts must remain tucked in at all times
- Belts are to be worn with both pants and shorts (Grades 3-8)
- 8th Grade, special graduation sweatshirt and leadership shirt are appropriate dress in lieu of uniform shirt.

Girls in grades K-8 are required to wear the dark green blouse with the St. Gabriel logo along with a khaki skirt, skort, shorts, or pants. Khaki jumpers are not permitted. **Shorts may not be worn from November 1st-April 1st.** A ¼ zip gray sweatshirt with the St. Gabriel logo may be worn.

Shoes: Gym shoes or soft soled black or brown shoes may be worn. Loud colored, light ups, or heellies are not permitted.

Girls may wear low cut or ankle socks (white, black, or gray) OR knee high socks in White or Green.

- Only white T-shirts are allowed to be worn under polo shirts
- Shirts must remain tucked in at all times
- Girls may wear tights or solid black leggings under their skirt in the winter.
- Plaid uniform pants are no longer permitted and may not be worn under skirts.
- 8th Grade, special graduation sweatshirt and leadership shirt are appropriate in lieu of uniform tops.

The gym uniform consists of:

- A Saint Gabriel logo gray T-shirt, sweatshirt, OR the ¼ zip gray sweatshirt.
- Dark green sweatpants or dark green gym shorts with the Saint Gabriel logo on the leg.
Shorts may not be worn from November 1st-April 1st
- **Any form of Saint Gabriel spirit wear cannot be worn as part of the gym uniform.**
- As with the School Uniform, gym shoes may be worn. (No light ups, heellies, or loud colors.)

Outer-wear — While in the school buildings, students may only wear the ¼ zip gray sweatshirt with the Saint Gabriel logo. Spirit Wear may be worn as designated on special days during the school year.

· No coats or jackets may be worn in the classroom

· No caps, hats (or similar headgear) are to be worn in the school buildings during school hours (except for Special event days such as during Catholic School Week or end of the year “Countdown Activity Days”) as examples, with Principal approval. All hoods on sweatshirts remain off the head in the school buildings during school hours, or while representing the school at school-related functions off-campus (field trips: eg., at our museums, sports teams competitions, Big Shoulders Fund Scholarship events as some examples), inside the event buildings.

Spirit Wear Dress Down/Dress Down Days:

- St. Gabriel Spirit Wear t-shirts and sweatshirts may be worn on Spirit Days.
- Jeans, sweatpants, and modest length, proper fitting shorts may be worn. Torn/Ripped, or sagging jeans, pants, or shorts are not permitted.
- **Leggings are not permitted to be worn as pants. Leggings are only acceptable to be worn under the uniform skirt on cold days and under a dress.**

TUITION MANAGEMENT (FACTS)

Saint Gabriel Catholic School uses FACTS, a tuition management company to manage the collection of student/family tuition. Should you have a question regarding your tuition payment, you can reach a representative of the company at FACTS Management Company at 888-441-4637. [FACTS link](#)

TUITION & ATTENDANCE INTERRUPTION

Saint Gabriel Catholic School reserves the right to exclude students from school due to unpaid financial obligations. Please refer to the [Tuition and Fee Policy](#)

VOLUNTEERS

Volunteers, including chaperones and coaches are required to complete the following to comply with the Protection of Children and Youth policies of the Archdiocese of Chicago:

- [Compliance Training](#)
- CANTS 689 form (Child Abuse and Neglect Tracking System) submitted to principal annually
- Archdiocesan Standards of Behavior read, signed and dated prior to beginning service ● Virtus Training Program - Protection of Children and Youth.
- Mandated Reporter Training

Regardless of one's compliance with the safe environment protocols for the Protection of Children and Youth, the school principal reserves the right to decline an offer to volunteer and/or prohibit an individual from volunteering for a school sponsored event.

VOLUNTEER HOURS

Each school family is required to volunteer 20 hours of service to the school during the school year. In addition to the mandatory volunteer hours, parents are encouraged to participate in all aspects of the school. Volunteers help to build a positive and productive school community.

