

St. Benedict School Handbook



Table of Contents

	Page
Introduction and Philosophy of St. Benedict School	4
Goals	4-5
Religious Goals	5
Intellectual Goals	6
Social Goals	6
Curriculum	6-15
Friday Communication to Parents/Guardians	15
Article	
1 Absence-Tardiness	15-16
2 Before / After School Program	16-19
3 Bike Riders	20
Calendar	Back Page
4 Change of Address / Phone	20
5 Child Abuse	20
6 Classroom Behavior	20
7 Corridor Order and Safety	21
8 Courtesy	21
9 Crisis Management	21
10 Daily Schedule	21
11 Discipline	22-28
12 Dismissal Procedures	28
13 Dress and Grooming Code	28
14 Dress Code and Guidelines and Exceptions	29-32
15 Drug Free School Zone	32
16 Early Dismissal	32
17 Emergency Closing	33
18 Emergency Forms	33
19 Field Trips	33-34
20 Financial Responsibilities	34-36
Hot Lunch, School Pictures	
21 Fire Drills / Emergency Drills	37
22 Grading Scale / Honor Roll / Report Cards / Conferences / Awards Assemblies	37
23 Health	38
24 Health Services	38-39
25 Home and School Association	39
26 Homework	39-40
27 Inclement Weather	40
28 Institute Days / In-Service Days	40
29 Lost and Found	41
30 Noncustodial / Custodial Parents	41
31 Office Hours	41
32 Open Door Policy	41

Table of Contents Continued

Article	Page
33 Opening of School	41
34 Parking Regulations	42
35 Physical Education	42
36 Promotion Policy	42
37 Registration and Continued Acceptance	42-43
38 Refund Policy	43
39 Safety	44
40 (School Board) Board of Specified Jurisdiction	44
41 School Calendar	44
42 Spiritual Opportunities	44-45
43 Student Council	45
44 Summer School	45
45 Telephone Calls	45
46 Testing Program	46
47 Transfers	46
48 Visitors	46
49 Volunteer Hours and Policy	46
50 Website Address	46
51 Wellness Policy	47
Important Dates to Remember	47
Yearly Calendar	47
School Supply List	51

Lunch Hours

Pre-3	11:50 am – 12:15 pm
4 – 8	12:25 pm – 12:50 pm

St. Benedict Elementary School
2324 New Street
Blue Island, Illinois 60406
(708) 385-2016
Fax (708) 385-4490
stbenbi.org (website)
stbenbengals@hotmail.com (e-mail)

St. Benedict Parent-Student Handbook

The purpose of this handbook is to familiarize you with the policies of St. Benedict School and to support and create an even closer relationship among students, parents, teachers, and administration. ***Policy statements are necessarily general and the administration reserves the right to make specific applications as circumstances arise.*** We ask that you read this booklet carefully and keep it for reference during the coming year here at St. Benedict School.

We recognize the fact that parents have the primary responsibility for the education of their children; the school exists to assist parents to accomplish this goal. Let us examine and be understanding of our mutual support while pursuing a common end . . . the well being of the children.

Philosophy

St. Benedict School maximizes our student's educational opportunities in a Catholic spiritual setting. Catholic values and moral principles are incorporated into every aspect of our curriculum through their academic work, their participation in community service projects and school liturgies. Our student's lives will be the best example of our Catholic philosophy.

St. Benedict School is part of an entire parish community working toward unity and family and passing on our Catholic beliefs through successive generations of St. Benedict School students. St. Benedict School lives the stated purpose of Catholic education to teach as Jesus did.

St. Benedict School fosters a learning climate within our school conducive to academic excellence and spiritual maturity. This will help to develop the children into thinking, problem-solving adults. We encourage our students to develop their individual gifts and talents and we provide the tools to do so. This includes a creative hands-on art program, access to a resource room with accelerated reading and math and internet access. After school programs such as athletics, band, art club, and performing arts are offered to enhance the curriculum. Through the ongoing collaboration of the administrator, educators, parents, clergy and parish we will fulfill our commitment to academic excellence, "Together We Work for the Children We Love."

Goals

As religious educators, we have the twofold responsibility of developing each child's spiritual and intellectual potential.

Our school provides a program which emphasizes the growth of the total person by bringing together all aspects of human life into a whole person who recognizes his/her loving relationship with God, people, and creation.

We owe you the finest and the best and have "quality education" as our main thrust. Academic excellence is provided concomitant with a Christian atmosphere of care and concern. Our teaching techniques are sound, innovative, challenging, and rewarding for both students and teachers. Our teaching styles vary from whole group to small group to individual instruction and, in some cases, self pacing, depending on the needs of the individual child.

We hope to initiate growth in decision-making and encourage students to become independent and mature young adults. We also incorporate feelings, imagination, and intuition in the process of developing the whole person.

Religious Goals

To teach the fourfold purpose of Catholic education:

- 1) proclamation of Christ's message;
- 2) development of a faith community;
- 3) participation in worship and prayer;
- 4) motivation for Christian living and service.

To teach the basic teachings of the Catholic Church: scriptures, doctrine, tradition, and history of the Catholic faith.

To provide students with experiences of the life of the local parish through prayer, community, Eucharistic liturgy, and service.

To develop ways whereby students will be knowledgeable of different ministries and vocations within the church.

To lead students to develop a moral conscience through an understanding of the Ten Commandments, the Seven Sacraments, Eight Beatitudes, and the Corporal and Spiritual Works of Mercy.

To provide opportunities for students to prepare and participate in liturgical celebrations and other prayer forms including traditional and other spontaneous prayer forms.

To help students acquire an understanding that a religious journey is one which continues throughout the life of a responsible Christian.

To explore ways for students to participate in the ministry of evangelization.

To motivate students to be cognizant of global views and peace issues paralleled with respect for other cultures and religions.

To lead each student to become aware of his/her uniqueness and beauty as an individual.

Intellectual Goals

To provide students with opportunities to develop moral and spiritual values, ethical standards of conduct, and basic integrity.

To help each student develop the power to think critically, to solve problems, to reason independently, and to accept responsibility for him/herself.

To motivate students to realize their God-given rights, talents, responsibilities, abilities, and creativity, as well as their limitations.

To help students acquire, according to their abilities, basic learning skills, especially in the art of communication and quantitative thinking.

To provide experiences through which each student can develop an appreciation of his/her aesthetic senses.

Social Goals

To help students realize that every person must accept responsibility for his/her decisions, including behavior.

To teach concern for the role of the Church and individual in the community. To motivate the students to become useful, informed Christian citizens of our American society.

To encourage students to grow in their respect for themselves, fellow students, teachers, and all those with whom they come in contact in daily life.

To involve students in the search for solutions to the pressing problems of society.

To explore ways to deepen students' concern for, and skill in, peacemaking and the achievement of justice in the world.

Curriculum Introduction

The purpose of this Curriculum Guide is to present an overview of the educational programs that are currently offered at St. Benedict Elementary School in Blue Island. St. Benedict School is in the process of implementing the Curriculum Frameworks from the Archdiocese of Chicago for all subjects. The Curriculum Frameworks are aligned with State Standards.

All textbooks being used are on the approved list of the Archdiocese of Chicago. These texts are updated on a regular basis. Multi textbooks, audio-visual materials, weekly magazines, and computer-aided instruction are used to compliment the programs.

Our teaching techniques are sound, innovative, and challenging. Instructional methods include: whole group, small group, individual instruction / one-on-one, self-paced, and cooperative learning. Class size is small enough for the creative interplay of varying ideas, opinions, and cultural backgrounds.

Each student acquires basic skills as well as communication and problem-solving skills. Education is focused on the whole person - physical, mental, emotional, psychological, spiritual, and social. Teaching and learning occurs in the atmosphere of an authentic Christian educational community where human culture and knowledge, enlightened by faith, are shared in a spirit of freedom and love.

The concepts of personal responsibility, individuality, and creativity are linked to that of community in building up both the individual student and the community of which he/she is a part.

Religion

The primary level introduces children to the concept of being members of God's family. As any family, God's family has a history of special people, stories, and rituals. Sharing these gives the children a sense of belonging and continuity. Because they are special people in God's family now, the children learn some of the customs and beliefs necessary to be active members of the faith community. This helps them prepare for and share in the celebrations of Reconciliation and Eucharist.

The intermediate level focuses on an in-depth study of the Ten Commandments and the Seven Sacraments. The program also emphasizes Christian virtues, Corporal and Spiritual Works of Mercy, and the Eight Beatitudes.

The junior high level emphasizes what it means to be a Christian. Attitudes of service, community, and ongoing growth are encouraged to help students prepare for adult Christian life. Relationships, roots, rights, and responsibilities are studied in the context of both the historical and contemporary Christian community - a celebrating and serving community. Students have preparation for Confirmation in seventh grade and receive the sacrament in April.

While the textbook is the basic reference for religious education, it is supplemented by many other sources: liturgical and para-liturgical celebrations, formal/informal prayer, the Bible and New Catechism of the Catholic Church, instruction by our parish priests and seminarians, sacramental celebrations, weekly magazines, A-V materials, etc. Family Life and the Aids Curriculum are also included as components of our Religion Program.

Communication / Language Arts

The area of Communication/Language Arts encompasses Handwriting, Spelling, Reading, English, and Computer Literacy. These disciplines are taught separately but also in conjunction with every other subject. The skills necessary for good communication are monitored and reinforced continually on all levels.

Handwriting

Students from kindergarten through eighth grade use the Zaner Bloser method. They develop complex motor and perceptual skills systematically and are encouraged to practice and master good handwriting skills. The transition from printing to cursive is made during second grade.

While handwriting is considered a separate subject in the curriculum, its good practice is integrated and monitored in all content areas.

Spelling

Emphasis is placed on the mastery of word lists. Students reinforce learned vocabulary through sentence writing. They achieve competence in the skills of dictionary usage, proofreading, handwriting, phonics, and language conventions. Vocabulary building occurs throughout the program. Students are encouraged to participate in community and Archdiocesan spelling contests.

Reading

Developing skills to read independently and fostering a broad interest in reading is basic to the reading program. Each student advances to his/her maximum potential through a variety of instructional means. Preschool students integrate reading through a whole language approach. Letters, sounds, words, and stories come alive with the Letter People Program. Through a multiple skills approach to word identification, students learn phonics, which is a separate subject in the primary grades. Practical study and research skills, building of literary appreciation and correlation of reading to all subject areas are integral parts of the reading program. Strong emphasis is placed on comprehension at all levels.

Development of reading readiness skills, research skills, and phonetic skills in the early grades parallel the emphasis on comprehension skills, evaluative and interpretive thinking, vocabulary building, research, and reference skills in the middle grades. Students expand and refine their mastery of reading and oral/written expression through exposure to diverse literary styles, quality literature, and various language-oriented enrichment activities in the upper grades.

The Accelerated Reading Program is part of the curriculum in Grades one through eight. Minimum requirements must be met each quarter. Requirements are included at the back of the handbook. Students are encouraged to participate in the "6 Hour Reading Incentive Program" and the Blue Island Library Summer Reading Programs.

English

On all levels, emphasis is on mastery of the fundamental skills needed for oral and written expression. The English program is divided into two parts: communication skills and grammar. The first stresses the language skills of speaking, listening, reading, and writing. The second emphasizes mastery of grammatical rules and usage.

English cont.

Primary students begin with the basic grammar used in a sentence, relating parts of speech and punctuation to usage in a sentence. They reinforce these concepts by story telling and writing. As basic mastery is achieved, more formal grammatical concepts of parts of speech, correct usage, sentence structure, punctuation, and capitalization are learned. Students acquire dictionary skills and an appreciation of good literature.

Intermediate students increase their knowledge of basic grammar through sentence diagramming and the construction of complex sentences. They apply this knowledge in paragraph building, creative writing, and letter writing. They also study poetry and drama.

Upper level students review and drill grammatical usage in all content areas, including diagramming. Students apply grammatical usage through creative composition. Articulation of thoughts and feelings, both oral and written, is encouraged. The end products of the English program are a solid foundation in language and appreciation for literature and the arts.

Computer Literacy

Computer literacy is a vital part of the curriculum. St. Benedict's offers a full program of computer education with "hands on" experience for preschool through eighth grade.

Beginning in Kindergarten, primary students learn all of the parts of the computer and the proper vocabulary to refer to the parts. Students learn how to manipulate the mouse. Students also use a wide range of software and become familiar with the keyboard. They work on draw and paint programs and use word processing to write stories.

