



**SANTA LUCIA SCHOOL**  
312-326-1839 | 3017 S. WELLS ST. CHICAGO, IL. 60616

## **2017-2018 HANDBOOK**



The philosophy of Santa Lucia School is based on the precepts of Catholic education, which recognizes each child's dignity as a member of God's family.

We acknowledge education as an inclusive process of educational, moral and social growth. It is the function of the school to provide opportunities to enhance this growth.

We, the faculty of Santa Lucia, endeavor to accomplish this within the multi-cultural framework of our school community. We know the diverse ethnicities of the students we teach must be acknowledged if we are to help them reach an awareness and respect of others. We recognize that respect of others begins with a keen pride and knowledge of "self" as God's unique and special creation.

We realize that the educational needs of our students are intrinsic with their societal growth. We understand that the social nature of the child needs to "experience" education in a cooperative, as well as traditional setting of education. We know that their learning will increase when given an opportunity to teach and learn from each other.

Cognizant of the primary rights of the parent/guardian in a child's education, and with an awareness of their influence in their child's learning, we strive to maintain an open line of communication between home and school. We further encourage full parent/guardian cooperation in matters regarding their religious formation. We believe that parental/guardian involvement is essential for a child to fully develop a life of faith.

All those involved in the development of the students at Santa Lucia are conscious of the shift in the structure and perception of "family". We remain understanding of the possible differences between the Christian values, as those Jesus taught in the Gospel, and those within our students' sphere (circle) of influence. Knowing that "to teach is to demonstrate", we strive to model those values by creating a faith community of understanding, trust, love, and compassion among ourselves. We extend that community to our students, their families, and all parishioners involved. We encourage our students to uphold these teachings by giving our society hope for a better tomorrow.

## **INTRODUCTION / MISSION**

Santa Lucia is a Catholic School whose purpose is to cooperate with the parents in fostering the formation of the child's religious, intellectual and social values. Parents have a solemn obligation to educate their offspring. They are the first and foremost educators of their children. This school's further purpose is to help each child reach his full potential as a unique individual and an exemplary member of society; to develop in him a respect for the rights of others as well as respect for himself; to encourage and foster a sense of responsibility and personal direction and to develop in each child an understanding of and level for the Church of Christ.

To facilitate the development of this philosophy, the policies in this handbook have been adopted. Your cooperation in implementing these policies is integral in making our school a well-run, safe and loving place to learn.

Rules and regulations in this handbook are subject to change. They are not all-inclusive. Statements are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be added immediately due to unforeseen circumstances.

## TABLE OF CONTENTS

Administration / Registration.....	1
Age of Student Admission.....	1
Registration.....	1
New Students.....	1
Transfer Students.....	1
Arrival.....	2
Attendance / Absence.....	2
Before and After School Programs.....	3
Before School.....	3
Birthday Parties.....	3
Books / Property.....	3
Bullying Prevention.....	3
Cell Phones and Electronic Devices.....	4
Change of Address.....	4
Child Abuse / Neglect.....	4
Communications.....	4
Contracts (Parents/Guardians).....	5
Crisis Plan.....	5
Curriculum.....	5
Curriculum Fair.....	5
Custody.....	5
Daily Schedule.....	6
Disaster Drills.....	6

Fire Drills .....	6
Severe Weather Drills .....	6
Discipline .....	6
Dismissal .....	7
Dress Code .....	7
School Uniform .....	7
Gym Uniform .....	7
Jewelry .....	7
Make-Up / Nail Polish .....	7
Hair .....	7
Early Dismissal .....	8
Emergency School Closing .....	8
Equal Employment Opportunities .....	8
Field Trips .....	8
Grading System .....	9
Graduation Requirements .....	9
Honor Roll .....	9
Report Cards .....	9
Parent-Teacher Conferences .....	10
Summer School .....	10
Homework .....	10
Illness .....	10
Immunization / Vaccinations .....	10