BACKGROUND CHECKS / VIRTUS TRAINING

All faculty and staff members of Saint Gabriel Catholic School undergo criminal background checks. Parents who volunteer to work with children are required by Archdiocesan guidelines to do the same. In addition, all staff members and school volunteers who work with the students must also attend Virtus training.

CLASSROOM VISITS

Neither parents nor guardians are permitted to visit their child(ren)'s classroom(s) without previously checking in at the school office and obtaining permission to do so.

- **If a child(ren) is/are late, they must check in at the school office to obtain a late slip**
This applies to students in all grades (preschool through 8)
- **Parents are not permitted to escort their children to their classroom**
- **Out of respect for students and staff, instruction may not be interrupted to deliver items a student may have forgotten at home.**
- **When it is necessary for a parent/guardian to bring materials to school, they are to deliver the item(s) to the office with the child's name and grade clearly marked on them.**
- **The office staff will deliver the items to the proper classroom.**

LUNCH PROGRAM

Saint Gabriel Catholic School offers a hot lunch program for those students who wish to participate. Hot lunches may be ordered on-line, monthly through FSP, the school lunch provider.

- **Out of courtesy and respect for the other students, "fast food" lunches, such as McDonald's, are not allowed at school.**
- Free and reduced price lunches are available for families who qualify for the program.

GRADING

Grading Scale

A+ 99-100

A 95-98

A- 93-94

B+ 91-92

B 87-90

B- 85-86

C+ 83-84

C 79-82

C- 77-78

D+ 75-76

D 71-74

D- 69-70

F 68-0

REPORT CARDS & PROGRESS REPORTS

Report cards are issued three times a year.

- Note that report cards will not be made available to parents or guardians should their financial obligation to the school be in arrears.
- In addition to report cards that are given at the end of each trimester, Saint Gabriel Catholic School has incorporated three mid-trimester progress reports to ensure parents are informed of their child's progress in a timely manner. The progress reports are to be signed and returned to the teacher within three days of distribution.
- At any time during the school year, a parent or guardian may request to meet with his/her child's teacher, if there is a concern. Appointments for conferences may be made directly with the child's teacher.

GRADUATION REQUIREMENTS

The following graduation requirements must be satisfied before a diploma will be issued:

- A student must have completed all academic work with passing marks and/or have the written approval of the school Principal.
- Tuition, book fees, fundraising, service hours and graduation fees must be paid in full prior to the Eighth Grade Ribbon Day.
- All school materials must be returned.
- Graduation requirements are in compliance with the Illinois State Education Code.

RETENTION

The principal and teacher will, in consultation with the parents/guardians, determine whether a child should be retained at grade level. A student is retained only if adequate evaluation and documentation indicates the student will benefit from being retained to repeat a school year.

HOMEWORK

It is the student's responsibility to complete all homework assignments according to the requirements of his/her teacher. Homework is expected to be completed by the student, not the parent, unless otherwise noted in the assignment.

- Homework is usually given each day. If your child(ren) repeatedly claims that he/she has no homework, please check with the classroom teacher.
- It is important that parents/guardians monitor the daily homework assignments and encourage their child(ren) to put forth their best effort in all their school work.
- Readers are Leaders...It is extremely important that all students are either read to or read on their own as part of their daily homework activities. The reading may be self-selected or assigned by the teacher.

The following chart indicates the total amount of homework to be given daily in each grade:

1st Grade - 10-15 minutes	5th Grade- 50 minutes
2nd Grade - 20-25 minutes	6th Grade- 60 minutes
3rd Grade - 30 minutes	7th Grade- 70 minutes
4th Grade- 40 minutes	8th Grade- 80 minutes

Assignment Notebook: Students in grades two through eight are required to use a student planner furnished by the school. Daily assignments are recorded and parents are asked to review the homework and sign the notebook in the appropriate place after checking that all work is completed neatly. The planner provides a daily, direct communication between the parent and the teacher. Periodically, teachers will use this communication vehicle to send a message to the parent or guardian. Lost student planners must be replaced at a cost of \$10.00/planner.