As the intermediate and upper grade students continue to improve their word processing skills, a fluency and accuracy of keyboarding skills is acquired as words per minute increases. As students progress they use publishing software, spreadsheets, and multimedia programs. Upper grade students learn to master multimedia presentations with sound, including Power Point. They use Word and Excel programs to accomplish this.

All classrooms, the computer lab and the library are equipped with the Internet. A policy of Internet safety that includes adult supervision and measures to block or filter Internet access to certain visual depictions is in place. All students need to have a signed copy of the Internet Consent Form on file.

Mathematics

Basic skills are the backbone of the mathematics program. Each skill is clearly presented, drilled, and reviewed with the goal of achieving individual competence. Each level builds on the previous one, reinforcing and expanding the student's knowledge and expertise.

In kindergarten the children learn to count and write numbers. Addition and subtraction facts up to six are mastered.

Primary students expand their skills in addition and subtraction as well as learning multiplication and division facts. They begin practical applications of mathematics through telling time, measurement (metric and standard), and the monetary system. Students become familiar with regrouping of numbers, and elementary geometry through problem solving including story/word problems.

Intermediate students build on basic skills to achieve competence in addition, subtraction, multiplication, and division facts. They work with fractions, mixed numbers, decimals, measurements, and geometry. Our approach combines computation, word problems, and applications.

Junior high students review basic skills and learn all functions of fractions, decimals, and percents. Students work increasingly with measurement, geometry, and the basics of algebra. These skills are expanded through computation, word problems, concepts, and applications.

The Accelerated Math Program is used in grades one through eight. This computerized program is used as a supplement to the text.

Science

"I do and I understand" is the essence of the science program.

In the early grades there are one or two lab experiences for each module covered in the text book. Lab experiences promote inquiry and discovery.

Students in the middle grades take a closer look at the world around them, through classroom instruction and lab experience. The students use everything from microscopes to atom models, from plants to people to explain structure and function in the world around them.

Students in the upper grades investigate, invent, and make new inquiries into the dynamics of science: how life, physical, chemical, earth, and space sciences interact, and how science and technology are man's windows to his world.

Social Studies

Historical and geographical concepts are stressed but considered secondary to the development of attitudes, beliefs, and values of the student toward him/herself, family, and society.

The kindergarten program develops socialization and communication skills. Children learn about units of society larger than the family and the interaction of those units.

The primary program focuses on roles and interactions, first in our society, then in other societies. Students explore values in many different cultures, with a strong emphasis on the democratic values which are an important part of our American heritage. Students learn about calendars, chronology, and map and globe skills. Students' abilities to read and research, communicate and evaluate increases with each year's course of study.

The intermediate level program spans the study of geographical regions of the United States and the World. The focus is an in-depth study of our nation's development. They further reinforce and sharpen their map, globe, chronology, reading, research, thinking, and communication skills.

The junior high program offers a conglomeration of studies. Sixth grade students explore the ancient world. Seventh grade students become familiar with places, geographical regions, and various cultures throughout the world. Eighth grade students concentrate on U.S. History. Seventh and eighth graders also prepare for the required Constitution examination by in-depth study of the federal and state constitutions.

Physical Education

The physical education program is designed to encourage the proper physical growth and development necessary for grade school students. This program provides the opportunity for physical fitness, a variety of activities, encouragement of sportsmanship, self-discipline and self esteem, and the chance for every student to achieve some level of success. All levels receive training in the areas of physical fitness, rhythmic activities, motor skills, and social skills. Grades 1 - 8 participate in the Presidential Physical Fitness Award Testing which is a national fitness test. Cooperation and good sportsmanship are encouraged and expected at all levels.

The primary level program focuses on basic movement skills, general fitness exercises, and rhythmic activities. Classes begin with warm-up exercises to develop physical fitness.

The intermediate level program also begins with warm-up exercises to develop physical fitness and includes locomotor activities. Specialized motor skills are introduced and students reinforce them in games such as line soccer, kickball, and floor hockey.

Physical Education (Cont'd)

The upper level program emphasizes sports and fitness. Some class sessions consist entirely of conditioning training. Students not only develop more complex motor skills in various sports but more expertise in the cognitive aspects (including rules and strategies) as well.

Talented and Gifted Program

An identification system is in place to select students with unique needs so that appropriate talented and gifted education services can be provided. All students in P-8 are initially screened for eligibility for differentiated instruction. A gifted pull-out curriculum for K-5 will be designed to enhance the regular curriculum. Children will be given opportunities to learn about a particular subject in depth by reading, doing research and engaging in hands-on activities that incorporate higher level learning and critical thinking. All identified gifted students in P-8 will benefit from differentiated practices to be employed by classroom teachers. In grades 6-8, curriculum compacting, study guides and extension menus will be used where appropriate.

Fine Arts

Spanish

Students in Grades K-8 have Spanish Class one day per week.

Music

The overall goal of the music program is to expose the students to as many aspects of music as possible, including singing, playing, and stage performance. Students learn about many musical styles, musical history, and musical writing techniques. Most of all, students learn that music is fun and a worthwhile enriching part of their lives, and that their talent comes from God.

Students in grades kindergarten through fourth learn many songs, how to echo and create rhythms and melodies, and to play basic rhythm instruments.

Grades five through eight study many different musical themes each month. Examples of these are as follows:

Rhythm, Melody, Keyboard, Composers, and Music Writing are covered.

During Rhythm and Melody Month, students learn four building blocks of music: rhythm, melody, harmony, and form. The history of the keyboard, location of notes by name,

Music (cont'd)

kinds of keyboards and synthesizers are also taught. Students acquire skills in reading eighth, quarter, half, and whole notes.

During music writing month, students learn to draw and understand treble and bass clef signs, measures, bar lines, and time signatures.

Composers month studies include Mozart, Beethoven, Chopin, Tchaikovsky, and others.

Two major concerts are produced each year. All students in grades Preschool through Grade 8 are included.

Band

Students in Grades four through eight have the opportunity to join the school band and learn to play an instrument. Students perform in two concerts per year. Lessons are on Monday.

Art

There are many ways for children to express their creativity and individuality. Art in the classroom provides a means of personal expression in a variety of forms. The development of the individual is emphasized rather than the quality of the end product.

Students employ many different mediums in their artistic endeavors: chalk, crayon, marker, paint, and ink. They sample various arts and crafts: sculpture, print-making, stitchery, paper-mache, printing, mosaics, and ceramics. They experiment with different materials: string, paper, foil, clay, felt, yarn, paper bags, pipe cleaners, cardboard, etc.

The greatest emphasis is placed on art in the primary grades where working with raw materials sometimes more easily expresses what a child is thinking and learning than the written or spoken word.

Cultural Arts

The students have opportunities in the course of the year to see, hear, and participate in various programs designed to broaden their acquaintance with all forms of art, music, drama, mime, etc. Exposure to theater production and performance has been facilitated by the Beverly Arts Center in Chicago.

Inclusive Education

St. Benedict School offers after school classes for learning support and scholars. Classes are open to students from other schools. Classes are offered in the Fall, Spring and Summer.

Extra-Curricular Activities

Many of the extracurricular activities at St. Benedict's revolve around service. Besides providing a channel for students who wish to serve, these activities develop a real sense of ownership in and responsibility toward the school. Service opportunities are varied: students may be monitors, student volunteers, altar servers, members of the Safety Patrol, or Student Council. These activities occur before or after school or during lunch so they do not interrupt a student's regular class schedule.

Computer Club, Drama, Yearbook, Newspaper and Band are also offered. Sports-related activities include basketball, soccer, volleyball, and cheerleading.

For many students, scouting is a valuable experience. In Girl Scouts there are Brownie and Junior Troops. For boys there are Cub Scouts and Boy Scouts.

On a religious, parish-wide level, students from fourth to eighth grade may be servers for the daily and Sunday liturgies. These activities are available to all the children of the parish.

Students will be excluded from all extracurricular activities for seven days when grades, behavior or missing assignments becomes a problem. Performance in the classroom should bear weight on eligibility to participate in extracurricular activities including sports, drama, choir, band, computer club, newspaper, yearbook and any other extracurricular activity.

Parent-Teacher Teamwork

The parent is the real teacher. The school and faculty only assist the parent in accomplishing this responsibility. Parents and teachers must work together in close partnership to successfully educate a child. Unless there is genuine unity of purpose and practice among parents, children, and faculty, the child will be torn between authorities.

Communication is essential. If a parent is concerned about a situation or feels that a problem exists with his/her child, **please make an appointment with the teacher.** The problem should be discussed objectively and calmly. If after talking to the teacher, the parent is still not satisfied, the principal should be contacted.

Parents should never hesitate to call the school about a specific problem or situation. Either the teacher or the principal, who is in a position to see the total picture, can help more than friends or neighbors who do not know all the circumstances.

Parent-Teacher Teamwork cont.

We are co-educators with you and need your support and encouragement in the pursuit of our goal, the well being of your children. We depend on your mutual cooperation to complement our endeavors not only to form and educate the mind and body of each student, but also to guide and form that life which is most important and sacred . . . the Christian life of each child. Because of the preciousness and uniqueness of each person, we believe our total curriculum and activities, whether they be religious, academic, social, or physical, are centered on the student and his/her needs.

Please, then, let us unite in helping your children attain the skills, attitudes, and values that will enable them to be responsible and productive American citizens and members of the Catholic Faith Community. How grateful we are for this honor and privilege.

*"Instruct a child in the way he should go and when he grows old, he will not leave it."
Proverbs 22:6*

Friday Communications to Parents/Guardians

Parents and Guardians can receive information from school regarding upcoming events and important communications via an e-mail launch through School Reach and the Friday Folder sent home on Fridays. The majority of school communications will be sent to you via e-mail, therefore it is imperative that the school office have on file a valid e-mail address for each family. Please take the time to read all information sent home to you or sent via e-mail regarding your child's school.

Student-Teacher Relationships and Endeavors

We believe that "Children are the world's most valuable resource and its best hope for the future." During these academic years, we hope to be a guide in helping the students recognize that true education aims to develop a love of learning. We seek to make our students aware of the value of knowledge in all of its forms. Equally important is an appreciation of beauty; thus, the aesthetic senses are developed throughout our program. We also believe that the role of teacher and student are interchangeable and both have much to contribute to each other.

Article 1 **Absence - Tardiness**

Absence/Illness:

It is important that pupils be regular and punctual in attendance. Prolonged absence or irregular attendance may cause the student to become subject to failure. Six tardies will lead to a check on the report card.

Absence – Tardiness (cont'd)

We encourage parents to schedule appointments after school hours. However, we understand that this is not always possible.

The proper procedure for absences includes: a written note or telephone call from parents stating the request and approval from the office.

Please note that students are expected to be present for all classes and will be docked for early pick-ups. Students that go home before 9:00 a.m. will be marked absent full day. Students picked up at 11:30 a.m. or after will be marked absent half day. Students will not be docked if they leave for a medical appointment and return that day.

Vacations taken during the regular academic school year are not encouraged. Work missed by the student must be made up upon return to school. ***Do not request homework in advance.***

Procedure to follow when a child is absent:

- (1) **All parents (Preschool-Grade 8) are required to call the school office (708-385-2016) when their child will not be in school.** Please do not call before 7:30 a.m. The parent will be called if the school is not notified by 8:30 a.m.
- (2) Homework assignments should be requested when the office is notified of the absence.
- (3) ***State Law requires a written excuse whenever a child is absent,*** giving a good and sufficient reason. On the day the child returns to school, he/she must present a note from a parent/guardian. If a student is absent for 3 days or more a note from the physician will also be required. The note must be presented to the homeroom teacher and should include the name of the pupil, exact nature of illness or reason for absence, parent's/guardian's signature, and date. Phone calls are not a substitute.

Tardiness:

Students are to be in their seats and ready to work at 7:50 a.m. or they are marked tardy.

Students who come late must report to the office for a tardy slip. They will not be allowed in class without it. If a student is consistently tardy without an excuse, the school will contact the parents/guardians. Students that are consistently late disrupt the flow of the work in the office and classroom. It will not be tolerated.

Article 2 Before/After School Program

The following material is presented as a resource for St. Benedict Before/After School Program. We have tried to include all information considered important to your child's safety and welfare, but we realize that some things may have to be modified or changed

Before/After School Program (cont'd)

as the year progresses. We welcome your ideas or suggestions as we work together to make this a happy and worthwhile experience for your children.