Injury.....	10
Items at School.....	11
Lunch .....	11
Medicals .....	11
Non-Available Services .....	11
Parental Involvement .....	11
Parent Support Organization.....	12
School Board.....	12
Home School Association.....	12
Recess .....	12
Safety Patrol Guards .....	12
School Calendar .....	12
Sexual Harassment.....	12
Student Council.....	13
Staff Personnel Listing.....	14
Tuition Rates .....	15
Tuition Payment Plan.....	15
Smart Tuition .....	15
Tuition and Attendance Interruption.....	15
Student Records .....	15
Tardiness .....	15
Telephone Calls .....	15
Tuition – Book Fee – Fundraising .....	15

## **ADMINISTRATION / REGISTRATION**

Santa Lucia is operated under the auspices of the Archdiocese of Chicago and the Catholic Bishop of Chicago. Santa Lucia School admits students of any race, color, sex, national and ethnic origins to all the rights, privileges, programs and activities.

## **AGE OF STUDENT ADMISSION**

3-Year Old Preschool: Student(s) must be three years of age or older on or before Sept. 1st of the current year.

4-Year Old Preschool: Student(s) must be four years of age or older on or before Sept. 1st of the current year.

Kindergarten: Student(s) must be five years of age or older on or before Sept. 1st of the current year.

Grade One: Student(s) must be six years of age or older on or before Sept. 1st of the current year.

## **REGISTRATION**

The registration fee is \$40.00. A registration fee is assessed each year. This fee is non-refundable and not applicable to tuition.

## **NEW STUDENTS**

For the admission of a preschool child, kindergarten child, first grade child or transfer student, parents should present the following items:

1. Child's birth certificate or some legal verification of child's age
2. Baptismal record.
3. Record or compliance with health code: physical exam, immunizations, eye exam, lead screening, and dental exam as required at grade levels.
4. Transfer from other school.
5. Copy of latest report card or assessment. Admission of new junior high students requires special consideration.

## **TRANSFER STUDENTS**

When a student transfers to another school, the parents must request a transfer. All transfer students will be subject to a period of one year's probation. This probation will be used to determine

1. If Santa Lucia School has a program to fit student's needs.
2. If the student is able to comply with the policies and rules of Santa Lucia School.
3. If the tuition and fees are paid on time.
4. If the parent/guardian will follow through on suggested testing or counseling as deemed necessary for the child.

In case of transfer, an official transfer from previous school indicating grade level child will be entering, along with last report card is necessary for acceptance into our school.

## **ARRIVAL**

Students should arrive at school no later than 7:50 a.m. Cars should pull up to the school door going north. Students will be greeted at the front door and proceed directly to their classrooms. Any student (K - 8) arriving after 8:05 a.m. will be marked tardy and receive a tardy slip to be presented to their homeroom teacher. In inclement weather students should arrive at the front of the building before the doors open at the assigned time. Otherwise, they will be sent to the morning program.

## **ATTENDANCE / ABSENCE**

Students must attend school regularly and punctually in order to get the most out of their education. Regularity of attendance and punctuality are important from the first day of school. Absent students' miss important class instruction, discussion, and continuity of class work.

If a student must be absent for whatever reason, the parent is required to notify the school office. The phone call should be placed by 8:30 a.m. If you are calling before 8:00 a.m., please leave a message on the answering machine. The school number is: (312) 326-1839.

If you do not call on or before 8:30 a.m., we will call you. Please give the following information when reporting an absence:

1. Student's full name and grade;
2. Name of person calling and the relationship to the student;
3. Reason for the absence; and
4. If child has a contagious disease.

A written excuse must be signed by parents/guardians and presented before the student is admitted to school. The note should contain the following information:

1. Date of note;
2. Name and grade of student;
3. Date(s) of absence(s);
4. Reason for absence; and
5. Signature of parent/guardian.

Excessive absences/tardiness could prevent a student from being promoted to the next grade. A conference will be held with parents, teachers, and principal for any student who misses excessive days of school in a quarter for reasons other than hospitalization or other exceptional emergency. (Refer to section on Tardiness)

\*Vacations during school time should try to be avoided.\* Classes start after the 7:50 a.m. bell. If a student arrives after this bell, he/she is considered tardy. A tardy student will not be allowed to enter his/her classroom without a tardy slip from the office. Chronic tardiness disrupts class time and may affect student's progress and may be grounds for retention. (Refer to section on TARDINESS.)

