



**ST. GERMAINE CATHOLIC SCHOOL**  
*Enlightening Minds Enriching Lives*

9735 S. Kolin Avenue, Oak Lawn, Il 60453



# **FAMILY HANDBOOK**

**2020-2021**

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Enlightening Minds, Enriching Lives

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St. Germaine is a school community

- ❖ United in fellowship with our parish community, Our Lady at St. Germaine.
- ❖ Committed to nurturing and spreading the Good News of the Gospel, especially the values of tolerance, and respect for individuals.
- ❖ Called to witness Christ's teachings through service to the parish and to the larger society of the world.

At St. Germaine School, our educational programs strive for academic excellence:

- ❖ sharing with the family the responsibility of fostering an active life of faith in the students.
- ❖ creating a safe, structured, Catholic environment for the students.
- ❖ providing opportunities in which the students learn information and skills that will be of value in an ever-changing world.
- ❖ developing thinking skills necessary for students to solve problems, reason and analyze an ever-growing body of information.
- ❖ encouraging students to access information and create products through the use of technology.
- ❖ recognizing the learning potential of each student realizing that children learn in different ways and at different rates.
- ❖ building success in each student using authentic assessment that focuses on student skills and encourages honest self-assessment.
- ❖ helping each student to actively develop his or her own special gifts with integrity, pride, cooperation and self-direction.
- ❖ encouraging perseverance toward all achievements.

Reviewed 8-2019

## General Information

St. Germaine School adopts all school-related policies of the Office of Catholic Schools, Archdiocese of Chicago. Policies are detailed in the policy handbooks of the Archdiocese and in addendum promulgated to the schools at various times. The school promptly complies with applicable new mandates from the Office of Catholic Schools and the Illinois State Department of Education (ISBE). Information from the Office of Catholic Schools is available at [schools.archchicago.org](http://schools.archchicago.org)

The pastor and principal are responsible for ensuring these policies are consistently implemented. The pastor and principal may consult with the Office of Catholic Schools and the St. Germaine School Board to resolve any conflicts.

## Admissions

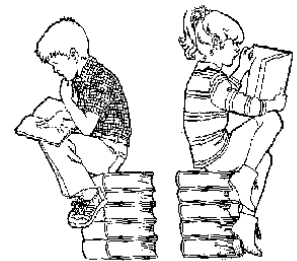
St Germaine School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Germaine admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally made available to the students in the school.

Students applying for kindergarten must be five years old before September 1st. Those entering first grade must be six years old before September 1st.

While the school makes every attempt to meet individual student needs, special education programs and accommodations for students with severe learning difficulties are not available. Students residing within District 123 may be eligible for special services at District 123 schools. Families living outside the district boundaries must consult with their local school district to determine whether or not they are eligible for special services.

Students will be accepted based on the following priorities:

- children from families of registered, active parishioners
- children from families living within the parish boundaries but who are not registered in the parish
- children transferring from other Catholic schools
- children of non-parishioners



St. Germaine School will admit non-Catholic students provided these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.

St. Germaine School will check that any newly enrolled student has not been reported a missing child. The Illinois State Police will be notified of any concerns.

The school reserves the right to require preliminary testing or admit a student on a probationary basis.

## Amendment to the Handbook

Statements contained in this handbook are subject to amendment by the school. We will attempt to keep families informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances. Issues not covered specifically by this handbook or by policies of the Office of Catholic Schools of the Archdiocese of Chicago, will be decided by the pastor and/or principal.

## **Arrival and Dismissal**

All students enter and exit the school from the east parking lot. Each grade is assigned a station at which to assemble before the bell rings. The school does not assume the responsibility for supervising students on the school grounds before 7:55 a.m. or after 2:40 p.m., unless the students are under the direct supervision of a staff member.

Students who arrive after the tardy bell at 8:05 a.m. must report to the school office using the Kolin Ave. door for an admit slip. Recurring tardiness will necessitate a conference with the parent(s), student, and principal.

Several new procedures have been instituted for the safe arrival and dismissal of the students. Our expectation is that all drivers, whether dropping off students or attending the 8:30 a.m. parish Mass will keep the safety of our student paramount in their minds.

A detailed explanation of parking lot arrival and dismissal procedures is contained in the appendix to this handbook.

## **Attendance**

Daily attendance is required as it is essential for the student's optimal progress in school. As parents, however, you are best able to determine whether your child's situation makes attendance possible. Excessive absenteeism during the course of the school year may be sufficient reason to discuss the retention of the student.

### Reporting Absences

In an attempt to insure the safe arrival of students, parents are asked to report all absences to the school office before 8:30 a.m. (425-6063). We ask that parents call each time the student is absent, unless you have notified us that the child will be absent for an extended period of time. When reporting your child absent, we ask that you tell us if you will pick up his/her assignments after school. Unless you do so, we will be unable to guarantee that homework assignments will be available for you.

### Requests for Early Dismissal

If it is necessary for a student to be excused from school for a valid reason, a written request must be presented to the school office. The student must be met at the school office by the parent or an adult designated by the parent in order to sign out. Students may be released to a non-custodial parent provided that no court order prohibiting such action is on file in the office. The school reserves the right to request identification from any adult seeking to remove a child from school.

### Absence for Trips or Vacations

We encourage families to plan their vacations around the free days built into the school calendar. If it is decided to remove a child from school for vacation, a written note indicating the dates of the absence must be presented to the school office in advance. Teachers cannot be expected to provide assignments for the student ahead of time. It is the student's responsibility to make up all work missed during the absence.

## Tardiness

Students who are not in their classrooms before 8:05 a.m. are considered tardy. They must report to the school office for an admit slip. Consistent tardiness will result in a conference between student, parents and the principal to determine an effective remedy for the situation.

## **Buckley Amendment/Child Custody**

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, we shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

## **Child Abuse/Neglect**

Illinois law requires school professionals to notify the Illinois Department of Children and Family Services (DCFS) if there is a suspicion of abuse or neglect. School personnel shall follow the guidelines outlined in the Handbook for Elementary and Secondary School Administrators, issued by the Archdiocese of Chicago when reporting suspected instances of abuse or neglect.

## **Comprehensive Health Education Act**

The Comprehensive Health Education Act requires that information about the Newborn Protection Act be included in school Health/Science education classes in Grades 6-12.

## **Disaster Drills**

In keeping with state law, disaster drills, such as fire, shelter-in-place, and tornado drills, will be held on a regular basis. Detailed information is contained in the St. Germaine Crisis Management Handbook which is available in the school office.

In the event that a tornado warning or lockdown is announced near dismissal time, students will remain in the shelter area until the ALL CLEAR is sounded for Oak Lawn and vicinity

If it should become necessary to dismiss the student body early, the procedure will be:

1. Students will be assembled in an area of safety and will be released to parents/guardians when they come to sign them out.
2. News media, particularly local radio stations, will be notified of the early dismissal and the reason for it.
3. An emergency calling relay or blast email will be implemented to inform parents/guardians.