St. Benedict School has a Before/After School Program which is in session on school days. It is an organized program that provides many activities for the children. The

Before School hours are from 6:15 a.m.-7:45 a.m. The After School hours are from 2:40 p.m.-6:00 p.m. On half days the After School is in session from 11:30 a.m.-6:00 p.m. Parents/Guardians receive sign-up sheets for the program in the beginning of the school year.

Policies

St. Benedict's Before/After School Program is in compliance with Archdiocesan Policies. Students who have not been picked up are instructed to come back into the office and, if necessary, make a phone call for a ride. Students who have not been picked up within 10 minutes of dismissal will automatically be sent to After Care. Parents will be billed from the time of dismissal. This policy is in place for the child's safety and well being and insures that no child is left unattended.

Activities

Every child must be involved in doing an activity, playing a game, or doing homework. In nice weather, the children may go outside at the discretion of the supervisor on duty. Games and toys may be taken out daily by the children. They are also responsible for putting them away properly at all times. This applies when a child is ready to leave for the day. Children should not bring toys from home to play with after school. Before/After School Program is not responsible for personal toys/games that are damaged or lost.

Admissions

The purpose of St. Benedict's Before/After School Program is to assist school families in providing affordable Before/After School Program in a Catholic Environment. This program will provide safety, security, and growth activities for the children enrolled at St. Benedict School. Before Care is offered for students in grades Preschool through Eighth grade. After School Program is only offered for students Preschool through Sixth grade. Our Program is under the direction of devoted, competent and caring staff.

Arrivals

Children who attend the Before School Program are to come to the North door for admittance. (York Door-Preschool/Kindergarten Entrance)

Behavior

As members of a Catholic school community, the children will be expected to respect the staff and each other. The same rules regarding discipline in the parent/student handbook are to be followed. If children are disruptive, they will be disciplined and the parents / guardians will be notified. If disruptive behavior continues, it may be necessary to have the child taken out of the Before/After School Program.

Dismissals

Children who attend the After School Program will be dismissed with their class at the regular time. They will meet in the playroom. The children play games and have a snack at this time. Before/After personnel never allow the children to leave the premises. He/she must be picked up by the parent or guardian designated by the parent. Parents and guardians sometimes telephone the Before/After School Program Supervisor asking that their child be directed to go to various places after school. Since there is always a possibility that a person other than a parent or guardian might telephone, such requests will not be granted. With the same potential problem in mind, St. Benedict Personnel will not accept a telephone request to call a cab for a child unless authorized by the principal. One of the most important regulations concerns the child leaving the premises of the After School Program. For the pick-up of your child we ask that you ring the York Street bell and wait until someone answers it. Parents or Guardians may never take their child from the After School Program area without notifying the program supervisor who is on duty that day. Parents/Guardians must sign their child out each day.

Emergency Form

With the children's safety and well being in mind, it is mandatory that the parent/guardian fill out an emergency form.

Illness / Accidents / Emergency

Ordinarily, medication is not dispensed or held by Before/After School personnel. The regular School/Archdiocesan policy applies to this program. If a child becomes ill or an accident occurs, the program supervisor will make every effort to carry out the instructions as given on the emergency card. Parents are expected to make provisions for picking up sick children. The Before/After School Program is not responsible for driving sick children home. If the designated persons on the emergency card cannot be reached at the time of an emergency, the Supervisor on duty will act accordingly in his/her best judgement for the welfare of the child.

Financial Responsibilities

The cost of the Before/After School Program is:

Before Care:	\$2.00 from arrival to a half hour
	\$4.00 per child per hour
After Care:	\$2.00 from arrival to a half hour
	\$4.00 per child per hour

Regular and prompt payment will assure the continuation of personnel and the provision of a quality program. Please note that the bookkeeping for the Before/After School Program will be separate from the school's records. Enclose your check in the envelope provided by the Before/After School Program. Please do not include any other school fees. Please make the check payable to St. Benedict School. Mrs. Marie Lindsey will take care of the bookkeeping. If a parent or guardian does not make adequate arrangements with the bookkeeper regarding delinquent payments, the child will not be allowed to continue in the program. ***Please note there is a \$1.00 per minute charge for any time after 6:00 p.m or before 6:15 am.***

Homework

Each day a homework period is scheduled. All children are expected to respect this quiet time. It is the child's responsibility to know his/her homework assignments and to use the time wisely. The Before/After School Staff has no way of knowing what work has been assigned and is not responsible for the completion of homework.

Hours of the Program

Regular School Days:	Before Care	6:15 a.m. to 7:45 a.m.
	After Care	2:40 p.m. to 6:00 p.m.
Half Days:	Before Care	6:15 a.m. to 7:45 a.m.
	After Care	11:30 a.m. to 6:00 p.m.

The only half days when After Care is ***not*** provided is the day before Thanksgiving, the day Christmas break begins and the final day of school in June. St. Benedict Before/After School Program is only available during school days.

Snacks

Each day the children will be provided with a healthy after-school snack and drink.

Article 3 **Bike Riders**

Bike safety is to be observed at all times. Bicycles should be walked to and from the bicycle rack when approaching the blacktop areas of the school. All bicycles should be parked in the established bike parking area of the school. **All bikes should be locked. Please note that the school is not responsible for theft.** Students are expected to be considerate of the vehicles that may be parked in the public parking lot before and after school.

Article 4 **Change of Address/Telephone**

As soon as a change is made in home/work address or telephone number, please notify the school office. It is very important that the school has up-to-date information for our records and emergency procedures. **The next emergency may be YOUR child.** Forms are available or you may call the office at (708) 385-2016.

Article 5 **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. St. Benedict School follows the policies of the Office of Catholic Schools and the Archdiocese of Chicago in regard to protecting children. Criminal background checks / information are required of all new volunteers and employees. School employees are also required to attend a Mandated Reporter training.

Article 6 **Classroom Behavior**

Students are:

1. To be seated and quiet at the beginning of each class and during class presentations.
2. To come prepared for class with proper supplies, assignments, etc.
3. To be attentive, thoughtful, cooperative, and respectful.
4. To leave the classroom only when given permission by the teacher.
5. To refrain from eating candy, chips, gum, snacks, and refreshments of any kind during class without permission from the teacher.

Article 7 **Corridor Order and Safety**

Students are expected to be mindful of other students and teachers during change of class. Running, shoving, making loud noises, or creating disturbances in the hall will not be tolerated.

Article 8 **Courtesy**

Students are expected to conduct themselves in a Christian manner reflecting credit to their parents and St. Benedict School. Words like "Thank you," "May I, and "Please" are not considered "old fashioned" but are very appropriate. Greeting the faculty and other school personnel or visitors, holding doors, and giving assistance to adults and other students indicate Christian behavior. Thoughtfulness of classmates, teachers, and other people in the school makes the atmosphere a pleasant one

Article 9 **Emergency Operations Plan**

St. Benedict School recognizes the importance that security and stability play in providing a safe positive learning environment. In order to assist our teachers, who are charged with the education, safety, and care of St. Benedict's students, we have adopted an Emergency Operations Plan. The Incident Command Team Members have been formed to respond promptly to any unforeseen or unstable events occurring at St. Benedict School. The Pastor and Principal are among the members of the Incident Command Team. The Incident Command Team consists of the Incident Commander, Safety Officer, Public Information Office, Liason Officer, Operations, Planning, Logistic and Finance/Administration members. And if need be, the Blue Island Police Department, school counselors, and additional teachers or staff members. Anyone who desires more detailed crisis information should contact the principal for an appointment and a copy of the Emergency Operations Plan.

Article 10 **Daily Schedule**

6:15 a.m.-7:45 a.m.	Before School Program
7:40 a.m.	Students may arrive on school grounds The school is not responsible or liable for students Unsupervised before 7:40 a.m.
7:45 a.m.	Bell rings for doors to open and teachers to bring their classes into the building
7:50 a.m.	Tardy Bell - classes begin
11:50 a.m. - 12:15 p.m.	Lunch Break / Grades Pre - 3
12:25 p.m. - 12:50 p.m.	Lunch Break / Grades 4-8
2:35 p.m.	First Bell for dismissal
2:40 p.m.	Second Bell for students to leave the building
2:40 p.m.- 6:00 p.m.	After School Program

Article 11 **Discipline**

Each teacher is responsible for school discipline which is in keeping with the philosophy and goals of the school.

If discipline in the school is to be meaningful and effective, then a cooperative and supportive attitude on the part of the student and parent is essential.

The aim of discipline is to institute and maintain satisfactory study conditions free from distracting behavior. Based on respect for authority and the welfare of the group, discipline should develop the student's ideals, attitudes, and habits required for good Christian living.

Discipline aims to lead the students to self-discipline, and ultimately to discipleship. To this end, St. Benedict School implements a program called "Discipline With Purpose." Based on the developmental level of the student, there are fifteen self-discipline skills taught and practiced. St. Benedict was recognized as the 29th school, out of 1,000 nation-wide, to be recognized as a Discipline With Purpose School.

- | | | | |
|----|------------------------|-----|------------------------------|
| 1. | Listening | 9. | Leadership |
| 2. | Following instructions | 10. | Communicating effectively |
| 3. | Asking questions | 11. | Organizing time effectively |
| 4. | Sharing | 12. | Resolving problems |
| 5. | Social Skills | 13. | Initiating solutions |
| 6. | Cooperation | 14. | Separating fact from fiction |
| 7. | Reason for rules | 15. | Making sacrifices |
| 8. | Completing a task | | |

Broad rules that affect the daily living together of all members of the school include these:

1. Show respect to others and your school
2. Contribute to the learning environment
3. Follow school and classroom procedures

Failure to support discipline policies and decisions of the administration can lead to transfer of the student to another school.

Individual procedures and outlines by teachers to fit their specific learning / teaching requirements. Both children and adults understand that the long-range goal of achieving self-discipline gives direction and purpose to the short-term consequence a person incurs when a rule is broken. Every classroom has a Classroom Discipline Cycle that is consistently enforced and communicated to parents and students.

Grade 4 - 8 Classroom Discipline Cycle

Grades 4 - 8 will have *Attentions* after school from 2:40 - 3:25 pm. Students will receive demerits for breaking one of the classroom rules (all school rules), which includes not bringing back tests signed and missing assignment sheets signed. Parents give permission for one of the days. Students who receive four demerits will need to attend

Attention. The purpose of *Attention* is for students to identify DWP skills they had trouble with and need to work on. At *Attention*, a form is completed by the student that identifies ways to improve in those skill areas to avoid conflict and/or problems in the future. The time spent after school gives *attention* to the problem area so students can improve.

**Demerits will be tracked along side the discipline cycle.
Per Trimester**

First Attention: Parent Signature is required.
Second Attention: When child gets a second Attention in the trimester, the child calls home and Parent Signature and conference with parent is required. Logged into all school discipline cycle, Step 1.

Per Trimester

Third Attention: Third Attention in the trimester, logged into all school discipline cycle, Step 2. Conference with principal, teachers, parents and student. A behavior plan is drawn up.
Fourth Attention: Logged into all school discipline cycle, Step 3 and Suspension. Conference with parents, teachers, principal and student.

Students will be required to fill out the Self Discipline Plan Sheets that will help to change or improve self discipline skills that are in need of improvement. All Attentions must be served by the students for the reasons given on the form. All parents sign a form stating that they agree to abide by the policies of the school. This includes signing all disciplinary paper work and supporting the decisions made by the administration.

All School Discipline Cycle

Occasionally, removal from the group is necessary to protect a student and / or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger
2. Is irrational or unreasonable
3. Pushes beyond the limits of respect in speech or actions

If possible, the adult who removed the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office and a four-step discipline cycle will be set in motion. The cycle is outlined here so that it is clear and consistent for all students, parents, and staff members.

Discipline Cycle (cont'd)

DANGER	ABUSE	UNREASONABLE
<ul style="list-style-type: none"> · Fighting · Leaving school without permission · Possession, use, sale, or distribution of dangerous, noxious, or unlawful objects, including pornography · Possession or use of weapons on school property* · Tampering with protective fire equipment, violating fire codes, or emergency service systems 	<ul style="list-style-type: none"> · Any form of obscene or vulgar language · Stealing · Deliberate damage to school property** · Gang related conduct. Wearing gang related clothing or colors. · Writing or displaying gang signs / symbols · Bullying 	<ul style="list-style-type: none"> · Truancy, cutting classes · Failure to follow the terms of the Internet Access Policy · Refusing to follow directions · Repeated display of inappropriate disrespectful behavior

* All incidents must be reported to the police.