All students are required to make up assignments which were missed during his/her absence. A student will have one day per absence to complete back assignments.

Should a child become ill at school, the parent will be notified using the emergency contact information provided by the parent. If a parent cannot be reached, the emergency contacts will be contacted to pick up the child from school. No student will be sent home without an adult (18 yrs. or older), who is required to fill out an "early dismissal" form in the school office prior to the students' dismissal.

Our school doors open for students at 7:50 a.m. Dismissal is 2:45 p.m.  
Students are requested not to arrive earlier than 7:50 a.m.  
There is an Extended Day Program available before and after school for a \$3.00 fee per hour.  
Extended time is from 6:45 a.m. – 7:50 a.m. and 2:45 p.m– 6:00 p.m.  
Supervision is provided for and all appropriate safety measures are followed.

### **BEFORE AND AFTER SCHOOL PROGRAMS**

The Santa Lucia School BEFORE AND AFTER SCHOOL program provides a supervised environment where students can interact. Students need to be registered and pay a registration fee. There is an hourly \$3.00 fee for attendance in this program.

### **BEFORE SCHOOL**

6:45 a.m. – 7:50 a.m.

### **AFTER SCHOOL**

2:45 p.m. – 6:00 p.m.

Late fees will be charged per minute for any child picked up after 6:00 p.m.

### **BIRTHDAY PARTIES**

A child's birthday is special. Any birthday celebration in school should be low-keyed. Invitations to personal parties may be distributed in school only if there is one invitation for each child in the class.

### **BOOKS / PROPERTY**

Students rent textbooks that are the property of Santa Lucia or the State of Illinois. Students are responsible for maintaining textbooks. The textbooks are to be returned in good condition at the end of the year. Students are asked to take pride in keeping all school property in good condition; books, desks, furniture, audio-visual Equipment, bathrooms, etc. Students will be required to pay for any kind of damage to school property for which they are responsible. If a textbook or work book is lost, a new one must be purchased. All must be covered at all times. Any lost book must be monetarily reimbursed for full replacement price of the book.

### **BULLYING PREVENTION**

We at Santa Lucia Catholic School believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in our Catholic school community.

Bullying is:

Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time. Directed toward another student or student, that has or can be reasonable predicted:

- Place the student(s) in an unreasonable fear of harm to the student or student's person or property;
- Cause a substantially detrimental effect on the student or student's academic performance;
- Interfere substantially with the student or student's academic performance;
- Interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

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

### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones brought to school must be kept in your backpack or left in the office and must be turned off. The school phone is available for emergency or special calls not to call for homework or books, etc. that were left home. Should this rule be violated, the cell phone will be confiscated by the school and only returned to the student's parent/guardian.

### **CHANGE OF ADDRESS**

Please notify the school secretary, in writing, if at any time during the school year there is a change of address, home phone number, or work phone number. It is also imperative that all emergency contact numbers are kept updated.

### **CHILD ABUSE / NEGLECT**

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

### **COMMUNICATIONS**

Communications are regularly sent home with the students to inform parents/guardians of our school news and coming events. Kindly stress the importance of bringing all school communications home and giving them to you immediately. Likewise, all forms should be filled out and returned promptly.

School reach is another form of communications between the school and home. Please answer a call from school when you receive it as this is a way for the school to inform you of any information from the school in case of emergency or to inform you of some of the activities at the school.

## **CONTRACTS (PARENTS/GUARDIANS)**

Santa Lucia School has implemented the use of contracts to better handle school finances and policies. Presently three contracts are in place:

1. Tuition/fees/fund raising contract (signed at formal registration.)
2. Service contract (signed at formal registration.)
3. Parent/Student Handbook Contract (signed and returned to school by September 1.
4. New contracts will be added as needed.

## **CRISIS PLAN**

Santa Lucia has a Crisis Plan in the event of an emergency. This plan is reviewed regularly. In the event of a school closing, due to weather, etc., we will call you at home or work. Please make sure that we have current phone numbers for both parents and other people to contact in case of emergency.