## **Emergency Cards**

Each family is required to have a current "Emergency Card" on file in the school office. Cards for the current year are given to the students on the first day of school. When completing the card be sure to provide us with the name and phone number of an emergency contact living in close proximity to the school who would be available to pick the student up at school if necessary. Information on this card should be kept up-to-date. ***In the event of phone number or email address changes or changes in "emergency contacts" please notify the school as soon as possible.***

If a student becomes ill or is injured during school hours, parents will be notified immediately and instructions from the parent/guardian will be followed.

In case of extreme emergency, serious accident, or the unavailability of parent or emergency contact, we will call paramedics (911).

## Emergency Closings



In the event of severe weather conditions, school cancellations will be announced on local radio and television stations (WMAQ, WGN, WBBM, WLS, FOX). We will set up a phone relay and email notification system for each homeroom. These relays will help us to convey information to you in a timely manner.

**Our intent is that the school will remain open during inclement weather. Many families rely on the school to provide a safe, supervised place for their children. As parents you are the most able to discern whether or not it is safe for your children to attend school during severe weather conditions. As such, we will respect your decision to keep your children home during severe weather. Please do not phone the school for closing information.**

## Extended Day Program

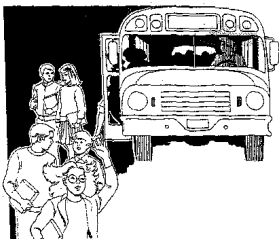
The St. Germaine Extended Day Program is designed to provide a safe and productive atmosphere for students enrolled in the school whose parents find it helpful for them to remain at school outside of regular school hours. Activities vary but include time for a snack, homework time, and supervised play. Students will use several locations in the school building, including the Church Hall, the gym and the Sheridan Room. When weather permits, the children may spend some time outside on the playground or other school/parish property.

Students may be registered in the program before school hours beginning at 6:30 a.m. and/or after school hours (from 2:30 p.m. until 5:30 p.m.). An annual registration fee of \$50.00 allows families to participate throughout the school year. Current hourly fee schedules are available at the school office. Fees are billed by the quarter hour of attendance. Students must be picked up by a parent or other responsible adult, identified in advance by the parent to the Extended Day supervisor. Written notice must be sent to the school office in the event that children are to be picked up by someone other than a parent. Such persons may be asked to provide identification before the children are released into their care. This adult must sign the daily log before the student is released.

Families who would like to make use of the Extended Day Program on "half-day" faculty meetings each month are encouraged to register at the office. Registration fees and hourly charges will apply. Extended Day services are **not** available on half-days before extended holidays (Christmas, Easter), Parent Teacher Conferences, or on Halloween.

Students registered in the program must have an emergency card on file with the Extended Day Supervisor before being allowed to attend. Further details concerning the program are contained in the **Extended Day Handbook** available at the school office.

## Field Trips



Field trips can enrich classroom learning and open new areas of interest for the students. Individual classroom or grade level teachers may arrange trips off school property for educational purposes. The Archdiocesan *Handbook for Elementary and Secondary Principals* states, "Overnight, out-of-town trips, e.g., Washington, D. C., etc., for elementary schools are strongly discouraged. The legal liability far outweighs the educational benefits of such a trip."

Ordinarily, parents will be informed at least ten days prior to the field trip. Information regarding the destination, purpose, travel arrangements, availability of bus seat belts, type

of supervision being provided, departure and approximate return times, and the cost of the trip will be furnished on the formal permission slip.

The classroom teacher and the school reserve the right to determine whether or not an individual student may participate. Students whose behavior patterns have proven unacceptable may not be allowed to attend. Teachers will notify parents of this possibility prior to the scheduled trip and will confirm attendance or non-attendance the day before the scheduled trip.

**No student will be allowed to participate unless a signed copy of the permission slip is on file at the school on the day of the scheduled trip.** Oral permission given over the phone is not acceptable. Students who do not participate in the field trip with the group will be considered absent from school. The school does not make provisions for student supervision should parents determine he/she will not participate in the trip.

### Health Records

Children entering pre-school, kindergarten and grade 6 must have a physical examination by a doctor and present evidence of adequate immunization, including the Hepatitis B vaccine. A dental examination is required in Grades K and 6. A vision examination is required for students entering school for the first time (usually Kindergarten). Forms for these examinations are available in the school office or on the school website ([www.stermaineschool.com](http://www.stermaineschool.com)). The forms must contain the "original signature" of both the physician and the parent.

Health records are reviewed annually and we will communicate with the parents of any child who is not in full compliance with the law. Students who are not in compliance by the date set by the school (usually October 15) will be excluded from the school program.

A separate parent waiver and physician permission slip are required of any student participating in the extra-curricular sports program. This form must be completed once each year and will apply to all sport seasons. Students who do not have the required form on file will be ineligible to participate in games or practices until the permissions are on file.

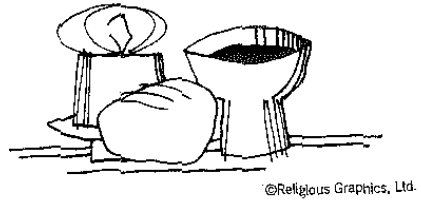
The Cook County Department of Public Health periodically provides vision and hearing screenings for students at specified grade levels. Parent permission is required for students to participate in these screenings





## Liturgical Celebrations

Students will be involved in a number of liturgical celebrations throughout the school year. These experiences enhance the student's understanding of our Church's rich heritage of prayer. Grade level classrooms are scheduled on a rotating basis to attend the 8:30 a.m. parish Mass each week (Tuesdays, Thursdays). Other sessions normally take place on Friday afternoons. Whenever possible, themes will be listed in the current family Newsletter so that parents and other family members can join us in the celebrations. Students celebrate the sacrament of Reconciliation during Advent and Lent.

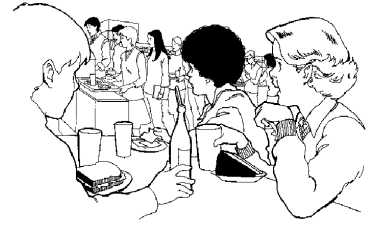


These celebrations will include Masses and other prayer forms. By providing these experiences outside of the normal schedule of parish liturgies, we allow for more in-depth instruction and more active participation by the students at a level that is developmentally appropriate for them. On Holy Days of Obligation, students will attend one of the morning parish Masses. Participation in these liturgical experiences should never be construed as replacing the strong parental obligation to see to it that their children participate in Mass each weekend.



## Lunch Program

Students are scheduled for half an hour lunch/recess break each day. The Church Hall serves as the lunchroom whenever possible. Students spend part of that time at indoor/outdoor recess activities, dependent on weather conditions.