** The student/parent may be asked to repair or replace damaged property

Students who fail to meet the expectations of St. Benedict School will be subject to the Discipline Cycle. The steps in this cycle are listed as follows:

Step One: The student will be sent to the office with a Referral form. The adult who is sending the child to the office will complete the top half:

1. The student will meet with the principal.
2. Together they will complete the bottom half of the Referral Form.
3. The student will inform the parent of the incident by phone.
4. The student will be held accountable for the plan developed.
5. The principal will speak with the referring staff member.

Step Two: If a student is sent to the principal a second time within a two-month period:

1. The student will again meet with the principal.
2. The student will again notify a parent by phone.
3. A conference with the teacher, parent, student, and principal will be scheduled.
4. A student behavior plan will be drawn up listing actions that will be taken by each participant.
5. A date to review the student behavior plan will be determined.
6. The discipline Cycle will be reviewed with the parent.

Step Three: If a student is sent to the principal a third time within a two-month period or in extreme cases when the principal determines the seriousness of the action warrants starting of Step Three:

Step Three cont.

1. The student meets with the principal.
2. The student notifies the parent that a suspension of up to three days has been earned. The principal will determine the length and type, in-school or out-of-school.
3. A conference will be held with a parent, teacher(s), student, and principal to write a plan with a measurement for progress to assist the student in developing self-control.
4. A request will be made to have the family visit with a counselor or other specialist. The school will require documentation that the student is seeing a counselor. Failure to present documentation within the time period requested will lead to step 4 and transfer of the student to another school.
5. All schoolwork missed during the period of suspension must be completed before the student rejoins the class.

Note: *Step three can be repeated as long as a student is able to demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.*

Step Four: The principal will recommend an alternative school or expulsion.

1. The decision to terminate a student rests with the principal and the pastor.
2. If termination is the decision, the student's parent/guardian will be notified in writing. The reasons for the dismissal will be given.

Note: *Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four of this cycle.*

Missing Assignments / Tardies:

Missing Assignments and Tardies are tracked. Students are expected to complete all assignments given and to be in school on time daily. When a pattern of missing assignments is evident, a conference will be scheduled with the parent, student, principal, and teacher. If a student accumulates 3 missing assignments, their teacher will call home. If a student accumulates 6 missing assignments, the student will be sent to the Principal's office with an office referral. Students will receive a check for 3 missing assignments in a particular subject. If a student has a check in two subjects, then a check will be placed on the right side of the report card next to missing assignments. A student behavior plan will be drawn up to help the student to develop the skills needed.

When a pattern of chronic tardiness becomes evident, a check will be issued on the report card for Tardies. A student with six or more tardies in a trimester will receive a check on the report card. The tardy issue has become an increasing concern. The check will not bear weight on honor roll. Its purpose is to communicate a need for improvement. The first bell rings at 7:45 a.m. Students are requested to arrive at the first bell. When students walk in with the second bell at 7:50 a.m. they are late and

Discipline (Cont'd)

need to go to the office for a tardy slip. Everyone should attempt to arrive at 7:45 a.m. Arriving late has an impact on a student's day and disrupts the office and classroom.

Excessive and chronic tardiness is not acceptable and will not be tolerated.

Probation: A student may be put on probation for disciplinary or academic reasons as determined necessary by the principal.

Transfer students are automatically put on probation for the academic year. If it is determined that we cannot meet the needs of the student, testing and/or another alternative school will be recommended, this applies for new and former students. We do not have the resources to meet the needs of every child. The principal is the final recourse in these decisions and will make the decision that is in the best interest of the student.

Suspension: Suspension may be imposed for deliberate, irresponsible acts. These acts can result in an in-school or at-home suspension. Parents will be notified.

THE FOLLOWING ACTIONS COULD RESULT IN **SUSPENSION** OR POSSIBLE **EXPULSION:**

- Endangerment to self or others;
- Physically injuring another person;
- Verbal/nonverbal disrespect of students/adults;
- Willful disobedience/insubordination;
- Profanity, vulgarity or obscene language; Lighting matches; Gambling;
- Extortion or threat of extortion; Smoking or possession of tobacco
- Possession of fire crackers, stink bombs, or incendiaries;
- Pulling the fire alarm as a joke or prank;
- Calling '911' as a joke or prank;
- Sexual harassment;
- Use, sale, or distribution of alcoholic beverages;
- Bullying, disrespect, or unauthorized organizations/gangs;
- Stealing and/or possession of stolen property;
- Forgery/falsifying school forms or phone calls;
- Excessive tardiness;
- Truancy or class cuts;
- Leaving the school grounds or a field trip, etc., without permission;
- Cheating; Repeated lying.
- Excessive Office Referrals
- Misconduct on a field trip;
- Misconduct, when all other means of corrections fail to bring about proper conduct;
- Fighting;
- Talking about, threatening, or planning, any use of a gun or other weapon
- Use or possession of any electronic device during school hours or when a student is involved in an after school activity or on a field trip. This would include text messaging, phones, Game Boys (and related electronic

games and toys), walkmans, I Pods, Mp3 players, and laser pens, pointers, and lights. All items are to be kept in backpacks and turned off until students are off school property.

Striking or assaulting any school employee;

Involvement in assault, burglaries, drug traffic, or other serious crimes;

Willful damage to school or other property by fire, defacement, or other means;

Possession of firearms or other dangerous weapons;

Threats/intimidation, (includes on-line, text messaging, e-mail threats, and intimidating, remarks)

Open, persistent defiance of authority and/or school rules and regulations;

Use, sale, distribution, or possession of drugs or pornography on or near school grounds; Actions gravely detrimental to the spiritual or moral welfare of the students; Other inappropriate conduct.

Suspension/Expulsion: *Suspension/Expulsion for misconduct applies to behavior in the classroom, in or about the building, on the school grounds, through multi-media , including but not limited to on-line communication and text messaging, or on a field trip.* This may also apply to excessive tardiness, truancy, and academic work.

Students will be excluded from all extracurricular activities for seven days when grades, behavior or missing assignments become a problem.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule or procedure for just cause at her discretion. Each case will be handled individually according to the nature of the violation. Parents/guardians will be notified by vocal and/or written communication of the incident and the length of suspension. A student will be expelled when all available means of help and correction have been exhausted.

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

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

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

Procedure: The school will determine the facts regarding all allegations of sexual harassment in a prompt and confidential manner as soon as possible and will take appropriate corrective action when warranted.

Search and Seizure: We reserve the right to inspect all school property and student book bags for probable cause.

Article 12 **Dismissal Procedures**

All parents are responsible for the safety of the child traveling to and from school. Students are expected to leave the building promptly after the dismissal bell rings unless they have been authorized by school personnel to remain after school or have extracurricular activities. Students are instructed to return to the school office if there is a problem with their ride home, etc. Students are expected to go directly home...no loitering in the parking lot, at the entrances to school, or on York, New, Gregory, or Western streets. Students who have not been picked up within ten minutes will be sent to after care and will be billed.

A child should report to the office if he/she cannot find parents/guardians. Inappropriate conduct will not be tolerated. During the snow season students are forbidden to handle, kick, etc. snow. Office Referrals will be issued for misconduct on the school premises.

2:55 pm is the cut-off for returning into the building for homework and/or textbooks

Pedestrians: All students walking home should take the safest route, crossing only where the Crossing Guards or patrol persons are stationed. These people are there for your protection and safety. Obedience and respect are required of all students. The administration and faculty would like to emphasize to all students that conduct outside of classes and off school premises does reflect on the child's home and St. Benedict School.

After school behavior at the Blue Island Public Library should be respectful, cooperative and non-disruptive. Incidents reported by the director of the library to the principal will be communicated to parents.

Article 13 **Dress and Grooming Code**

Students are to strive for high standards and be neat, clean, and in compliance with the Dress Code Guidelines. Repeated violations will result in disciplinary actions. The dress code (K-8) contributes to a seriousness of purpose and to a positive learning atmosphere. The school expects the full support of parents and guardians in implementing all aspects of the dress code.

Article 14 **Dress Code Guidelines and Exceptions**

Preschool: Preschool 3 and Preschool 4 students must wear suitable school clothes that can be manipulated independently. Please do not permit your preschoolers to wear large earrings, flip flops, or other apparel that can infringe on the safety of your child or others.

Kindergarten - Grade 8: Students in grades K-8 are to be in proper uniform the first day of school until a designated day in May. At this time uniforms become optional until the end of the year. Uniforms may be purchased at:

SCHOOLBELLES

7763 S. Harlem Ave.
Bridgeview, IL 60455
Phone: (708) 598-8008

SCHOOLS ARE US

3146 West 111th Street
Chicago, IL 60655
Phone: (773) 779-0172

MARTINELLI'S

3517 W. 95th Street
Evergreen Park, IL 60805
Phone: (708) 425-6287

No gang related symbols, colors, tattoos, or apparel will be tolerated. This also applies to "**Optional Uniform**" days.

Girls / The following will not be allowed:

Bleaching / Dyeing of hair / Highlighting

Make-up of any kind (i.e., lipstick, eyebrow pencil/liner, eye shadow, etc.)

Wearing jewelry is not allowed other than one earring per ear (small stud or looped), watches, or religious crosses and medals, within reason.

Wearing oversized or multiple barrettes, beads, clips, and bandanas.

Boys / The following will not be allowed:

Earrings, often a symbol of male gang affiliation, may not be worn by male students on school property regardless of whether such earrings are intended to be gang symbols. The Blue Island Police have asked that all schools in the area adopt the same policy: Boys are to refrain from wearing earrings for their own protection and safety.

Unusual and inappropriate hair styles. Hair must be tapered above the top of the shirt collar in back. Hair must be neat and not cover eyes. The hair must not obstruct the vision of others in the classroom. Hair must be properly trimmed, must not extend to the collar, must not cover the face, and must not exhibit contrasting highlights. Students may not sculpt or cut lines or designs in their hair other than a straight, single, simple, part. So-called "Mohawk" style haircuts are prohibited.

Body piercing jewelry / tattooing is not permitted. Jewelry such as watches and religious crosses and medals are acceptable, within reason.

Bleaching / Dyeing of hair / Highlighting

Student Dress Code / All Students. Kindergarten - Grade 8

Knit Shirts

Polo knit, white or light blue, short or long sleeve. Shirts must be tucked in the pants, shorts, or culottes (split skirt).*

Pants

Dress navy blue twill or polyester knit. Straight legged. No corduroy, cargo pants, denim, multi-pockets, painter pants, capri, spandex-type, logos, tight or fitted pants.

Shorts

Navy blue walking shorts (optional) may be worn from the beginning of school until October 15, and from April 15 until the end of school. The same guidelines for pants that appear above also apply to the shorts (i.e., no cargo shorts, denim, etc.).

Sweaters (optional)

Navy blue cardigan / V-neck (optional) The uniform shirt **must** be worn underneath

Sweatshirts

The navy-blue St. Benedict sweatshirt, Navy fleece or the St. Benedict Graduation sweatshirt may be worn as part of the uniform. The uniform shirt (or blouse) **must** be worn underneath.

Belts

Solid-colored (navy or black) belts are required with pants and shorts. No multi-colored belts are allowed.

Shoes

Dress shoes in black, burgundy, or brown are permitted. The shoes must be low heeled, flat soled, and low cut. Gym shoes, aerobic shoes, boots, clogs, sandals or any canvas or leather sport shoes are not permitted. Heely's or similar shoes with wheels are never allowed on school grounds or at school sponsored events. Wheels must be removed.

Additional School Dress Code / Girls

Stockings

Socks or tights must be worn at all times. Socks are to be solid white or navy and may extend anywhere from the top of the ankle to the bottom of the knee. No low cut socks are allowed. Solid color tights must be white, navy, or black.

Kdg - Grade 3 / Uniforms: Blue plaid jumper or Blue plaid-split skirt (culotte)

Blouse White blouse with Peter Pan collar (long or short sleeve). *

Grades 4 - 8 / Uniforms: Blue plaid skirt or culotte worn with a navy vest

Blouse Tailored white blouse (long or short sleeve)*

Vest: Navy blue vest must be worn with skirt, culottes, or pants

Additional School Dress Code / Boys

Socks: Must be worn at all times. Solid color, white or navy

** All knit shirts and blouses must be tucked in at all times.*

Boys and Girls / Gym Attire

Gym uniforms, white socks, and gym shoes are required for gym class. Heely's or shoes with wheels are not allowed. School sweat suits are also required, seasonally. As the weather becomes cooler, the sweats are worn **over** the gym uniforms. On gym day, the students remove the sweat suits during gym class. Both uniforms may be purchased from one of the above listed vendors. If a child is not to participate or will be out of uniform for gym class, parents must write a note or call the school office before 8:00 a.m. to explain. Any student who is in violation of the uniform dress code will receive a uniform referral slip.