## **CURRICULUM**

Art Technology

Computer (Pre-K - Grade 8)

Foreign Language

Geography

Language Arts (English/Phonics/Spelling/Reading/Literature)

Mathematics (Mathematics/Pre-Algebra/Algebra)

Music

Penmanship

Physical Education Religion

Science

Social Studies

STEM

D.A.R.E. (Drug Awareness)

G.R.E.A.T.

Newspaper

## **CURRICULUM FAIR**

Each year in order to support and complement the existing curriculum studies, a fair will be held. Each student in grade Pre-K – Grade 8 completes a detailed project in a subject with the help of teachers and parents.

## **CUSTODY**

A parent/guardian should report any custody changes to the school. Please supply school with copies of the proper legal papers. If there is a custody issue, the school is only liable for what the court papers on file state. Authorities will be called in the instance of a disagreement or a parent, who is not permitted to take the children, attempt to take children from school.

## **DAILY SCHEDULE**

### **FULL DAY / PRE-K – GRADE 8**

7:50 a.m.	Doors Open
8:00 a.m.	Morning Bell - Classes Begin
11:30 p.m.	Lunch
2:40 p.m.	Pre-K - Kindergarten Dismissal
2:45 p.m.	Grade 1 – Grade 8 Dismissal

### **HALF DAY / PRE-K – GRADE 8**

7:50 a.m.	Doors Open
8:00 a.m.	Morning Bell - Classes Begin
11:25 a.m.	Pre-K – K Dismissal
11:30 a.m.	Grade 1 – Grade 8 Dismissal

## **DISASTER DRILLS**

Santa Lucia School conducts disaster drills that help the students and staff to prepare for emergencies such as fire, tornadoes, earthquakes, and enemy attacks. Should it be necessary to evacuate the building, the first place of safe refuge will be the church. If we cannot use the church we will go to the Italian American Club on Shields Ave. where the children can be picked up by their parents who must sign the children out.

## **FIRE DRILL**

Everyone in Santa Lucia School must evacuate the building at the time of a fire drill. These fire drills are held at regular intervals throughout the school year and are supervised by the Chicago Fire Department personnel. Each class is assigned to and must advance to their designated area with their teacher in a timely manner. Their homeroom teacher of the route to be taken informs students. Practices are held at the beginning of the school year. Fire drill procedures and maps are posted in each classroom. Silence and orderly behavior are essential for successful drills. Violation of this policy will warrant disciplinary action.

## **SEVERE WEATHER DRILLS**

Severe weather warning drills are also held in case of emergencies caused by tornadoes, high winds, etc. A warning system different from the fire alarm is sounded. Each class has been assigned places informed by their homeroom teacher of the position to be taken, and how to take the "duck" position on command. Practices are held periodically. (Tornado drill procedures and maps are posted in each classroom.)

## **DISCIPLINE**

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

## **DISMISSAL**

Kindergarten and Pre School dismisses at 2:40P.M. Grade 1- 8 dismisses at 2:45P.M.

All cars picking up students should travel going north. Please make sure that your child is picked up on time. After 10 minutes, a child not picked up will be sent to the After School Program.

## **DRESS CODE**

Students must wear school and gym uniforms at all times unless parents receive notice of an exception. Uniforms should be clean and presentable. Gym uniforms must be worn on Mondays (gym days). Occasionally, the teachers may request that students wear gym uniforms on Field Trip days. Parents will be notified of this occurrence.

## **SCHOOL UNIFORM**

### **Girls / K – Grade 3**

Plaid jumper and white Peter Pan collar blouse or turtleneck; if a sweater is worn; it must be a red or navy blue cardigan sweater. Soft-soled dress shoes are required. No gym shoes are allowed.

### **Girls / Grade 4 – Grade 8**

Plaid skirt at a reasonable length (no shorter than 3 inches above the knee) or split skirt, white Oxford blouse or turtleneck, and red V-neck vest or red cardigan; solid navy blue, red, or white socks or tights. Soft-soled dress shoes are required. No gym shoes are allowed

Girls should see to it that skirts and jumpers are of reasonable length, being no shorter than 3 inches above the knee.