Parents serve as lunch room and playground monitors. A family lunch fee is added to each family's tuition and materials fee to defray the cost of providing these monitors. Parents receive a tuition credit for supervising lunch periods during the year. A voucher system is used so that families receive their lunch monitor credits throughout the school year. All vouchers issued from the beginning of school in August until May 15<sup>th</sup> must be presented for credit during the current school year. Vouchers issued from May 15<sup>th</sup> to the end of the school year will be applied to the next school year's tuition. **All parent monitors are expected to enter the school building through the Kolin Avenue "office" entrance.**

Students receive instruction concerning acceptable behavior in the lunchroom and are expected to follow these instructions. Copies of these instructions are available in the school office. Consequences for inappropriate behavior during lunch may include, but not be limited to, isolation in/exclusion from the lunchroom, loss of recess privileges, and after-school detention. For students in our upper grade level classes who behave in inappropriate or disrespectful ways, a lunch period detention may be issued. For this detention, the student will be required to eat lunch in the classroom under the direct supervision of one of the junior high teachers or at the school office. They will eat in silence and will be excluded from recess. Parents will be notified if a student receives a lunch period detention. Repeated inappropriate behavior in the lunchroom will necessitate a conference with the principal, parents, and student.

A more detailed description of consequences for inappropriate behavior may be found in the discipline section of this handbook.

The Hot Lunch program, provided by the Food Service Professionals, will be offered to the school families. Monthly menus/orders are posted on the Food Service Professionals website. Food Service Professionals establish and implement all procedures for these lunch orders. Orders for hot lunches are optional. Milk may be ordered, even if other hot lunch items are not. A selection of "Ala Carte" items will be available for purchase during the lunch period. These items are not intended to replace the lunch the students bring from home.

Parents are reminded to provide a healthy lunch for the students. Some students throw out a large portion of the food you send from home. Please help us to remind students not to waste food. Carbonated beverages are not allowed in the lunchroom.

"Fast food" lunch items (i.e. McDonald's, Subway, etc.) may not be brought to students at lunch time.

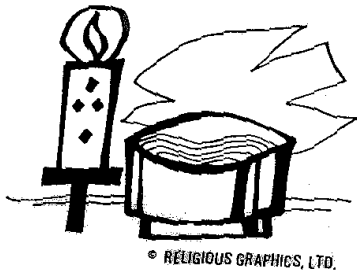
## Medication

The school and school personnel incur no liability for injuries occurring when administering asthma medications, epinephrine injectors, or opioid antagonists. When a child is on medication for a short term, immediately following an illness, the parent must determine if it is in the child's and the school's best interest to keep the student home during this period of recuperation.

If medication is necessary to maintain the student in school, parents are asked to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent or a responsible adult appointed by the parent, come to school to administer the medication. In the event that this

cannot be done, the parent and child's physician must complete the appropriate request form and return it to the principal so that the student may be responsible for taking his/her own medication. The school allows the self-administration and/or self-carry of asthma medication, epinephrine injectors and diabetes medication on receipt of the appropriate medical permission forms. The school allows a nurse or administrator to administer medical cannabis to registered patients with the appropriate documentations. A student may possess and use a topical sunscreen product while on school property or at school sponsored activities without a physician's note if the product is approved by the United States Food and Drug Administration. The school does not allow the administration of "undesigned" epinephrine injectors, opioid antagonists, asthma inhalers, or glucagon. A more detailed explanation of this policy will be distributed to all school families at the beginning of the school year.)

### Sacramental Programs/The Sacramental Life of the Parish



The celebration of the sacraments is a major function of the parish community and as such has a parish-wide focus. Sacramental preparation and the celebration of the sacraments should and will include all students from our parish community, whether enrolled in the school or the Religious Education program.

Students in the second grade prepare to receive the sacraments of Reconciliation and Eucharist. Seventh grade students begin their preparation for the sacrament of Confirmation, which is administered during their eighth grade year.

Parents have a vital role in the preparation of their children for the reception of these sacraments. Attendance at Parent Meetings scheduled as a part of the preparation is considered mandatory.

Parents have the primary responsibility to see to it that their children consistently participate in the sacramental life of the Church. **Liturgical experiences provided during the school day DO NOT relieve parents of the serious obligation to attend Mass each week with their children.**



## School Records/Transfers/Release of School Records

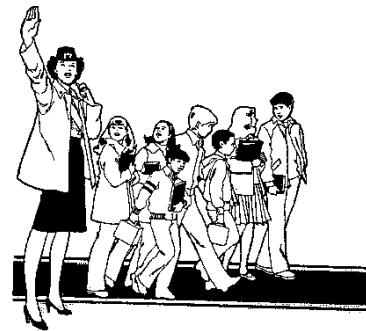
Parents have a right to review their child's school records. In addition to the right to inspect, parents have the right to prevent disclosure of information without their written consent. Parents also have the right to present evidence that the school shall append to a student's records if they believe them to contain information that is inaccurate, misleading, or otherwise violate the student's rights. A parent who wishes to review these records must submit a written request to the school principal identifying as precisely as possible the records he/she wishes to inspect. The school is required to respond to such requests within forty-five days after it is made. Upon reaching 18 years of age, the student obtains all of the rights listed above.

Parents requesting release of student records for a transfer of schools must sign a written release form in the school office. The requested records will be forwarded to the receiving school by mail. Health records may be released to parents.

The school has the authority to flag record requests for any current or former student who has been reported as a missing person by the Illinois State Police.

## School Security

The children's safety is a paramount concern for the school staff and administration. The doors to school building are provided with mechanisms that allow students easy exit but lock to prevent unauthorized entry. **All visitors to the school building should enter through the front doors (Kolin Avenue) and report to the school office for an official visitor's badge.** Students acting on the School Safety Patrol have been instructed not to admit any adults through any school doors except the Kolin Avenue entrance.



## Uniforms

All students at St. Germaine School are expected to wear the designated uniform. The uniform policy is designed to minimize distracting clothing styles and insure that students present an appropriate image for a Catholic School. Occasional "out of uniform days" may be granted to students for specific reasons. On these days, student clothing must be appropriate and modest. No T-shirts, inappropriate logos or designs, spaghetti straps, bare midriffs or short skirts are permitted. Participation in these activities is optional and at the parent's discretion. Modes of dress or styles that are disruptive to the learning environment will not be permitted.

**The boys' uniform, from kindergarten to Grade 8,** will consist of solid color navy blue trousers that fit securely at the waist (available from Schoolbelle or Martinelli's), long or short sleeved white polo shirt (with collar and buttons). Solid color ankle socks are acceptable. Students may not wear hats in the building.