Uniform Referrals:

Please note that students will be issued uniform referrals for non-compliance with the uniform code. Two uniform referrals lead to a demerit. Or a check in grades K-3. Four demerits lead to an attention in grades 4-8.

Dress Code Exception:

1. Students can present an optional uniform pass in order to dress down. Passes can be procured by bringing in 50 Campbell Soup labels, 50 Box Tops, 25 lbs of paper for recycling or from winning the Trimester Merit Award. Teachers may also give out optional uniform passes as prizes. A student is allowed to dress down in honor of his or her birthday.
2. Optional uniform days are also scheduled each month. Students may dress up, dress down, or wear the school uniform on these special days. Even though a student may choose to dress down some attire is not permitted. Please see below for optional uniform guidelines.

Optional uniform days must be regarded by the students as a privilege. The administration may revoke this privilege at any time if students take advantage of the dress code exceptions. Guidelines for Optional Uniform days: No T-shirts with improper sayings or slogans, No shorts or jeans with holes, No low cut or skimpy tops. Tops should be modest and not expose the stomach. Blouses or tops which expose the stomach are also not allowed. Torn, frayed, or patched jeans, cut offs, and short shorts are never permitted. No tight or fitted pants. No makeup. No short shorts or skirts, they should not be shorter than the tip of fingertips when hands are straight down by your side.

Article 15 **Drug Free School Zone**

St. Benedict School endeavors to help children stay drug resistant by teaching them skills that last a lifetime. Children in Grades K - 8 are encouraged to make informed decisions in regard to drugs. Drug education is integrated into various aspects of the total curriculum.

Article 16 **Early Dismissal**

When it is absolutely necessary for a child to be excused from school for medical / dental appointments or family personal business, a note must be sent to the office. In an emergency, a telephone call will be acceptable. No one will be permitted to leave the building without his/her parent or an authorized adult. Please inform the school office who is calling for the child or mention that person in the required dismissal note. ***The Student Release Sheet must be signed in the Secretary's Office before a student can leave the building.***

Article 17 **Emergency Closing**

Should it be necessary for St. Benedict School to close because of extremely severe local conditions, the following procedures have been adopted:

1. If District #130 is closed, ordinarily St. Benedict School will close. This applies only to "snow days" or other severe weather related conditions. The principal however will make the final decision
2. If District #130 is not closed and the administration feels that it would be advisable to close, St. Benedict School will be closed.
3. If school is going to be closed, the following procedure will be followed:
 - A. Chicago radio stations WMAQ (AM 670), WGN (AM 720), WBBM (AM 780), and TV stations 2,5,7,9, Fox and CLTV will be notified.
 - B. The School Reach system will be used to send an announcement regarding the closing to all school families, via home, cell and work numbers.
 - C. You can also check this web-site. www.emergencyclosings.com

Please Do Not Call The Rectory Or The School

On days of severe below-zero weather, we strongly urge the parents to consider whether or not their child should attend school. Some youngsters must walk long distances and only parents can determine if it is advisable for them to make the trip to school.

Ordinarily, school will **not** be dismissed during snowstorms, power failure, or if there is an immediate threat of a tornado. We have emergency procedures to follow in school to provide for the safety of the students.

Article 18 **Emergency Forms**

It is of absolute importance that we have an Emergency Form on file for each family.

The completed or updated Emergency Form must be on file with the school office on or before August 24, 2011. It is imperative that we have phone numbers that are accessible. We need to be able to reach you during an emergency or when your child is sick.

If any information on this form changes during the school year, the office should be immediately notified. It is extremely important that the school be able to quickly and easily reach at least one parent or guardian at any given time during the school day.

If a pupil becomes ill or is the victim of an accident during the school day, the principal or secretary will contact the parent or the person indicated on the family's emergency form. If the parents, authorized persons, or family physician listed on the emergency form cannot be reached, the police will be called and the matter will be put into their hands.

Article 19 **Field Trips**

Field trips may be taken by classes with the approval of the principal.

1. Written parental permission must be received for each student before any field trip. A student who does not have a signed permission form will **not** be allowed to go on a field trip. A telephone call from a parent will **not** be accepted in place of a signed form.
2. Transportation for field trips is arranged by the school. All students on field trips must use the transportation provided by the school.
3. Students on field trips return to the school at the conclusion of the trip unless given special permission by the principal.
4. Students on field trips are required to adhere to the regulations of the school chaperones and **may not** wander independently from the group.
5. A faculty chaperone must accompany students on any field trip. Parents will be asked to assist with chaperoning.
6. The school uniform is worn on field trips unless special permission is given by the principal.
7. All chaperones need to have an approved background check on file and evidence of Virtus Training on file.

Article 20
Financial Responsibilities

St. Benedict School Financial Agreement
Grades Kindergarten - 8

1. A parent/guardian of every student returning in the Fall of 2011 must have signed and returned the agreement to the school office before the close of the previous school year. New students must have the agreement on file in the school office before their first day of school.
2. In order to have your child/children in class on the first day of school, all financial obligations from the previous year must be paid. All fees and the initial payment of one month tuition must be paid **to SMART Tuition in August, 2011.**
3. Thereafter, tuition is due to SMART Tuition on the 15th of the month, beginning on September 15, 2011. A late fee of \$30.00 will be charged for tuition payments not posted by the 30th of the month for mail in statement payments. Everyone should get in the habit of making payments on the 15th, the actual due date. A payment that arrives at SMART on the 29th or 30th will not post on the account right away and will accrue a late fee. The same holds for payments called in on the 30th or the day before. It can take up to three days for the account to post after it is received by SMART. Please note that late fees will not be removed by St. Benedict School this year for tuition not **posted** by the 30th. Everyone has access to tuition accounts on-line. It is parent's responsibility to monitor their SMART tuition account. Automatic debit and credit card payments along with due dates will be communicated to you by SMART Tuition. Parents/guardians who choose the 10-month plan will make payments through, and including, May 15, 2012. \$35.00 will be charged for any returned check.
4. Delinquent tuition for two consecutive months will result in children being unable to attend St. Benedict School until payment has been made.
5. Tuition must be paid **in full** before an 8th grader can participate in graduation activities, including the field trip and Commencement Exercises.
6. Parents/guardians must volunteer a minimum of ten hours in school activities, excluding sports, during the 2011-2012 school year, or a charge of \$100.00 will be added to your May statement. Volunteer hours need to be fulfilled by May 1.

All unpaid fees, including fund raiser, N.S.F. checks, library fines, and childcare will be deferred and added to your SMART Tuition statement in April - June.

Norms of school support for the coming year reviewed by the Board of Specified Jurisdiction are as follows:

Parishioner / Non-parishioner Rate

The Parishioner Rate is given to families who are active parishioners. This means that those families attend mass regularly at St. Benedict, contribute to the weekly collection through use of St. Benedict envelopes, and participate in parish events, including Fish Fry, St. Benedict Fest, and other events and fund-raisers. Families who

do not fulfill this expectation will be given warning and moved to the non-parishioner rate when they are not attending Mass regularly and contributing to the weekly collections. This will be monitored. All St. Benedict Catholic students are expected to attend Mass on Saturday or Sunday.

The Non-Parishioner Rate is given to families who are not parishioners of St. Benedict Church. Please note that all parents and families of St. Benedict School are expected to participate in parish and school functions, that include Fish Fry, St. Benedict Fest, and other events. The school is supported by the parish and participation from all school parents for fund-raising events is expected and needed. This especially applies to Fish Fry.

Tuition at St. Benedict School Grades K - 8:

No. of children in school:	Parishioner	Non Parishioner
One Child	\$3,925	\$4,325
Two Children	\$7,650	\$8,150
Three or More Children	\$11,375	\$11,975

Instructional Fee: (Materials, Books, Supplies, and Technology fee)
 Kindergarten-8th grade is \$375.00 *per child*. This is due with the initial payment of one month's tuition. This payment may be made to SMART Tuition in August 2011.

H.A.S.A. Membership Fee: \$5.00 per family paid to HASA during the first week of school.

Party Money: \$5.00 per student (Halloween and Valentine's Day) paid to HASA during the first week of school.

Fund Raiser: Each family (Pre-8) is responsible to pay or raise \$225.00. St. Benedict will have fundraisers during the school year. There are two options for participation: Option #1 Generate the money in the designated fund raiser(s) of your choice.* Option #2 - Pay the fund raising assessment fee by March 10, 2012. Fundraising fees are paid directly to St. Benedict School and not to SMART Tuition.

***Please note: Dance-A-Thon and Raffle are the only Fund Raisers you can use toward your fund raising commitment.**

Preschool

Tuition: Three Day Program (Monday, Wednesday, and Friday)
 Half Day \$1,700.00 a year / 10 payments of \$170.00 a month
 Full Day \$3,150.00 a year / 10 payments of \$315.00 a month
 Instructional Fee...\$275.00 (includes Technology fee)

Tuition: Five Day Program (Monday Through Friday)
 Half Day \$2,150.00 a year / 10 payments of \$215.00 a month

Full Day \$3,925.00 a year / 10 payments of \$392.50 a month
Instructional Fee...\$275.00 (includes technology fee)

Hot Lunch and Milk Programs

St. Benedict School students will be able to purchase hot lunches from the Food Service Professionals Hot Lunch Program. The lunches will be ordered monthly and will begin on Thursday, August 25, 2011. Free or reduced lunch applications will be available. Menus and order forms will be sent home monthly. All lunches include milk. Milk can be ordered separately, also. Lunches and milk are paid for by the month. Lunches cost \$2.60 per day. Milk is 40 cents per day. Salads and AlaCarte Lunches may also be ordered and are featured on the menu but are not included in the free/reduced lunch program.

When a child forgets his/her lunch, a cold sack lunch may be brought in. It will be kept in the school office until lunch time. **No hot or fast food lunches (McDonalds, Burger King, Subway, etc.) can be brought in.** This is not fair to the other students.

School Pictures

School pictures are taken twice during the year for the students in preschool through eighth grade. Eighth grade will also have graduation pictures. In September, individual pictures will be taken and will be used in the composite class picture. Payment is collected before parents/guardians see samples of his / her child's picture. The dates for the school pictures are listed on the school calendar. Students are expected to wear dress up clothes and are excused from wearing the school uniform on picture days. Please make checks payable directly to Lifetouch Photographers. Casual pictures are taken in the spring. Payment for the pictures is not collected until after the parents have seen the photographs. If a parent/guardian does not wish to purchase the casual pictures, the entire packet of photographs must be returned to school within one week. ***Pictures are optional.***

Article 21

Fire Drills / Emergency Drills

Fire/tornado drills are in compliance with Archdiocesan guidelines. Regulations are posted in each classroom and teachers discuss procedures with students.

Article 22

Grading Scale / Honor Roll / Report Cards

Conferences / Awards Assemblies

St. Benedict's Grading Scale in grades 1-8 is as follows:

A+ = 100-99	A = 98-96	A- = 95-93
B+ = 92-90	B = 89-87	B- = 86-85
C+ = 84-82	C = 81-79	C- = 78-77
D+ = 76-75	D = 74-72	D- = 71-70
F = Below 70		

Honor Roll Criteria: The criteria used to determine "A" Honors and "B" Honors for Grades 3 - 8 are as follows: Seven subjects are included in the evaluation process; Religion, Reading, English, Spelling, Mathematics, Science, and Social Studies. In all of these subject areas a minimum of two test grades must be included in the evaluation process. A=3 points, B=2 points, and C=1 point. "A" Honors will require 19-21 points; "B" Honors 14-18 points.

Students who receive a "D" or an "F" are ineligible for the Honor Roll. Students who have the following will be ineligible for the Honor Roll: Two attentions, suspension and/or a serious behavior issue. Students will receive a check for an area on the report card named Discipline Cycle.

Awards Assemblies: Awards Assemblies will be held at the end of each trimester to honor students with academic honors and positive behavior.