### **Boys / K – Grade 8**

Navy blue uniform pants and white knit shirt or turtleneck. If sweater is worn, it must be a red or navy blue v-neck or cardigan sweater. Soft-soled dress shoes are required. No gym shoes are allowed. In winter, boots may not be worn in the classroom.

## **GYM UNIFORM**

### **All Students / K – Grade 8**

"Santa Lucia Logo" Navy sweatshirt or T-shirt and sweat pants; gym shoes (no slip-ons). During warmer weather, "Santa Lucia Logo" hemmed shorts may be worn. If gym uniform is not available, regular school uniform must be worn.

## **JEWELRY**

Conspicuous jewelry such as excessive necklaces, rings, earrings, and bracelets are not allowed. Acceptable jewelry that may be worn to school is a wristwatch and religious medal/crucifix on a reasonable chain. Boys are not permitted to wear earrings in the building.

## **MAKE-UP / NAIL POLISH**

No make up of any type may be worn. Only clear nail polish is permissible.

## **HAIR**

Hair must be neat and well groomed. No fad, dyed, or extreme hairstyles are allowed.

### **EARLY DISMISSAL**

A written request from the parent/guardian is required for release of pupil before dismissal time. If someone other than a parent/guardian needs to pick up a student, a written note or telephone call to the office is necessary. It is encouraged that all appointments try to be scheduled for after school, weekend, half-days, or holiday vacations when possible. Parent/guardian must sign into the office and sign out the student.

### **EMERGENCY SCHOOL CLOSING**

As a general rule, Santa Lucia School will have classes in session. However, if severe weather conditions occur, the following policy and procedure should be followed:

1. If Chicago Public Schools and Archdiocesan Schools close, Santa Lucia will close.
2. If CPS and Archdiocese Schools remain open, listen to the radio/TV for emergency school closing.

An Emergency Closing Center phone number will be sent home from the school in late fall.

### **EQUAL EMPLOYMENT OPPORTUNITIES**

In employment practices, the school does not discriminate on the basis of race, color, sex, national origin, ancestry age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

### **FIELD TRIPS**

Field trips at Santa Lucia School are designed to enrich the student's classroom curriculum in an educational, cultural and social experience. Field trips are also encouraged to foster school spirit.

- Educational field trips are encouraged at each grade level and all students are expected to participate.
- Students must have signed parental permission slips in order to attend. These signed permission slips are due on time, otherwise the child will not be allowed to go on the
- Parents may be requested to act as chaperones for these field trips and will be informed of duties by the teacher. \*\*Chaperones are required by the Archdiocese to be Virtus Trained.
- Students attending field trips must ride the assigned bus.
- Field trips are designed to include adequate supervision and precautions appropriate for the health and safety of our students.

## **GRADING SYSTEM**

Grading of student work is a necessary component of evaluating student progress. Santa Lucia School has a universal grading system for students K – Grade 8.

Parents are kept aware of student's grades through report cards, conferences and samples of student's work.

Standards for grades inclusive for Grade K – Grade 8 are as follows:

100% - 98% = A+	84% - 81% = C+	69% = Unsatisfactory
97% - 95% = A	80% - 77% = C	
94% - 93% = A-	76% - 75% = C-	
92% - 91% = B+	74% - 63% = D+	
90% - 87% = B	72% - 71% = D	
86% - 85% = B-	70% = D-	

Standards for grading in Pre-Kindergarten measure mastery of a specific skill ranging from 1 - 5 with 5 being the highest rating.

## **GRADUATION REQUIREMENTS**

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

A student must have completed all academic work with passing marks and/or have the written approval of the school Principal.

*Tuition, book fees, fundraising, service hours and graduation fees **must be paid in full** prior to the Eighth Grade Ribbon Day.*

Graduation requirements are in compliance with the Illinois State Education Code.

## **HONOR ROLL**

After each quarter is completed, a Honors and High Honors Rolls are posted and certificates are awarded for Grade 3 – Grade 8. A check mark on the report card will affect honor roll status.