**The uniform for girls in grades K-4** will consist of a navy plaid jumper (available from Schoolbelle or Martinelli's) with a long or short sleeved, plain, tailored blouse or polo. After November 1st, navy blue or black slacks may be worn in place of the jumper at parent's discretion. Long pants or gym sweatpants worn under the uniform skirt in cold weather must be removed before class begins. Solid color anklets, knee socks or tights are to be worn. Neon colored or patterned socks are not acceptable. Girls may wear simple, plain headbands without raised decorations (bows, feathers, etc.)

**The uniform for girls in grades 5-8** will consist of a pleated navy blue plaid skirt with a long or short sleeved, plain, tailored white blouse or white polo shirt. After November 1st, only navy blue slacks may be worn in place of the skirt at parent's discretion. Long pants or gym sweatpants worn under the uniform skirt in cold weather must be removed before class begins. Solid color anklets, knee socks or tights are to be worn. Neon colored or patterned socks are not acceptable.

Only plain, white, short sleeved shirts may be worn under school uniform shirts. Navy blue or white cardigan, V-neck or crew neck sweaters may be worn during cold weather. These sweaters are available through Schoolbelle or Martinelli's. Only navy or ash colored St. Germaine sweatshirt may be worn.

**Students may wear gym (athletic) shoes each day. For parents who choose to have their child wear "street shoes," it would be most helpful in maintaining the appearance of the school if shoes with "non-scuff" heels and soles are worn.** For safety reasons, all shoes must have a solid back. Boots worn during inclement weather must be removed and replaced with regulation shoes before entering the classroom.

Students are not permitted to wear jewelry. It is often a distraction within the learning environment. A single pair of small post earrings for girls, however, will be permitted. Make-up of any kind, hair color, removable tattoos, or artificial nails may not be worn by students at St. Germaine School.

Uniforms for Physical Education classes (and for extremely warm weather) will consist of navy blue St. Germaine Athletic shorts or sweatpants and St. Germaine T-shirt. These articles are available through "Schools are Us" (111<sup>th</sup> and Kedzie). Students will wear gym uniforms to school on the days their classes have gym. **In consideration of the often severe winter conditions GYM SHORTS may not be worn after October 15th nor before April 30th. During this time, the students are expected to wear the gym uniform sweat pants to PE classes.**

During warm weather, students will be allowed to wear their gym uniform to class. Students may wear this warm weather uniform to school each day from the beginning of the school year until September 15th. **At other times of the year, exceptions to this procedure may be announced by the principal if weather conditions warrant a change. No beginning date for summer warm weather uniforms is established.** The date will be announced at the appropriate time.

Students are expected to be clean and well-groomed at all times, both in and out of uniform. Dress and/or grooming which are not in accord with reasonable standards of health, safety and decency will be considered inappropriate. Hair must be clean and of moderate length. Boys may not wear their hair "over their ears," nor below their shirt collars. Parents of students deemed by the teacher and principal to be dressed inappropriately may be called so that the student may return home to change clothing.

On rare occasions, students may need to be out of uniform. In such cases, a written note from the parent must be presented to the homeroom teacher, who will in turn forward it to the office.



## Academic Policies

We believe that St. Germaine School acts in partnership with the parents of our students. It is our intent to provide a challenging and excellent academic program that calls each student to strive to reach his/her own potential. Our focus is to help students develop perseverance and appreciation for their own growth. We believe, too, that each student is called to share in the responsibility for his/her own learning. Assignments and other tasks are expected to be completed in a timely fashion and should reflect a student's pride in his/her work.

Our school implements strategies that will blend many resources into the students' learning experiences. Following the model of our on-line Mathletics program, teachers will develop multi-tiered on-line learning experiences. Students will have access to these experiences both during the school day and at home.

If we are to accomplish our goals together, we must clearly and frequently communicate information about the student's performance. For this reason the teachers and administration of the school provide a wide range of assessment activities for students. Reports on student progress, in both academic areas and in social responsibilities, will be sent home to parents periodically.

### Report Cards

Three trimester standards-based report cards will be issued for all students, Grades K-8. These reports will be supplemented by **mid-term reports** to parents in Grades K-8. These reports will indicate levels of performance and make suggestions for improvement where appropriate. Tentative dates for the distribution of these reports will be included in the annual school calendar.:

By way of introduction to these report cards, a parent information session will be scheduled during the first month of school.

It is important that students realize that the "special classes" are important parts of the daily curriculum that they are expected to master. For that reason, teachers of the gym, library, computer and music classes will submit grades or other appropriate assessment information to parents each quarter.

### Grading Scales

The standards-based report cards establish two grading scales. One scale indicates student progress toward identified curricular standards. The second scale gives parents an assessment of the level of student effort the teachers have identified. Rubrics describing the scales and the indicators teachers look for in assessing each appear in the Appendix to this handbook.

### Outstanding Effort Recognition, Grades 5-8

We feel that it is important to recognize and honor those students who exhibit outstanding effort in their studies.



The administration and faculty of St. Germaine School will establish an “**Outstanding Effort Recognition**” program to recognize students who have shown outstanding effort in their studies. Details of this program for the current year will be released in the fall each year.

### **Germaniac of the Month Award**

Additionally, recognition of students who exhibit outstanding traits such as cooperation, kindness, perseverance will be made. Details of the criteria for this award will be developed in conjunction with the administration and faculty.

### **National Junior Honor Society**

St. Germaine School has established a local chapter of the National Junior Honor Society. Students in Grades 6-8 may apply if they meet the criteria established. Applications are submitted by students and reviewed by a committee of faculty and parish staff.

### **Eligibility for Extra-Curricular Activities (including Sports Program)**

We firmly believe that participation in extra-curricular activities is beneficial for students. However, these activities should not be allowed to detract from the primary responsibility of the student to perform satisfactorily in the required academic areas. For this reason, minimum standards need to be set for continued participation in these extra-curricular functions.

In order to be eligible to participate in school/parish sponsored extracurricular activities:

- the student's academic progress and/or effort must be consistent with his/her ability. This determination will be made by the school in consultation with teachers, principal, other professional educational resources and the parents.
- the student must maintain appropriate conduct in the classroom and at all school functions. Consistent and/or serious behavior problems will result in the student's ineligibility for extra-curricular programs.

A student who is considered ineligible for either academic/effort reasons or behavior reasons will be prohibited from participating in and/or attending extra-curricular activities for a two week period. During that time, teachers and the school administration will monitor his/her performance. At the end of the two week ineligibility, a decision will be made by the teachers and principal as to whether or not the student may return to full participation.

Adults who supervise extra-curricular activities will be advised by the school of any students who are deemed ineligible to participate. They will also be informed of student non-attendance or suspension. Students who do not attend school on the day of an extra-curricular event are deemed ineligible to participate.