Report Cards and Conferences: Report cards are distributed at the end of each trimester to students in all grades. The initial card must be discussed by one of the parents/guardians at the Parent-Teacher Conferences in November. The date of the conference is listed on the school calendar. A second Parent-Teacher Conference will be held in March. Individual conference slips are sent home with the oldest/only child. Other conferences may be set up whenever parents or teachers feel it is necessary. Notify the office of your need for a conference and the teacher will call you to arrange a date and time.

Article 23 Health

Illinois State Law requires that each child be given a physical examination before entering Preschool, Kindergarten and/or grade 1 and then again before entering sixth grade. Dental examinations are required for grades K, 2, & 6. Forms are distributed to the respective children and their parents. These forms, completed and signed by the physician, must be returned to school promptly and become a part of the child's permanent health record.

Effective January, 2008, Illinois State Law requires that all children enrolling in Kindergarten will have an eye examination. All new students enrolling for the first time need to have an eye examination on file.

Hearing and vision screening is mandated by the state. Spinal checks are provided for the junior high students. Tuberculosis tests are highly recommended.

In addition, all students shall be immunized against measles, mumps, rubella, tetanus, diphtheria, poliomyelitis, pertussis, and chickenpox. The state of Illinois requires all children aged six months to six years be screened for lead poisoning, and children (K-8) are required to have two measles shots. The Hepatitis B vaccination is required for all children entering sixth grade and children two years of age or older entering a school-operated program below the kindergarten level. Haemophilus influenza type B (Hib) vaccination is also required for children two years of age or older entering a school-operated program below the kindergarten level. Since the 2002-2003 academic year, children entering into any school-operated program at the Kindergarten level and below are required to show proof of having received one dose of the chickenpox vaccine on or after their first birthday. In lieu of the vaccination, a physician can confirm past disease history by having examined an infected child, documenting a parent's description of the child's history, or reviewing laboratory evidence. A copy of the revised health form for physicians to complete is available in the school office. This revised form now includes "diabetes screening," which is a new requirement by law. Physicians must use this revised form when you take your children for school physicals.

All children in kindergarten, second and sixth grades are required to have a dental examination and must present proof by October 1, 2011.

Students are required to be in compliance before the first day of school. The physical examination form and/or the medical records must be on file in the school office on or before August 24, 2011. Ordinarily, pupils will be excluded from school if they have not fulfilled the state requirements.

Article 24 **Health Services**

The school health aide maintains individual health records. Parents should discuss special student health problems with the school secretary, health aide or principal. When necessary, for the protection of the students, the principal will inform the teacher(s) of any health problem.

Directives have been given by the Archdiocese regarding the dispensing of medication.

Due to legal implications, school personnel are not permitted to dispense medication to students. Parents whose child requires daily medication are encouraged to consult their doctor/pediatrician who should be able to suggest alternative times for taking medication. If this is not possible a Medication Form must be completed for the safety and welfare of your child. In addition, children who suffer from asthma are now allowed to carry their inhalers during the school day. The necessary forms required to receive medication at school are included in your August packet. Additional forms are available in the school office.

With the frequent occurrence of head lice outbreaks within the school district, we may conduct periodic head checks, especially at the beginning of the school year, after long holiday week-ends, after winter and spring breaks, for students participating in camp outs, and for newly enrolled students. This procedure is for the protection of all students, teachers, and personnel in the school.

To help hold down the spread of disease, all responsible individuals should be aware and practice frequent and thorough hand washing.

Article 25 **Home and School Association**

Membership in H.A.S.A. is open to parents/guardians of the children enrolled in St. Benedict School. The Home and School Association endeavors:

- A. To improve and maintain good communication among faculty, parents/guardians, and students.
- B. To provide social contact for faculty, parents/guardians, and students.
- C. To offer well planned, informative programs that are of educational interest to faculty, parents/guardians, and students.

Article 26 **Homework**

Homework: Homework offers a good opportunity to fill individual needs and to supplement and reinforce classroom teaching and learning. Homework is usually a natural outgrowth of a class activity and students should understand that they have a responsibility to complete their assignments.

Parents can help by providing a quiet place for study and by giving encouragement. Voluntary homework is greatly encouraged. This can take the form of library reading, projects, creative writing, vocabulary, and math games, and such. Whether assignments are of a written or study nature, emphasis should be placed on excellence and neatness.

Parents wishing assignments for their children who are absent from classes should call the school secretary who will notify the teacher. Teachers must have several hours notice before being expected to have these assignments ready. **Requests should be made in the morning.** Ordinarily, homework is not assigned on Fridays.

Family Vacations: The principal and teachers should be notified a week in advance if parents are planning a family trip. No work will be assigned prior to vacations due to our experience of text and workbooks being lost or left behind. The student will receive the required assignments upon his/her return. Adequate time will be given to make up missing work and take scheduled tests.

Homework Policy / Grades 1 - 8

If a student comes without his/her homework a Missing Assignment Sheet must be filled out by the student, signed by his/her parent or guardian, and returned to the teacher with the completed work. Failure to return the missing assignment sheet with the parent signature will result in a demerit in grades 4-8 or a red check in grades 1-3 for not returning the sheet signed. This process assures the teacher that parents have seen the communication regarding missing work. Missing Assignments are tracked by the school office. When a pattern of missing assignments is evident, a conference will be scheduled with the parents, student, teacher, and principal and a student behavior plan will be drawn up to help the student.

Late assignments must be returned the next day. If the homework is not completed within that time, the student will receive a reduced grade.

Full credit will not be given for late work. Students will also receive Missing Assignment Sheets for long range assignments and class assignments not submitted on time.

Article 27 Inclement Weather

(See Article 17 for Emergency Closing)

Please make every effort not to have children arrive before 7:40 a.m. No supervision is provided before 7:45 a.m. The school is not responsible for students before that time. During heavy rain or cold weather, students are allowed into the school as they arrive on the school grounds. ***Entrance into school before 7:45 a.m. is a privilege*** and should be respected. Students are to wait in the vestibule until the bell rings. Loud noises and play will not be tolerated. Students may not wait in the halls outside of their classroom or enter an unsupervised classroom.

Article 28 Institute Days / In-Service Days

Six days are set aside for professional growth and religious in-service, as required by the Archdiocese. No classes are held on these days so the teachers may attend these meetings. Please check the school calendar for dates.

Article 29 Lost and Found

Please label clothing, lunch boxes, lunch bags, and school supplies. This helps to alleviate the problem of lost articles. Please note that the school is not responsible for clothing or other items which are not properly labeled. All items found should be turned in to the school office and will then be placed in the Lost and Found located on the second floor.

Article 30 **Non-Custodial / Custodial Parents**

This school adheres to Archdiocesan Policy 133. 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.

Procedure: The school abides by the provisions of the *Family Educational Rights and Privacy Act* with regard to parents right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

Article 31 **Office Hours**

The school office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday, on the days school is in full session and from 7:30 a.m. to 12:00 p.m. on half-days. St. Benedict School telephone number is (708) 385-2016, the fax number is (708) 385-4490.

Article 32 **Open Door Policy**

The principal believes in the open door policy of listening to parents, teachers, students, and other members of the community. However, those wishing to meet with the principal ***must make an appointment ahead of time.***

Article 33 **Opening of School**

Please refer to the school calendar on the last page of this booklet.

Article 34 **Parking Regulations**

Parents/guardians may use the public parking lot between New and York Streets. They may also pick up and drop off their children on New Street. Students crossing New Street are required to cross at the corner with the assistance of a Crossing Guard. Please do not double park on New Street because this is a safety hazard and cars may be ticketed. Gregory Street may never be used to park or drop off students due to a Blue Island Police Regulation. Parents who use the city parking lot are asked to follow the drop off procedures. Traffic flows one way and students are dropped off by the crossing guard. Please keep safety in mind at all times, especially during inclement or snowy conditions. Be aware of the children who are walking to their cars.

Article 35 **Physical Education**

Students, Grade K - 8, are to wear gym shoes, white socks, and the St. Benedict gym uniform. They are also required to purchase the St. Benedict sweat suit which is worn on gym days. Students who do not comply with the school requirements will not be allowed to participate in gym class. Any exception will be left to the discretion of the Physical Education teacher. Uniform referrals will also be issued. Children who do not come properly dressed for P.E. class will have their grade lowered.

Article 36 **Promotion Policy**

There is a set amount of skills and knowledge that should be mastered each year before an average child is promoted. The teachers will strive to work with each child at his/her own level. Each student is responsible for his/her learning to the degree of maturity that the child has reached. The school will work closely with all parents and students to keep them informed of the student's progress. A student, ordinarily, should not be promoted if he/she fails three or more courses in that grade. A failure would be defined as two F's in a major subject during the academic year. A student who receives two F's on the report card will be required to make that subject up in summer school. Placement for the next year would be evaluated at the end of summer school by the principal. A student with poor but passing grades will be highly recommended to attend summer school and may be conditionally promoted. This student would be reevaluated in the next grade.

Procedure: The decision to retain a student shall be a cooperative one made by parents, teacher, and administrator. Ordinarily, parents shall be notified of the possibility of retention no later than midyear. Parents have the final decision.

Article 37 **Registration and Continued Acceptance**

Registration for new students (Preschool - 8) will take place from March to June and the month of August before school begins.

Admission of Students:

It is the policy of St. Benedict School that admission of students will be made regardless of race, religion, national origin, or sex of the child. All students have the same rights and privileges and access to programs and activities made available by the school. Admission to St. Benedict School is on a space available basis according to the following priorities:

- 1) Brothers or sisters of enrolled students at St. Benedict School
- 2) Children of Catholic parishioners (St. Benedict/ St. Peter Claver)
- 3) Children of Catholic non-parishioners
- 4) Children of non-Catholics (these students must attend religion classes and services held during school hours.)

The school abides by the September 1, State ruling for student entrance age.

Requirements:

- 1) **Preschool 3** students must be three years of age by 9-1-2011
Preschool 4 students must be four years of age by 9-1-2011
Kindergarten students must be five years of age by 9-1-2011

Grades 1 - 8: There will be a review of the student's records from the school currently attended, and admittance will be granted at the discretion of the principal. Transfer students are automatically put on probation for the academic year.

- 2) A baptismal and birth certificate must be presented; birth certificate for non-Catholics
- 3) Transfer, report cards/tests from previous school are required of grade 1-8 students. Letters of recommendation and an interview with the principal/teacher may also be required.
- 4) Academic, religious, and social thrust is congruent with St. Benedict School philosophy and goals
- 5) Compliance with health requirements/financial responsibilities

Article 38 **Refund Policy**

St. Benedict School tuition refund policy is based on pro-ration. The \$50.00 Registration Fee is only refunded if the child cannot be placed in a class, for either academic reasons or size limitations.

Article 39 **Safety**

St. Benedict School is gravely concerned about the safety of the children. We strongly recommend the following points for consideration and cooperation:

- 1) Properly instruct your child to come directly to school without playing or loitering on the way;
- 2) Instruct your child not to accept money, candy, rides, or favors from strangers;
- 3) Suggest that your child does not patronize restaurants and such after school hours, unless he/she has permission from his/her parents;
- 4) Instruct your child to report any incident as soon as possible to parents, teachers, or principal.

Article 40 **Board of Specified Jurisdiction**

St. Benedict School has a Board of Specified Jurisdiction. Individuals have been invited onto the board who have the experience and skills to serve the following areas of the Board of Specified Jurisdiction. The areas include Financial Resources, Physical Resources, Institutional Advancement and Communications, Member Development, Marketing, Policy and Planning and Ministry Effectiveness.

Article 41 School Calendar

A **tentative** calendar is included on the last page of this booklet . Please use this calendar to note the dates of scheduled meetings, events, school holidays, and free days throughout the school year. An up-to-date calendar is sent home monthly. **Please note the schedule changes as they occur.**

Article 42 Spiritual Opportunities

Religion: Religion is taught every day at St. Benedict School. We endeavor to teach the students the basics of their Catholic faith by word and example. Our parish priests are also invited to teach Religion classes periodically.

Eucharistic Celebrations and Prayer Services: Sunday Mass attendance during the year is exclusively a parental responsibility. The children have an opportunity to attend Mass with their class for special celebrations, including Holy Days of Obligation. Students attend Mass as a school family and have prayer services once a month.

Special School Celebrations:

Opening of school	Advent	Ash Wednesday
Lent	Closing of School	All Saints Day
Graduation	Immaculate Conception	Catholic Schools'
New Year		Week

Students have the opportunity to attend Reconciliation services and receive the Sacrament of Reconciliation during the school year. We urge all parents to join our liturgies and para-liturgies.