## **REPORT CARDS**

An official transcript of student's progress will be officially reported to a parent/guardian and child after each quarter (except for preschoolers). Parents/guardians **MUST** acknowledge receiving report cards by official signature. A copy of the cumulative, yearly report card becomes part of the student's permanent folder at the end of the school year. Reports cards will not be sent home if any money for tuition or fees is not paid, in accordance with Archdiocesan protocol.

## **PARENT/TEACHER CONFERENCES**

Parents/guardians will be scheduled for two formal Parent/Teacher Conference each year. This conferences will take place at the end of the first and second trimester marking period.

Teachers throughout the school year may request additional conferences.

If parents wish to confer with teacher at any time during the school year, they must make an appointment in advance for such a conference.

## **SUMMER SCHOOL**

Students of Santa Lucia School may be required to attend summer classes if they have not successfully passed/completed subject requirements during the school year. Students may also need to attend because of excessive absenteeism or tardiness.

## **HOMEWORK**

Homework is an important part of the academic program of our school. A reasonable and appropriate amount of homework is assigned. Homework does provide practice and drills to reinforce classroom learning and does provide opportunity for enrichment in independent study. Parents/Guardians are encouraged to positively enhance homework progress. Parents shall be advised of homework progress. Appropriate homework guidelines are in place for the primary, intermediate, and junior high levels. Failure to complete homework may result in lowering of the academic grades or possible retention.

## **ILLNESS**

A child's illness should be reported to the school office on or before 8:30 a.m. **Please do not send a child that is sick that morning to school.** If a child becomes ill during the day, the family will be contacted.

## **IMMUNIZATIONS /VACCINATIONS**

***All shots are required by the first day of school.*** Illinois State laws require that every student who is admitted to our school must have evidence of proper immunizations and successful vaccinations as prescribed. Copies of medical forms are kept on file. These also include Dental and Vision Forms.

The State of Illinois also requires a complete physical of all pupils entering school for the first time, and for all student entering Pre-K, Kindergarten and Grade 6. Copies of reports of examinations need to be on file before the first day of school for the entering student. All new students entering Santa Lucia for the first time must also have Medical dental and Vision forms.

## **INJURY**

In case of injury, parents will be contacted. Member of the school staff will temporarily care for the student. If medical treatment is necessary, parents/guardians will be notified and proper care will be sought. Emergency phone numbers must be on file and should be updated. Incident reports will be completed and filed.

## **ITEMS AT SCHOOL**

Any items that are not school related should be left at home. We are not responsible for any missing articles or clothing left in the buildings. Electronics such as cell phones must be turned off and in backpacks. If cell phones are seen being used or not turned off and put away, they will be confiscated.

## **LUNCH**

The Archdiocesan Hot Lunch Program is available to all students. Students not receiving hot lunch need to bring a lunch from home. Please make sure your child arrives at school with lunch. We do not condone lunches being brought to the child(ren) after the start of the school day. (Lunches such as McDonalds and any fast food restaurants). Reminder: Hot lunches are not served on half days.

Proper supervision will be provided for all students (K – Grade 8) during lunchtime. The same general school rules for behavior and/or specific lunchroom rules also apply. Students must respect and obey the lunchroom supervisor(s).

## **MEDICALS**

All students need the proper medical information on file in the office. Any student requiring special medication needs a note from the doctor or parent giving the child permission to take that medication and dosage. No over the counter medicine is allowed in school unless authorized by a doctor. The secretary keeps all prescription medicine. School personnel cannot dispense medication to students. Parents/Guardians should notify school of any special medical needs requiring medication. All medication authorization needs to be on file in the school office. Teachers will also have a copy.

## **NON-AVAILABLE SERVICES**

Presently Santa Lucia School does not provide Special Education Programs for gifted students or students experiencing learning difficulties (“LD”). LD students are referred to the local public schools for testing and therapy. These students are dual enrolled. Gifted students are to be challenged by individual teachers.