### **Homework**

Homework is an important factor in the learning process. It is also a way to reinforce our belief that the students must be responsible for their own learning and persevere in academic activities. Our expectation is that each student be engaged in some homework activity each day. These homework activities may include written assignments which review material covered in class, drill exercises, reading to reinforce concepts, supplementary reading, review for tests, research or projects. Teacher developed on-line “playlists” and Mathletics/ I-Ready are excellent ways for students to extend their learning beyond the traditional classroom. The type and





amount of homework varies from grade to grade. In general, students in the primary grades can reasonably be expected to be engaged in homework activities for up to 30 minutes,; students in the intermediate grades from forty-five minutes to an hour to an hour and a half. Students in the upper grades should plan to spend an hour and a half to two hours. As a way of building responsibility, each student is expected to record assignments in an assignment notebook each day. We ask that parents check this notebook daily so that they can be aware of the expectations of the teachers.

Students may be assigned “long-range” assignments that might require work over an extended period of time. To help ensure student success on their projects, teachers will convey expectations both to the student and to parents. In many cases, a scoring rubric will be distributed to student at the beginning of the assignment period so that evaluation criteria are clear. Parents should help students understand the importance of using time wisely to complete these assignments. Teachers at each grade level formulate guidelines for homework that is distributed to students and parents.

Homework assignments are intended as “practice” opportunities for students. It is important that the student complete the assignment to the best of his/her ability. Parents should resist the temptation to complete work for their students or to spend inordinate amounts of time “re-teaching” concepts presented in class. Teachers need to know when their classroom instruction has been effective. They can only do that by seeing representative samples of the students’ work.

Parents should provide an appropriate, quiet place, free from distractions for homework. It is also important that they review the work completed by the student. Care should be evident in the appearance and accuracy of the assignment before it is turned in to the teacher. **Parents need to communicate with the teachers if homework expectations become burdensome.**

## **Parent Teacher Conferences**

Parents are encouraged to contact the school whenever necessary to advise us of areas of concern about a student’s progress. Either parents or teachers may request a conference (by phone or in person) to discuss the progress of an individual student. In order for all parties concerned to adequately prepare for such conferences, the request should be made in writing at least two days in advance. Teachers will not meet with parents while class is in session, nor can they be expected to conduct an effective conference without prior notification. Required Parent-Teacher Conferences are scheduled, in advance, at the end of the first trimester (NOV) as an opportunity to promote this communication. An optional second Parent Teacher Conference is scheduled during March. Our expectation is that all parents will attend these conferences. Informal conferences may be requested by either the parent or the teacher/principal during the school year as are deemed appropriate.

## **Educational Program Modifications**

Occasionally, students with diagnosed learning difficulties will be placed on **modified academic programs** that are more appropriate to their needs. Discussion with the teacher, school administration, parents and other educational experts will be held before a decision on a modified program is finalized.

St. Germaine School will provide limited “resource” assistance for students when possible. The SkyRoom program and Title I services available thru the Chicago Public School system may be provided for eligible students. The school endeavors to educate all students within the limits of the school’s educational program.

## **Promotion/Retention**

It is our hope that all students can be successful at St. Germaine School. Any decision about promotion or retention must be made with the best interests of the individual child in mind. For students who are experiencing consistent academic, emotional or social difficulties retention may be considered. Decisions about possible retention can only be made effectively if they are based on sufficient information. In most cases, testing of the student by an independent professional will be required before a decision is reached.



Discussion of retention needs to begin as early in the school year as possible—in most cases well before the middle of the school year (January).

In some cases, students who experienced academic difficulties may be **conditionally placed** in the next grade level. Requirements for students conditionally placed may include summer school, tutoring, remedial workbooks, or educational or psychological testing. Decisions regarding the continuation of the student in the grade will be made before the end of the first trimester.

St. Germaine School will follow the policies of the Archdiocese of Chicago in regards to promotion or retention of students.

## **Standardized Testing**

Standardized testing can be a portion of the assessment picture of the individual student. It is important to understand that these results alone do not give a complete or even adequate assessment of an individual student's performance or potential.

Used properly, data from standardized tests can be a useful tool to evaluate the over-all school curriculum. Results can also be useful in developing remediation plans for groups of students.

The Archdiocese of Chicago mandates the use of the **ACT/ASPIRE** Assessment test for students in Grades 3 to 8. Information regarding the format of the testing is sent to each family before the testing begins. A meeting that will help parents to properly interpret the test results is offered after the school receives the data. In addition, three Response to Intervention (RtI) screenings are administered to all students throughout the year. The purpose of these screenings are to identify students who may need additional accommodations/instruction to meet grade level benchmarks. Identified students may be included in additional screenings and remediation in the SkyRoom or Title I programs. This screening, provided by Houghton Mifflin's "Easy CBM" program, and administered by the SkyRoom staff and the classroom teachers.

## **Computer Technology/Internet Use/Chromebooks**

Students at St. Germaine School are fortunate to have access to a wide variety of technology tools to assist them in their learning. These tools are provided as a privilege that needs to be respected. Inappropriate use of these tools—or abuse of the systems, may result in a student's privilege to use them being revoked.

A written Acceptable Use Policy, Chromebook Handbook, and a parental consent form are required of all students who wish to have access to the Internet using school equipment. These documents are distributed at the beginning of the school year.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network violates the school's disciplinary or Acceptable Use policy. The school may require the student to share content in the course of such an investigation.

St. Germaine School is recognized by Common Sense Media for its accomplishments in Digital Citizenship. Behavior Policies

Our primary expectation regarding student behavior is that all students will exhibit respect for each other, for the staff and other adults in the learning environment and for the facilities themselves. We believe that common courtesy and respect are reflective of both a good upbringing at home and a willingness to live out the Gospel message. Our efforts at maintaining discipline have as their ultimate goal the students' growing ability to make appropriate choices and to build self-control. These attributes are essential in fostering a mature faith life which will help the students to cope in a Catholic, Christian way with the problems they will face in their futures

## **Behavior Policies**

In our attempts to educate the “whole child” academically, emotionally and socially, we see the need to provide guidelines for the management and correction of inappropriate behavior. While understanding that we can never anticipate every possible problem, and that not all disciplinary situations can be handled in exactly the same way, we strive to deal with disciplinary situations in a way that is quick, fair, consistent and impartial. Disciplinary actions need to be taken with concern for the best interests of all. The principal is the final recourse in matters of discipline in the school. The pastor represents the avenue of appeal for any disciplinary action.

Families play an integral role in the development of our behavior goals for students. We ask that parents recognize that the school staff acts in place of the parent in matters relating to discipline during school hours. Parents should be willing to cooperate with the school in carrying out disciplinary consequences taken in their child’s best interests. We encourage parents to stress to the students the importance of accepting the responsibility of behaving in a Christian manner.