RELIGIOUS

The St. Gabriel religious education program emphasizes the building of community and faith by teaching students to understand and to live in accordance with the doctrine and practices of the Catholic Church, to participate actively in Catholic liturgical life, and to dedicate themselves to serving others at home, school, within their parish, and within society at large. All students are required to participate in all aspects of the religious education program.

RELIGION INSTRUCTION

Saint Gabriel Catholic School is a practicing Roman Catholic elementary school. The Catholic religion is taught to all students each school day. Respect for other religious persuasions and God's love for all people is also taught in compliance with Catholic teachings as well as being part of the child's religious education.

MASS ATTENDANCE

The school exists to foster and promote our Catholic faith. Incorporated throughout the school day are many lessons, activities, prayers, and devotional moments that are designed to foster and strengthen students' faith. At Saint Gabriel Catholic School we believe all of us are part of God's family, and therefore we look after each other with the care and love of a Christian family.

As the Mass is the very heart of our Catholic faith, it is the expectation of the faculty and the clergy that all students attend Mass on Sunday with their families. It is our belief that a Catholic education has the most impact on a child's character and academic development when the family participates and takes a leadership role in the religious education of their children.

- For the 2024-2025 School Year, Grades 1,2,6,& 8 will attend Mass on Tuesdays at 8:05 a.m. Grades K,3,4,5,&7 will attend Mass on Fridays at 8:05 a.m.

SACRAMENTS

Students in second grade are prepared for the sacraments of Reconciliation and Eucharist. Eighth grade students prepare for the sacrament of Confirmation.

VISITORS

Visitors For the safety of our children, all visitors must report to the school office, sign-in and leave ID prior to visiting anywhere on site. Visitors include parents, guardians, grandparents and other relatives of the students.

- Visitors also include Saint Gabriel alumni as well as guest speakers, vendors and/or presenters.
- Visitors are not allowed to show up unannounced to visit a classroom, lunchroom or at recess ○ During school hours, visitors are not allowed to pull their children out of line or away from their class in school, church, and the lunchroom or from recess.
- Completion of a Virtus class does not grant a parent guardian a right of free access to visit and interrupt a classroom, school mass, lunchroom or recess.
- Moreover, parents/guardians are not allowed to remove their children from a classroom, field trips, church, lunchroom and/or recess without first signing their children out in the school office.
 - Upon doing so, the classroom will be contacted and the children will meet their parent/guardian in the school office

CHAPERONES

Potential chaperones must have completed Virtus training and have satisfied a Criminal Background Check before they can be considered as a chaperone for a school sponsored event or field trip.

- Asking to chaperone does not automatically entitle an individual to chaperone an event.
 - Oftentimes more chaperones volunteer than are needed. As such, teachers and/or the Principal reserves the right to decline an offer to chaperone without explanation.

FIELD TRIPS

In situations where a parent is not chosen to chaperone a particular event, and they decide to keep their child(ren) home as a result, note, that if the child(ren) does/do not attend school to participate in the scheduled event, they will be recorded as being absent for the day.

- If a child takes the bus with their class and a parent who is not chosen to be a chaperone opts to drive to the field trip location on their own, note that the parent will not be able to join the school group for any portion of the day due to liability and admission concerns.
- Similarly, if a child is absent from school on the day of the field trip and a parent chooses to drive the student themselves to the field trip location, note that neither the child nor the parent will be allowed to join our school group for any portion of the day due to liability and admission concerns.

MONIES

All monies sent to school with a student should be enclosed in an envelope with the student's name, room number and reason why it is being sent.

- All monies should be exact as the school is not able to make change.