## **PARENTAL INVOLVEMENT**

All school families are required to several functions per year. Schedule, sign up and assessment for non-fulfillment per family will be \$20.00 per event.

## **PARENT SUPPORT ORGANIZATIONS**

### **SCHOOL BOARD**

In compliance with Archdiocesan Policy, a School Board consisting of school parents and parish members guides our school. The pastor and principal serve on this board. The main directive of the School Board is to set policies which are implemented by administration. The School Board also provides financial support that results from school needs assessment.

### **HOME SCHOOL ASSOCIATION**

A Home School Association (HSA) is organized at Santa Lucia to aid in the spiritual, social and academic progress of the children. The HSA supports the school financially and provides many activities that help build up the spirit in our school. Parents/Guardians and extended family members are encouraged to become members and actively participate in both of these support group organizations.

### **RECESS**

Recess is available before and after lunch, if weather permits. Proper supervision is on hand.

### **SAFETY PATROL GUARDS**

As part of the general safety program, a junior high student patrol team is assigned weekly. These teams patrol in front of school and on 30th and Wells. The teams are present before and after school. A crossing guard is also on duty on 31st and Wells.

Parents/Guardians may drop off or pick up children by car but traffic must flow one way going north. No cars or parents may block the area in front of the school building. The safety of the children demands that traffic directions must be followed.

### **SCHOOL CALENDAR**

An all year calendar is provided at the beginning of the year. A detailed monthly calendar is sent home the first day of each month in the principal newsletter. Please keep this calendar posted at home.

### **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 shall be subject to the sanctions for misconduct set forth above.

As directed by the Office of Catholic Education (OCE), our students are administered the Terra Nova Achievement Test on primary, intermediate and junior high levels. It is mandatory that Grade 3, Grade 5 and Grade 7 tests each year. Results are reported to parents/guardians and become part of the student's permanent file. Results are used to develop and adjust curriculum and methodology.

### **STUDENT COUNCIL**

To encourage and develop leadership skills, Santa Lucia School has a Student Council. This council is a component of the school's governance.

Officers and representatives campaign and are elected by the student body. A faculty moderator facilitates leadership. The Student Council's primary.

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

## **STAFF PERSONNEL LISTING**

### **ADMINISTRATION**

**Pastor Rev. Fr. Stipe C.S.  
Principal Miss Eileen Sheedy**

### **TEACHING STAFF**

<b>Preschool</b>	<b>Mrs. Laura Shortino</b>
<b>Kindergarten</b>	<b>Ms. Ashley Rogers</b>
<b>Grade 1</b>	<b>Mrs. Dana Knapp Stack</b>
<b>Grade 2</b>	<b>Ms. Lisa Christiano</b>
<b>Grade 3</b>	<b>Ms. Joyce Malabara</b>
<b>Grade 4</b>	<b>Mrs. Marge Piegari</b>
<b>Grade 5</b>	<b>Mr. Brian Brady</b>
<b>Grade 6</b>	<b>Mr. Jacob Jenrich</b>
<b>Grade 7</b>	<b>Mr. Jacob Jenrich</b>
<b>Grade 8</b>	<b>Mrs. Mary Eileen Dalcamo</b>
<b>Junior High Math</b>	
<b>Italian Teacher</b>	<b>Ms. Paige Hoffman</b>

### **SCHOOL PARISH AND STAFF**

<b>Parish Priest</b>	<b>Father Stipe</b>
<b>School Secretary</b>	<b>Mrs. Joanne Moravec</b>
<b>Parish Secretary</b>	<b>Mrs. Nancy Grabowski</b>
<b>Custodian</b>	<b>Mr. Jesus</b>
<b>Resource Aid</b>	<b>Mrs. Annette Hoffmann</b>
<b>P.K.Aid</b>	<b>Mrs. Susie Sheppard</b>
<b>Title 1</b>	<b>Mrs. Michelle Toman</b>
<b>Lunch Program</b>	<b>Mrs. Patty Cazares</b>
<b>Morning Program</b>	<b>Mrs. Susie Sheppard</b>
<b>Extended Day P.K.</b>	<b>Mrs. Laura Shortino</b>
	<b>Mrs. Susie Sheppard</b>
	<b>Mrs. Mary Eileen Dalcamo</b>
	<b>Miss Ashley Rogers</b>
	<b>Mr. Brian Brady</b>