### **Disciplinary Code Infractions**

Examples of disciplinary infractions may include, but not be limited to:

- Eating candy or chewing gum
- Disobeying classroom, lunchroom or playground rules
- Disrupting or being disorderly in the classroom, halls, stairways, lunchroom, gym or washrooms.
- Missing assignments
- Being out of uniform
- Using inappropriate language, gestures; “temper tantrums”
- Being tardy to class or spending an inordinate amount of time at lockers

### **Consequences for Disciplinary Code Infractions**

These infractions may result in one or more of the following or similar consequences:

- Student-Teacher Conference
- “Time out” exclusion from classroom activities—while remaining in the classroom
- Loss of minor privileges, such as recess time, free time in the classroom, acting as line leader
- After school detention
- Writing a “Behavior Journal” entry which requires the student to explain the nature of his/her action, why he/she chose that action, and a plan for how that behavior can be improved in the future. This “Behavior Journal” entry is to be signed by the parent and returned to school to be kept on file by the classroom teacher.

In the event that these (or similar) consequences are not effective in resolving the situation, a parent-teacher or parent-principal conference will be required to determine a more effective way of dealing with the problem.

### **Serious Disciplinary Infractions**

Examples of serious infractions of school rules include (but are not limited to):

- An excessive number of disciplinary infractions listed above
- Cheating or lying
- Disrespect for authority figures
- Extortion
- Fighting
- Forgery

Violence or threats of violence or retaliation against a student or faculty member  
Gang activity or the use of gang symbols  
Harassment—physical, verbal, or sexual—(Bullying in any form, including cyber-bullying))  
Leaving school grounds without permission  
Theft or Vandalism  
Possession of or the attempt to sell drugs, drug paraphernalia, alcohol, or tobacco products  
Possession of weapons or weapon “look-alikes”  
Inappropriate use of computer hardware/software or Internet connections  
Plagiarism

### **Consequences for Serious Infractions**

In addition to any of the consequences listed above, consequences for serious disciplinary infractions will include, but not be limited to:

After-school detention  
Parent-Teacher or Parent-Principal Conference  
Removal of student from the classroom to the school office until parents are contacted  
Probation  
Internal (in-school) Suspension  
At-Home Suspension  
Expulsion from the school  
Professional counseling

### **Further Definition/Clarification of Terms and Additional Consequences**

In an attempt to further clarify the meaning of the terms listed above, we offer the following information:

#### **Gang Activity or use of gang symbols**

The term “gang” for our purposes will refer to an association of individuals whose purpose or activity is contrary to the law or school rules. Gang symbols written or drawn on books or other property, wearing gang colors, using gang related hand signals, or other gang related activities are strictly prohibited. Consequences may include, but not be limited to expulsion from St. Germaine School.

#### **Harassment—Physical, verbal or sexual/ Bullying**

Unwelcome actions, threatening physical contact or intimidation, threatening or hurtful or humiliating comments, conduct of a suggestive or sexual nature are all examples of harassment. Inappropriate comments, internet postings, or other electronic communications may be considered examples of harassment or bullying as well. Depending on the circumstances, consequences may vary from verbal reprimands to expulsion. In extreme cases, police involvement may be called for.

#### **Threats of Violence or Retaliation**

Threats of violence directed against another student or adult will be taken seriously whether made seriously or in jest. Threats of retaliation against another student or adult will also be considered serious infractions

## Theft or Vandalism

Deliberate destruction or defacement, taking of the property of another person or of the school or parish are examples of activities which constitute theft or vandalism. Full restitution will be required as a part of the consequences for these infractions.

## Drugs, Alcohol, Tobacco, Vaping

Possession or attempted sale of any drugs (even those for which a student has a prescription), alcohol, tobacco, vaping products, and the possession of drug paraphernalia or “look alike” substances constitute a most serious infraction. Consequences will result in an immediate suspension from all school or school related activities while an investigation by school and parish authorities is conducted. Such infractions will be reported to the appropriate local law enforcement authorities.

## Weapons

Possession of any object which may cause bodily harm to another (such as guns, knives, clubs, or “look-alikes” of those items are considered weapons. Other objects such as bottles, baseball bats, pipes, razor blades, pens or pencils may be considered weapons if they are used or attempted to be used to cause bodily harm. Consequences will depend on the circumstances of the incident but may include expulsion of the student from school. Both student and weapon will be turned over to the appropriate authorities.

## Detention

A formal detention procedure is in place for students in Grades 5-8. Details of the procedure are sent to each family at the beginning of the school year. A forty-five minute detention period will be scheduled on selected days after school. Students who receive a detention notice must have the slip signed by a parent, return it to the teacher the next school day and serve the detention on the appointed day. Failure to do so will result in additional detention time being assigned. Repeated disregard of the detention policy will result in a principal-parent conference.

After School Detention is a consequence for inappropriate behavior or consistent lack of assigned work. As such, **it is meant to be an inconvenience**. Students will not be excused from detention in order to participate in extra-curricular activities. If there is a great necessity for a detention assignment to be postponed, a written note from a parent must be presented at the school office. This note should indicate the **reason for the postponement and indicate the day the detention will be served**.

Teachers of children in the lower grades may, on occasion, keep a student after school as a disciplinary consequence. On such occasions, parents will be notified prior to the day of detention and their permission, and a statement concerning provisions about how the child is to return home, obtained.

Students serving after school detention time will be dismissed through the school door that face the parking lot after the detention period is completed.

## **Probation**

Serious or consistent inappropriate behavior may result in a student being placed on probation. During this probation, which will last for a specified number of weeks, teachers will make frequent reports to the parent and principal concerning the student's improvement. Lack of improvement during the period of probation may result in harsher penalties, such as "internal suspension" or "at-home suspension" being implemented.

## **Suspension**

Another consequence for serious infractions may include the student's suspension from all school activities. This suspension may take place at school, in a supervised area away from the classroom or at home under the direct supervision of a parent or adult guardian. During this suspension period, the student may not participate in any school or school related activity including extra-curricular or sports events. The length of a suspension may vary from one day to five days depending on the nature of the infraction.

## **Expulsion**

In the most serious of cases, it may be necessary, for the good of the school community to permanently remove a student from attendance at St. Germaine School. Such action should not be taken lightly or in haste. In most cases, a period of suspension from school activities will precede an expulsion. During the time of suspension, school and other authorities will investigate the situation and make recommendations.

The policies of the Office of Catholic Schools regarding probation, suspension, expulsion and hearings/appeals will be followed.

## **Search and Seizure**

While lockers, desks and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and with school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control and management of the school.

All property of the school, including the students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, bookbags, purses or articles of clothing that are left unattended on school property.

Such search of a student's person or personal property is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

The principal must always have another school authority present when a search is conducted.

If there is reasonable suspicion that a weapon or other substance is in the student's possession, the school shall contact the local police department immediately.

If an illegal weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive

Appropriate parent/guardian must be informed of the situation as soon as possible.