Article 43 Student Council

Student Council officers are elected yearly by their classmates. Certain requirements must be met to be eligible for an office. For every elected office, conduct must be satisfactory.

1. President or Vice President / Grades must average a "B" with no grade lower than a "C."
2. Treasurer / Math grades must have a "B" average and an overall grade average of "C" in the remaining subjects.
3. All remaining officers must have an overall grade average of a "C" in the remaining subjects.

The President and Vice President of the Student Council must maintain a "B" average during their term of office (with no grade lower than a "C") or they will be removed from office until their grade average improves to the required "B." All other officers or representatives must maintain an overall "C" average during the term or they will be removed from office until their grade average improves to a "C." The alternate serves in his/her place until the next trimester. An officer or a representative who receives an

attention for disciplinary reasons is automatically excused for the trimester. The alternate will fill in his/her term for the trimester. Any 7th grade student running for an officer position must have satisfactory conduct.

Each room in grades 3 - 8 is also represented on our student council. Student opinions and suggestions about school matters are given serious consideration. The student council also assumes the responsibility of organizing and executing a number of school and community projects throughout the year.

Article 44 **Summer School**

Summer School is offered for three weeks during June in the areas of Language Arts and Math to students in grades 1 - 8. Students that receive two "F's" in a major subject are required to attend Summer School. Students with poor, but passing grades are highly recommended to attend Summer School. If Summer School is required for a student, he/she must attend St. Benedict's Summer School or another Summer School program, in order to be accepted for the next academic year.

Article 45 **Telephone Calls**

Students may use the school telephone if they have permission from an authorized adult. They must, however, have a good reason. Calling home for lunch, school work, notices, and such is not acceptable. Students are to be responsible and have what they need before they leave the house. Students should be prepared at the start of each day by bringing any and all necessary items. Parents who wish to contact a teacher are requested to telephone the school at (708) 385-2016. The teacher will return the call at his/her earliest convenience. The telephone numbers of teachers on the faculty are not given out for any reason.

We ask that parents do not telephone teachers at home if by chance they have their telephone number. Teachers have been called on weekends and late at night because their telephone numbers were listed in the local directory. Please make every effort to preserve the private lives of our faculty and staff.

Article 46 **Testing Program**

Achievement Tests are administered annually to the students in grades 3, 5, and 7, according to Archdiocesan guidelines. St. Benedict School also tests students in grade 1. This series covers reading, math, language arts, science, and social studies. The results are sent home to parents when they become available.

Article 47 **Transfers**

If a child is transferring to another school during the school year, please inform the principal or secretary a week ahead of time so pertinent information can be ready for him/her. Parents must sign a release form before records can be forwarded to another school.

Article 48 **Visitors**

Anyone wishing to visit St. Benedict School must contact the principal ahead of time. We do ask however for safety reasons that you enter the building at the Gregory Street entrance only. ***Please go directly to the secretary's office and sign in. No visitors or parents may visit classrooms or interrupt a teacher during class time*** unless he /she is authorized by the principal.

Article 49 **Volunteer Hours**

Every family is required to volunteer ten hours of service from September through May 2nd. There are numerous ways to fulfill the ten hours. The Home and School Association and Board of Specified Jurisdiction have various activities you can sign up for during Forms Registration Week in August. You can also volunteer to tutor, work in the school office, or in the school lunchroom. Parents will track their own Volunteer hours in the school office. Hours will be validated by the organization involved. Volunteer hours need to be fulfilled by May 1st to avoid a \$100.00 charge on your May statement. May activities may be documented in advance.

Article 49 **Volunteer Policy**

All Parents, Faculty, Staff, Coaches, Volunteers, Scout Leaders and Youth Organizations are required to fill out a volunteer application and consent for a criminal background check, in addition to attending a Virtus training session on Protecting God's Children. **No one will be allowed to volunteer at school events or coach unless they are in compliance with the policy.**

Article 50 **Website Address** **<http://www.stbenbi.org>**

Visit our website often to obtain current information. The website is updated monthly. The website contains the following sites: Calendar, St. Benedict School, St. Benedict Parish, Mission statement, Philosophy, Principal's News, Teachers Corner, Library, Art, Sports, Handbook, Calendar and Emergency Closings.

Article 51 **Wellness Policy**

The Archdiocese of Chicago and St. Benedict School implemented a Wellness Policy in 2006-2007. Every school is expected to comply with policy. The policy states that the school will work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity and disseminating a list of healthy party food ideas to parents and teachers. Beginning this year, only healthy foods can be brought for birthday treats and classroom parties. No cupcakes, cakes or donuts, etc. will be allowed and will be returned home if brought to school. Items that are acceptable include low fat yogurt, peanut butter and celery, whole grain crackers and cheese, fruit, frozen fruit bars, fruit cups, string cheese, pretzels, low fat pudding, sugar free jello, apple or carrot snack packs, granola bars, popcorn, muffins, and 100 calorie packs.

St. Benedict School and Principal retain the right to amend this Handbook for just cause. Parents will be given prompt notification if changes are made. All parents signed an agreement to abide by the policies, rules, regulations, and procedures outlined in this handbook.

Important Dates to Remember

All families are expected to attend the following events:

September 8, 7 pm	Back to School Night Principal presentation in church followed by classroom presentations
September 24	St. Benedict Fest 4 pm -11 pm
November 22 & March 6	Parent –Teacher Conferences
January 29	Catholic Schools Week Mass and Open House
February 24 – March 23	Fish Fry / Volunteers needed / Also support the fish fry by attending with family and friends (lunch/dinner)

Calendar of Events St. Benedict School, 2011-2012

August

1 Monday	School Office Reopens / 9 am
9 Tuesday	HASA Meeting 5:30 pm / Faculty Room
8-12 M-F	Back to School Forms / Packets available in School Office / 9 am-3pm Every family needs to come in before school starts to fill out forms Volunteer Hours Information Available
13 Saturday	School Office Open 9:30 am – 12:00 pm
17 Wednesday	Faculty In-Service
18 Thursday	Faculty In-Service
19 Friday	Faculty Orientation
22 Monday	Faculty In-Service
23 Tuesday	Preschool and Kindergarten Screening

- 24 Wednesday 1st Day / Grades 1-8 / Half Day – 11:30 am Dismissal / Uniforms Required
Preschool and Kindergarten Screening
- 24 Wednesday St. Benedict Fest Meeting / 6:30 pm / Church Hall
- 25 Thursday Full Day / Grades Pre--8 / 7:50 am – 2:40 pm / Before and After Care
PLEASE NOTE STUDENTS ARE TARDY IF THEY ARRIVE AFTER 7:50
Hot Lunch and Milk Program Begin
Preschool and Kindergarten Begin
Half Day Preschool Dismissed at 11:00 am / Full Day at 2:30 pm
- 31 Wednesday Market Day Pick-up / 4:00 - 4:30 / Rectory Basement

September

- 5 Monday Labor Day / No School
- 8 Thursday All School Liturgy / 8:00 am / Church / Student Council Induction
Back to School Night / Pre – 8 / 7:00 pm / Church
- 12 Monday Lifetouch Fall Picture Day / Pre-8
- 14 Wednesday 7th Grade Retreat
- 15 & 16 Th & F Catholic High School Days
- 20 Tuesday All School Prayer Service 1:45 pm Church
- 21 Wednesday 8th Grade Retreat
- 23 Friday No School / Teacher In-Service
- 24 Saturday All Years Reunion: Noon – 4 pm / School
St. Benedict Fest 4pm Mass / 5-10:30 pm / Festival
- 28 Wednesday Market Day Pick-up / 4:00 – 4:30 pm / Rectory Basement

October

- 5 Wednesday Confirmation Parent Meeting / parents and students / 7:00 p.m. / Church
- 7 Friday Mid Trimester Progress Reports Distributed
- 10 Monday No School / Columbus Day
- 11 Tuesday All School Liturgy 8 am / Church
- 13 Thursday Fall Picture Retakes
- 14 Friday Dance-A-Thon / Uniform of your choice
- 23 Sunday Rite of Enrollment Mass for Confirmation students / 10:00 am Mass
- 24-28 M-F Red Ribbon Week
- 25 Tuesday Reconciliation Parent Meeting / 7 p.m. / Church
All School Prayer Service 1:45 pm / Church
- 26 Wednesday Market Day Pick-up / 4:00 - 4:30 pm / Rectory Basement
- 31 Monday Halloween Parties / Optional Uniform

November

- 1 Tuesday All School Liturgy 8:00 am / Church
- 10 Thursday Student Council Healthy Treat Sale
- 11 Friday End of First Trimester
- 17 – 22 Th – T Book Fair
- 18 Friday Report Cards Distributed
- 21 Monday Pre 3 and 4, Kdg, Grade 1 Thanksgiving Feast
Thanksgiving Prayer Service 1:30 pm
- 22 Tuesday Awards Assembly 10 am / Church
Half Day / 11:30 am Dismissal / After Care in session until 6 pm

November Continued

Parent-teacher Conferences 12:30 pm – 8:00 pm

23 Wednesday No School

24 Thursday Thanksgiving Day / Classes Resume on Monday, November 28

December

3 Saturday Reconciliation Practice / 8:30-10 am / Church

5 Monday First Reconciliation 7 pm / Church

6-8 T-Th Santa's Secret Shop

8 Thursday All School Liturgy 8:00 am / Church

15 Thursday Optional Uniform / Dress Rehearsal for Christmas Concert

Christmas Concert begins at 7:00 pm / Gym

21 Wednesday Half Day / Christmas Prayer Service / 10:45 am / Church

Dismissal at 11:30 am / Christmas Break Begins / *No After Care*

January

4 Wednesday School Resumes / Market Day Pick-up 4 – 4:30 pm / Rectory Basement

5 Thursday Graduation Pictures

7 Saturday Catholic High School Testing

9 Monday Yearbook Pictures

11 Wednesday All School Liturgy 8 am / Church

13 Friday Mid Trimester Progress Reports Sent Home

16 Monday No School / Rev. Martin Luther King Jr. Day

29 Sunday Catholic Schools Week Begins

29 Sunday Catholic Schools Week Mass 10:00 a.m. / Church

Open House / 11:00 a.m. -1:00 / School

31 Tuesday Optional Uniform / Student Appreciation Day

February

1 Wednesday Volunteer Appreciation Day / Open House / 10:30 – 11:30 am

Volunteer Luncheon 11:30 am / Library / Talent Show / 12:45 pm / Gym

Market Day Pick-up / 4 - 4:30 pm / Rectory Basement

2 Thursday Faculty and Staff Appreciation Day

3 Friday All School Prayer Service / Martin Luther King 1:45 / Church

6 Monday Raffle Drive Begins

14 Tuesday Optional Uniforms / Valentine's Parties

15 Wednesday All School Liturgy 8 am / Church

First Communion Parent Meeting 7 pm / Church

17 Friday No School / Teacher In-Service

20 Monday No School / President's Day

21 Tuesday Mini Mardi Gras Celebration

22 Wednesday Ash Wednesday / All School / Liturgy / 8 am

24 Friday End of 2nd Trimester / Fish Fry

25 Saturday First Communion Retreat

27-March 2 Terra Nova Testing (Tentative)

29 Wednesday Market Day Pick-up / 4:00 - 4:30 pm / Rectory Basement

March

- 2 Friday Report Cards Distributed / Fish Fry
3 Saturday Confirmation Retreat / 5- 8 pm / Church hall
5-9 M - F Terra Nova Testing
6 Tuesday Awards Assembly
9 Friday Fish Fry
12 Monday Spring Portraits
13 Tuesday All School Liturgy / 8 am
14 Wednesday Raffle money due
15 Thursday 11:30 a.m. Dismissal / Parent Conferences / Report Cards Distributed
16 Friday No School / Teacher In-Service / Fish Fry
20 Tuesday All School Prayer Service 1:45 pm / Church
23 Friday Fish Fry / Raffle
30 Friday Fish Fry / Mid Trimester Progress Reports Sent Home

April

- 4 Wednesday Market Day Pick-up 4:00 - 4:30 pm / Rectory Basement
5 Thursday Holy Thursday Prayer Service 10:30 am . Church
11:30 Dismissal / No After Care / School Resumes April 16
16 Monday School Resumes
21 Saturday First Communion Practice / 8:30-10:00 am / Church
28 Saturday First Communion Practice / 8:30 – 10:00 am / Church