CELL PHONES

Students may not have a cell phone or other electronic device on their person or in their desk during school hours (7:55 a.m.-2:45 p.m.) In the event that a parent or guardian deems it necessary for a child to carry a cell phone to school, the phone must be turned "off" once the child arrives at school. Cell phones will be collected by teachers in Grades 5-8 at the start of the day and stored in a storage pocket organizer.

Cell Phone violations: (Students using phones on school property, during school hours)

1st Violation: Cell Phone confiscated and sent to office. Phone will ONLY be released to a parent.

2nd Violation: Cell phone confiscated, detention, \$25.00 fee. Phone will be released to a parent.

3rd Violation: Cell phone confiscated, consequence will be determined by principal

ATHLETICS

Under the supervision of the Archdiocese and the school, the Athletic Association Board follows policies and regulations for each sport they govern for the safety of the children and the integrity, financial and otherwise, of the sport, in compliance with the Athletic Handbook of the Archdiocese for Athletics.

- Failure to comply with said policies and regulations may result in reduced playing time and possibly removal from a team **Students who are absent from school due to illness may NOT participate in practice or games the same day. Failure to abide by this rule will result in suspension from games.**
- All sports fees must be paid before a student may participate in games/practice.

INTERNET/COMPUTER USE

Computer and Internet access at Saint Gabriel Catholic School is provided strictly for use in school-related activities. Students will use only software approved by their teacher and are not allowed to access on-line chat rooms or e-mail accounts except those approved by the faculty.

The following actions/activities are prohibited by Students:

- Engage in hate mail, harassment or discriminatory remarks while on the Internet. ● Tamper with equipment, alter or install programs, or reconfigure any part of the computers belonging to the school.
- Attempt to access files or folders of others.
- Social networking, unless it is under the supervision of the teacher, is not allowed on school equipment.

Should a student violate any of the above guidelines, a student's use of the Internet and/or other forms of technology will be suspended and disciplinary action will be initiated. [Acceptable Use & Digital Form](#)

PUBLICITY

From time to time pictures of school activities may be used for publicity on the School's website, on the School's Facebook page, in the local newspapers and television stations. If a parent does not want his/her child's photograph to be used in media publications, this must be stated in writing.

TEXTBOOKS/SCHOOL PROPERTY

Students are responsible for books assigned to them. If a book is damaged or lost, the parent or guardian will be billed for the replacement cost. Damage to textbooks includes but is not limited to writing in books or damaging the outside bindings of the books. Any school property DAMAGED by a student will also be the responsibility of the parents.

DISASTER DRILLS

Saint Gabriel Catholic School conducts disaster drills that help students and staff to prepare for emergencies such as fire, tornadoes, earthquakes, and enemy attacks. Should it be necessary to evacuate the building, the first place of safe refuge will be the church or the parish hall. Other alternatives, depending upon circumstances, will include Alexander Graham School. During times of impending danger, parents may pick up their children at any time, but are required to sign the child out with school personnel.

CHILD ABUSE

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Neglect may include failure by a parent or guardian to provide necessary food, shelter, medical care, and school attendance.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. The 24hour DCFS hotline: 1-800-252-2878.

CHILD CUSTODY

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regards to parents' rights to access to their child's school records. All students are registered according to the child's legal name. The school also abides by the provisions of the Illinois law regarding the right of the non-custodial parent to his/her child's school records.

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. Any change of custody should be reported to the school with copies of the proper legal documents.

SEXUAL HARASSMENT STATEMENT

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, or by one student to another student is not acceptable conduct. Employees or students who engage in any type of sexual harassment, including harassment involving technology, will be subject to appropriate discipline, including suspension and/or expulsion.

- In any case of suspected or intentional sexual harassment, the school will gather the facts regarding all allegations of sexual harassment in as prompt and confidential manner as possible and take appropriate corrective action as deemed necessary.

Supply of Undesignated Opioid Antagonists Policy

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

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

School Hours: 7:35 a.m.-2:45 PM

Maintained in the following designated secure locations: School office

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

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

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

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

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

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

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the stud