If a student refuses to voluntarily empty pockets, or open his/her bookbag or purse, the student shall be detained under supervision until parents have been contacted and have arrived.



### **Cell Phones and Other Electronic Devices (Revised 8/19)**

Students are not permitted to bring electronic games, music players, CD players or similar devices without the prior approval of the classroom teacher. Often these devices are distractions for the student and others in the classroom.

Possession of cell phones, apple watches and the like are strongly regulated. Student who must bring cell phones to school in order to communicate with a parent, must leave the phones “off” and stored securely in their lockers at all times during the school day. The school cannot be responsible for any loss or damage that may result during the school day.

The school reserves the right to confiscate phones used in the school building or during school hours without permission. A fine of \$50 will be charged to the parent/guardian when they come to the office to retrieve the phone. Confiscated phones will only be returned to a parent or guardian. Texting or photography with a cell phone is also prohibited during school hours.

## **Parent/Guardian Conduct (Archdiocese of Chicago, 8/2010)**

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

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault or threats, to the faculty, administration, staff, students and volunteers of the school. Inappropriate language or social media posting about faculty members, staff, other students or volunteers at the school are also unacceptable.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

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

**Archdiocese of Chicago  
Office of Catholic Schools  
June 2008**

**Acceptable Use of School Technology by Student**

I / we have read the school technology guidelines, and have discussed them with my child (ren). Inconsideration of the privilege of my child (ren) using the school's electronic communications system\* and in consideration of having access to the public networks,

I / we hereby release the school, its operators ,and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the **Acceptable Use Procedures (AUP)**.

I / We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs. \*

I / we have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access.

I / We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

**Parent/Guardian: (Please initial in space provided below)**

\_\_\_\_\_ I / we **do give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

\_\_\_\_\_ I / we **do not give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

**Student: (Please initial in space provided below)**

\_\_\_\_\_ I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools.

**Name of Student Grade**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

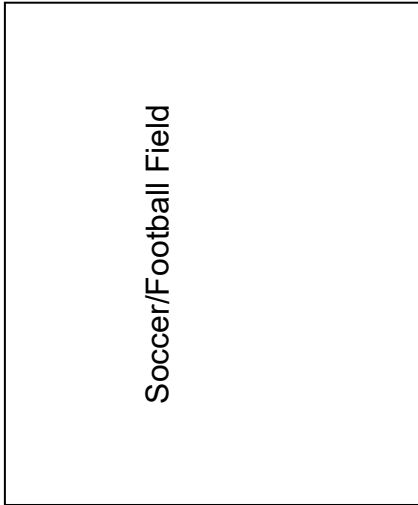
**Print name of parent/guardian Signature of parent/guardian**

\_\_\_\_\_



97<sup>th</sup> Street

**NORHEAST DRIVEWAY**  
(All traffic must exit here)



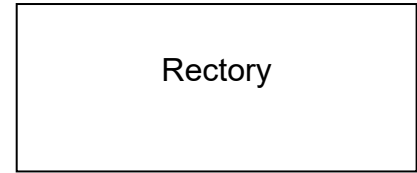
Soccer/Football Field

Pass Thru Lane

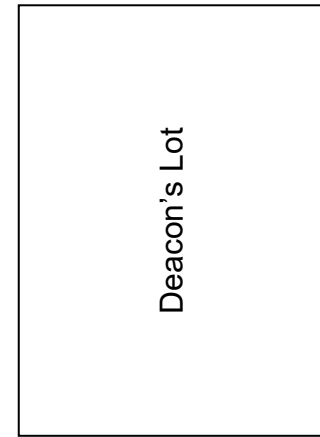
Student Discharge Lane

Parking Area

Rectory

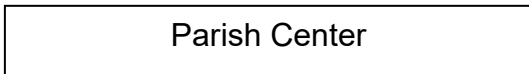


Deacon's Lot



98<sup>th</sup> Street

**NORTHWEST DRIVEWAY**  
(All drop-off traffic must enter here. Single Lane only)

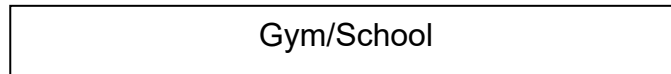


Parish Center

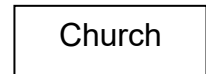


Drive to this sign  
when discharging  
students

**SOUTH DRIVEWAY**  
Only drivers who park may  
enter here



Gym/School



Church

## Arrival and Dismissal Procedures St. Germaine School

The following arrival and dismissal procedures have been approved by the School Board. We reserve the right to impose fines for those drivers who do not adhere to the regulations. Fines for the first substantiated infraction will be \$50 and will be added to the next month's tuition statement.

1. **Only parents who park** to accompany their students to the school doors may enter the parking lot through the **south** entrance (98<sup>th</sup> Street **at the Church**). **Parents who are dropping a student off without parking** must enter through the drop off lanes at the **northwest** end of the parking lot.
2. **All drop off traffic** must enter the parking lot through the **northwest driveway**. Two drop off lanes will be available. The outer-most "pass thru" lane will be for those drivers who have already discharged students near the parish center. **No students may be discharged in the "drive thru lane."** Those drivers may proceed in the drive thru lane and exit using the northeast driveway. Drivers may also use the innermost "student discharge lane" to drop off students. Please pull all the way up to the sign marked "Student Drop Off." For their own safety, students in the drop off lane **must exit the vehicle on the passenger side only**.
3. **All drivers must exit the parking lot using the northeast driveway**. No school traffic is allowed to exit the parking lot using the driveway next to the Church.

**We are sure that you share our concerns for the safety of our children at arrival and dismissal time. We know that we can count on you to follow these procedures to make our parking situation a safe one.**

A diagram of these procedures appears on the reverse side of this sheet.

## Effort Code Rubric

Report Card Code	Descriptor	Indicators
<b>1</b>	Your child is exceeding expectations	<p>Produces work each day that is consistent with his/her ability            Enthusiastically and productively participates in classroom activities            Consistently affects the classroom learning environment in positive ways            Seeks opportunities to extend his/her own learning at an appropriate level            Consistently takes responsibility for his/her own learning by making use of opportunities, both in class and outside of class time, to clarify or correct errors or misconceptions.</p>
<b>2</b>	Your child is meeting expectations	<p>Usually produces work that is consistent with his/her ability            Voluntarily participates in classroom activities            Usually affects the classroom learning environment in positive ways            Occasionally seeks opportunities to extend his/her own learning, but is not consistent            Sometimes takes responsibility for his/her own learning, but does not ask questions for clarification often enough</p>
<b>3</b>	Your child is not meeting expectations	<p>Only occasionally produces work that is consistent with his/her ability            Participates in classroom activities only when prompted by the teacher            Does little to affect the classroom environment in positive ways            Seldom seeks opportunities to extend his/her own learning; is often content to do the minimum to meet expectations            Seldom takes responsibility for his/her own learning, does not make-up work after absence</p>
<b>4</b>	Your child makes little or not attempt to meet expectations	<p>Seldom produces work that is consistent with his/her ability            Refuses to participate even with teacher prompting            Does not produce work to reflect even minimum expectations            Does not take responsibility for his/her own learning; does not complete work or make up assignments after an absence</p>