May

- 2 Wednesday Market Day Pick-up 4:00 – 4:30 pm / Rectory Basement
5 Saturday First Communion / 10 am Mass / Church
7 Monday May Crowning / 7:00 pm / Church
11 Friday Beverly Arts Center Theater Production
16 Wednesday Grade 8 Ribbon Mass / 8:00 am / Brunch follows for graduates
May continued
18 Friday School Picnic Day
22 Tuesday All School Liturgy in honor of First Communicants / 8 am / Church
24 Thursday Optional Uniform / Dress Rehearsal for Concert
Spring Concert begins at 7:00 pm
25 Friday No School
28 Monday No School / Memorial Day
29 Tuesday Optional Uniform K-7 for the rest of the year
30 Wednesday Preschool Celebration / 10:30 am / Gym
Market Day Pick-up / 4:00 – 4:30 pm / Rectory Basement
31 Thursday Kindergarten Celebration / 10:30 am / Gym

June

- 1 Friday 8th Grade Special Day / Awards Assembly / 5:30 pm / Church
Pot Luck Dinner / 6:45 pm Church Hall / Junior High Dance / 8:15 pm
2 Saturday Graduation / 11:00 am Mass
5 Tuesday Last Day of School / 11:30 am Dismissal / *No After Care*
Prayer Service / Awards Assembly 9:30 am / Church

The school phone number is:

708- 385-2016

Web-Site

stbenbi.org

Supply List By Grade for 2011-2012

Quantities are listed in parentheses () after each item

Preschool:

- 8 pack Crayola Classics Washable markers (1)
- 4 oz Elmers White Glue (1)
- 24 pack of Crayola Crayons (1)
- School Bag (1)
- 2 pocket Folders (2)
- Lunch Box (1) {for full day preschoolers only}
- Wide Ruled Spiral Notebook (1)
- Box of Kleenex (2)
- Paper Towels (5)
- Baby Wipes Chlorine Free whole containers not refills (3)
- Clorox Wipes (2)
- Box of 5 oz Dixie Cups (2)
- Glue Sticks (4)
- Hefty One Zip Storage Slider Bags (1)
- Quart Size Storage Slider Bags (1)
- Small Blanket with Student's name on it (1)
- Hand Sanitizer with pump dispenser (1)
- Green Works Natural All Purpose Cleaner Spray by Clorox (1)

Kindergarten:

- 8 pack Crayola Classics Washable markers (3)
- 24 pack of Crayola Crayons (3)
- Package of Crayola Colored Pencils (3)
- #2 Lead pencils (3)
- Scissors Sharp Point (1)
- Pencil Eraser (1)
- School Bag (1)
- 2 Pocket Folders (3)
- Lunch Box (1)
- Wide Ruled Spiral Notebook (1)
- Box of Kleenex (3)
- Paper Towels (4)
- Baby Wipes Chlorine Free whole containers not refills (3)
- Clorox Wipes (1)
- Green Works Natural All Purpose Cleaner Spray by Clorox (1)
- Dry Erase Markers (2)
- Glue Sticks (10)

Hefty One Zip Storage Slider Bags (1)
Quart Size Storage Slider Bags (1)
Large Beach Towel with Student's name on it (1)
Index Cards (1)
Hand Sanitizer with pump dispenser (1)

Grade 1:

8 pack Crayola Classics Washable markers (1)
School Box 11 inch plastic (1)
24 pack of Crayola Crayons (2)
Package of Crayola Colored Pencils (1)
#2 Lead pencils (6)
Scissors Sharp Point (1)
Pencil Eraser (1)
Flash Cards Add/Subtract (1)
School Bag (1)
2 Pocket Folders (2)
Lunch Box (1)
Wide Ruled Spiral Notebook (1)
Box of Kleenex (2)
Paper Towels (2)
Baby Wipes Chlorine Free whole containers not refills (1)
Clorox Wipes (1)
Green Works Natural All Purpose Cleaner Spray by Clorox (1)
Glue Sticks (10)
Hefty One Zip Storage Slider Bags (1)
Quart Size Storage Slider Bags (1)
Hand Sanitizer with pump dispenser (1)

Grade 2:

8 pack Crayola Classics Washable markers (1)
Pencil Case with Zipper (1)
Elmer's White Glue 4 oz (1)
24 pack of Crayola Crayons (1)
Package of Crayola Colored Pencils (1)
#2 Lead pencils (6)
Scissors Sharp Point (1)
Pencil Eraser (1)
Flash Cards Add/Subtract (2)
School Bag (1)
Notebook Paper 8 ½ by 11 Wide Ruled (1)
2 Pocket Folders (4)
Lunch Box (1)
Erasable Red pens (4)
Wide Ruled Spiral Notebook (3)

Box of Kleenex (3)
Paper Towels (3)
Baby Wipes Chlorine Free whole containers not refills (1)
Clorox Wipes (1)
Dry Erase Markers (2)
Glue Sticks (6)
Highlighters (4)
Hand Sanitizer with pump dispenser (2)

Grade 3:

8 pack Crayola Classics Washable markers (1)
School Box 11 inch plastic (1)
Pencil Case with Zipper (1)
Elmer's White Glue 4 oz (2)
24 pack of Crayola Crayons (1)
Package of Crayola Colored Pencils (1)
#2 Lead pencils (12)
Scissors Sharp Point (1)
Pencil Eraser (1)
Flash Cards Add/Subtract/ Multiply (1)
School Bag (1)
Notebook Paper 8 ½ by 11 Wide Ruled (6)
2 Pocket Folders (4)
Lunch Box (1)
Erasable Red pens (2)
12" inch Ruler and 6" inch ruler standard/metric (1)
Wide Ruled Spiral Notebook (6)
Box of Kleenex (3)
Paper Towels (4)
Baby Wipes Chlorine Free whole containers not refills (1)
Green Works Natural All Purpose Cleaner Spray by Clorox (2)
Clorox Wipes (2)
Dry Erase Markers (2)
Glue Sticks (6)
Highlighters (4)
Hefty One Zip Storage Slider Bags (1)
Quart Size Storage Slider Bags (1)
Index Cards (1)
Hand Sanitizer with pump dispenser (2)

Grade 4:

8 pack Crayola Classics Washable markers (1)
Pencil Case with Zipper (1)
Elmer's White Glue 4 oz (1)
24 pack of Crayola Crayons (1)
Package of Crayola Colored Pencils (1)
Crayola Brand Water Colors 8 pack Washable (1)
#2 Lead pencils (6)

Pencil Sharpener that holds shavings (1)
Scissors Sharp Point (1)
Calculator (1)
Pencil Eraser (1)
Flash Cards Multiplication/Division (1)
School Bag (1)
Notebook Paper 8 ½ by 11 Wide Ruled (6)

Grade 4 continued

2 Pocket Folders (3)
Expanding Files 13 pocket for letter size paper (1)
Lunch Box (1)
Erasable pens Blue or Black (6)
Erasable Red pens (6)
12" inch Ruler and 6" inch ruler standard/metric (1)
Wide Ruled Spiral Notebook (6)
Box of Kleenex (3)
Paper Towels (4)
Baby Wipes Chlorine Free whole containers not refills (2)
Clorox Wipes (4)
Dry Erase Markers (2)
Glue Sticks (6)
Highlighters (4)
Paperback Thesaurus (1)
Paperback Dictionary (1)
Hefty One Zip Storage Slider Bags (1)
Quart Size Storage Slider Bags (1)
Hand Sanitizer with pump dispenser (2)

Grade 5:

8 pack Crayola Classics Washable markers (1)
Shoe Box for Art Supplies (1)
Pencil Case with Zipper (1)
Elmer's White Glue 4 oz (1)
24 pack of Crayola Crayons (1)
Package of Crayola Colored Pencils (1)
#2 Lead pencils (6)
Pencil Sharpener that holds shavings (1)
Scissors Sharp Point (1)
Calculator (1)
Pencil Eraser (1)
Flash Cards Multiplication/Division (1)
School Bag (1)
Notebook Paper 8 ½ by 11 Wide Ruled (4)
2 Pocket Folders (5)
Expanding Files 13 pocket for letter size paper (1)
Lunch Box (1)
Erasable pens Blue or Black (10)

Erasable Red pens (5)
12" inch Ruler and 6" inch ruler standard/metric (1)
Wide Ruled Spiral Notebook (6)
Box of Kleenex (3)
Paper Towels (2)
Clorox Wipes (4)
Green Works Natural All Purpose Cleaner Spray by Clorox (2)

Grade 5 continued

Dry Erase Markers (2)
Glue Sticks (4)
Highlighters (4)
Paperback Thesaurus (1)
Paperback Dictionary (1)
Hefty One Zip Storage Slider Bags (1)
Hand Sanitizer with pump dispenser (2)

Grade 6:

8 pack Crayola Classics Washable markers (1)
Pencil Case with Zipper (1)
Elmer's White Glue 4 oz (1)
24 pack of Crayola Crayons (1)
Package of Crayola Colored Pencils (1)
#2 Lead pencils (3)
Pencil Sharpener that holds shavings (1)
Scissors Sharp Point (1)
Calculator {TI - 3011} (1)
Pencil Eraser (1)
School Bag (1)
Notebook Paper 8 ½ by 11 Wide Ruled (3)
2 Pocket Folders (2)
Expanding Files 13 pocket for letter size paper (1)
Lunch Box (1)
Erasable pens Blue or Black (2)
Erasable Red pens (2)
12" inch Ruler and 6" inch ruler standard/metric (1)
Wide Ruled Spiral Notebook (6)
Box of Kleenex (2)
Paper Towels (2)
Baby Wipes (2)
Clorox Wipes (2)
Dry Erase Markers (2)
Glue Sticks (4)
Highlighters (2)
Hand Sanitizer with pump dispenser (1)

Grade 7:

8 pack Crayola Classics Washable markers (1)
Shoe Box for Art Supplies (1)
Pencil Case with Zipper (1)
Elmer's White Glue 4 oz (1)
Crayola Crayons 24 pack (1)
Package of Crayola Colored Pencils (1)
#2 Lead pencils (6)

Grade 7 continued

Pencil Sharpener that holds shavings (1)
Scissors Sharp Point (1)
Calculator {TI - 3011} (1)
Pencil Eraser (1)
School Bag (1)
Notebook Paper 8 ½ by 11 Wide Ruled (3)
2 Pocket Folders (10)
Expanding Files 13 pocket for letter size paper (1)
Lunch Box (1)
Erasable pens Blue or Black (10)
Erasable Red pens (6)
12" inch Ruler and 6" inch ruler standard/metric (1)
Wide Ruled Spiral Notebook (6)
Poster Paint Jars (Crayola Kids Paint) package (1)
Box of Kleenex (2)
Paper Towels (2)
Baby Wipes Chlorine Free containers not just refills (1)
Clorox Wipes (1)
Dry Erase Markers (2)
Glue Sticks (1)
Highlighters (1)
Paperback Thesaurus (1)
Paperback Dictionary (1)
Hand Sanitizer with pump dispenser (1)

Grade 8:

8 pack Crayola Classics Washable markers (1)
Shoe Box for Art Supplies (1)
Pencil Case with Zipper (1)
Elmer's White Glue 4 oz (1)
Package of Crayola Colored Pencils (1)
#2 Lead pencils (6)
Pencil Sharpener that holds shavings (1)
Scissors Sharp Point (1)
Calculator {TI - 3011} (1)
Pencil Eraser (1)
Flash Cards Multiplication/Division (1)
School Bag (1)
Notebook Paper 8 ½ by 11 Wide Ruled (3)

2 Pocket Folders (10)
Expanding Files 13 pocket for letter size paper (1)
Lunch Box (1)
Erasable pens Blue or Black (10)
Erasable Red pens (6)
12" inch Ruler and 6"inch ruler standard/metric (1)
Wide Ruled Spiral Notebook (6)

Grade 8 continued

Box of Kleenex (3)
Paper Towels (3)
Baby Wipes Chlorine Free containers not just refills (2)
Clorox Wipes (1)
Dry Erase Markers (2)
Glue Sticks (4)
Green Works Natural All Purpose Cleaner Spray by Clorox (1)
Highlighters (1)
Paperback Thesaurus (1)
Paperback Dictionary (1)
Hefty One Zip Storage Slider Bags (1)
Quart Size Storage Slider Bags (2)
Hand Sanitizer with pump dispenser (1)