## Academic Grading Code Rubric

Report Card Code	Descriptor	Indicators
CE	Your child consistently excels in demonstrating this skill	<ul style="list-style-type: none"> <li>• Applies concepts, understandings and insights to new situations</li> <li>• Consistently uses technical vocabulary accurately</li> <li>• Asks higher level thinking questions to extend understanding</li> <li>• Identifies connections with other topics and understandings</li> <li>• Brings prior knowledge of topic to class discussions</li> <li>• Assists others in clarifying the understandings</li> <li>• Produces work of a superior quality, clarity, and completeness</li> <li>• Is confident of his/her ability to learn</li> <li>• Is highly engaged in the learning experiences in the classroom</li> </ul>
DI	Your child demonstrates this skill independently	<ul style="list-style-type: none"> <li>• Understands discussion of concepts and understandings when presented</li> <li>• Summarizes/recalls major information clearly and accurately</li> <li>• Uses most technical vocabulary accurately</li> <li>• Asks questions to clarify understanding of concepts</li> <li>• Produces work that demonstrates an understanding of content</li> <li>• Is able to organize ideas and materials effectively</li> <li>• Is attentive and participates willingly in classroom activities</li> <li>•</li> </ul>
DA	Your child demonstrates this skill with assistance but is not consistent	<ul style="list-style-type: none"> <li>• Shows a basic understanding of concepts when prompted/guided by the teacher</li> <li>• Answers content questions when prompted by the teacher</li> <li>• Uses technical vocabulary sporadically or with teacher support</li> <li>• Needs help in formulating questions about his/her understanding</li> <li>• Needs frequent teacher assistance/"step by step" modeling to demonstrate understandings or complete assignments</li> <li>• Produces work that sometimes contains major misconceptions/errors</li> <li>• Organizes ideas and materials with assistance</li> <li>• Is sometimes attentive to classroom instruction, but participates only when called on by the teacher</li> </ul>

Report Card Code	Descriptor	Indicators
B	Your child is beginning to demonstrate this skill but needs additional practice	<ul style="list-style-type: none"> <li>• Shows an incomplete understanding of many of the major concepts</li> <li>• Is not consistently able to answer basic, literal questions regarding the concepts</li> <li>• Does not ask questions to clarify his/her understanding of concepts</li> <li>• Is seldom able to use most technical vocabulary with accuracy</li> <li>• Needs constant teacher assistance to demonstrate understanding of most concepts,</li> <li>• Is seldom able to complete assignments or projects with accuracy; frequently turns in incomplete or poor quality work</li> <li>• Does not demonstrate the ability to organize ideas or materials for effective learning</li> <li>• Shows difficulty in focusing on classroom activities, is seldom engaged in classroom activities</li> </ul>
NY	Your child does not yet demonstrate this skill	<ul style="list-style-type: none"> <li>• Shows little ability to recall basic concepts presented during instruction</li> <li>• Is not able to answer basic, literal questions regarding concepts</li> <li>• Is not able to use technical vocabulary in explaining/recalling concepts</li> <li>• Does not demonstrate basic knowledge of concepts even with assistance from teacher or others</li> <li>• Does not complete basic assignments even with accommodations</li> <li>• Is often disorganized, unable to manage materials or concepts</li> <li>• Is often inattentive during classroom activities; makes little attempt to engage in activities even with prompting</li> </ul>

## School Board Tuition Collection Procedures as of 8/2019

The school budget needs to be realistic. It needs to cover school expenses, salary and insurance increases, stay within the subsidy allocation from the parish and still keep the tuition to a minimum. Unless we can do that, we may find that school families are no longer able to continue their enrollment at St. Germaine. Obviously, it's a huge "balancing act."

A first step in the process is insuring that we have an adequate method for insuring tuition collection. For that reason we have contracted with FACTS Tuition Management to complete the billing and collection tasks for our school. We recognize that for some families, tuition payment is a difficult problem. We certainly do not want to add to economic hardships that they are experiencing, but we also cannot leave large uncollected balances. Limited financial assistance may be available for demonstrated financial need. In order to qualify, a financial assistance application must be completed in the FACTS Tuition Management System. The application requires a processing fee directly from FACTS.

- A "school finance committee" composed of two members of the parish finance committee (who have no children in the school), along with the pastor and principal will meet with families whose tuition is significantly in arrears.
- Families who are more than \$1000 in arrears will be required to send a weekly "good faith" payment, negotiated with the school finance committee, in order to continue their child(ren)'s enrollment. This payment will allow the school to use the "matching grant funds" from the parish "Share Our Gifts" collection. (Currently, the fund contributes \$1 for every \$5 paid by the school family.)
- Students from any family more than \$600 in arrears will be ineligible to participate in extra-curricular activities sponsored by the school until payment arrangements have been made. This includes activities sponsored by the Athletic Association.
- Families with students in eighth grade will not receive final report cards or diplomas until arrangements have been made for the outstanding balance of tuition. Final transcripts will not be sent to the student's high school of choice, and the school's financial office will be notified of the reason St. Germaine School is withholding those documents.
- Families cannot be included on class lists for the next school year until the balance is settled or other arrangements have been made through the school finance committee.

Families who fit any of these conditions will be notified in writing and asked to meet with the school finance committee to determine a course of action.

As a parish and school community, we make these decisions with the deepest regret. It is our hope that we will not need to use any of these procedures. We pledge to work with any family struggling to pay tuition and maintain their child(ren) in St. Germaine School.



**United States Department of Education  
Blue Ribbon School  
2007**

In an extensive application process, our school presented test data as evidence that we ranked among the top 10% of the nation's schools! The process also asked us to identify innovative programs that were helping students in our school to succeed. In 2007, the Department of Education named only 287 Blue Ribbon Schools from across the country.

The Department of Education website describes the honor of being a Blue Ribbon School:  
"Blue Ribbon Schools Program has honored America's most successful public and private elementary, middle, and high schools. A National Blue Ribbon Schools flag waving overhead has become a trademark of excellence, a symbol of quality recognized by everyone from parents to policy-makers in thousands of communities. In its 30 year history, the U. S. Department of Education has bestowed this coveted award on nearly 7,000 of America's schools."

At the time of the award, Secretary of Education Margaret Spellings wrote:  
"Your school has been chosen for this award because of its efforts to ensure that every child learns and that no child is left behind."

We are proud of the efforts of our teachers, parents, and students, both past and present, who have contributed to the climate of success at St. Germaine!