## **2017-2018 TUITION RATES**

	<b>Rates</b>
1 Child	\$4,750
2 Children	\$7,015
3 Children	\$9,390
Pre-K 3 & 4	\$4,850
Educational Materials Per Child	\$250
Registration Fee	\$40
Fundraising Fee Per Family	\$500

### **TUITION PAYMENT PLAN**

The tuition plan agreement and contract must be signed and returned at the time of formal registration OR by the start of the school year. Failure to comply or make payments will result in the exclusion of the student from school or activities. Students of families who are delinquent will not receive diplomas, transcripts, or participate in graduation or special activities.

### **SMART TUITION**

Tuition is to be paid the 10<sup>th</sup> of each month to Smart Tuition. Smart Tuition is a program enlisted by the Archdiocese to manage school tuition for our school. If you have any questions please call the school office.

### **TUITION AND ATTENDANCE INTERRUPTION**

Santa Lucia reserves the right to exclude students from school due to unpaid financial obligations.

### **STUDENT RECORDS**

Records, current and cumulative, shall be kept filed on each student. These records include: Attendance, health, academic progress and other pertinent information. The privacy and confidentiality of these records shall be observed.

### **TARDINESS**

Students K – Grade 8 who arrive after 8:05 a.m. will be marked tardy. Parents will be contacted after the student receives five (5) tardy slips. They will then have to pay a \$5.00 fee.

### **TELEPHONE CALLS**

Excessive calls made by students for non-emergencies will be billed to the parents. Fee is \$1.00.

### **TUITION -BOOK FEE -FUND RAISING**

The Santa Lucia School Board sets the tuition, book fee, and fund raising fee after considering the new yearly budget and after consulting with the School Board.

Parents/guardians should call to make an appointment with a teacher. At no time should parents or other visitors go directly to a classroom without first obtaining authorization from the school office to see a teacher.



Santa Lucia School  
3017 S. Wells Street  
Chicago, Il 60616  
312-326-1839

## Discipline

### Discipline Philosophy:

Santa Lucia School is a school community of individuals, who have the right to learn, to feel comfortable and safe, and to reach their God-given potential. As Christians, we recognize the dignity and equality of all persons. It is the responsibility of each child to respect the rights of others. As educators and parents, it is our goal to consider the common good and to ensure that our actions align with our Christian values. Teachers will communicate, display, and reinforce the rules and expectations of Santa Lucia School. Consequences will occur when a student's actions reflect irresponsible behavior.

Good conduct is expected of all students during school hours and at all parish/school activities. It is important that teachers, parents, and students have a common commitment to ensure a safe and productive environment. Guiding the student to form Christian values and self-discipline is the key role of the parent and the educator. Teachers and parents must work together in all aspects of school life. Demonstrating good sportsmanship, respect for authority, and proper behavior is consistent with Christian education.

At Santa Lucia School, we feel that children must learn that there are appropriate consequences for all behaviors. Children learn through experiences, so it is important to address any concerns and make corrections immediately. This will be important to the child's growth and development as a member of the school community and as a member of society. Corrective measures include warnings, discussing the problem with the child/parent/guardian, staying after school, or other penalties. The ultimate goal is to impress upon the child the need to be responsible for the choices and actions they make. As there are negative consequences for poor behavior, there are positive consequences for good and exceptional behavior. We at Santa Lucia believe in rewarding and praising the positive behavior of our students.

The school and the parents must share the responsibility for promoting positive student behavior. Our goal is to work with our students on developing and practicing the following 12 skills at appropriate age levels. Mastery is dependent upon the developmental level of the child as well as the opportunities to use and practice the skills. When correcting inappropriate behavior, we can use the 12 skills as a guide in discussing and resolving the issue.

### Self-Discipline Skills:

1. Listening/ Following Instructions
2. Questioning
3. Sharing: time, space, people, and things
4. Social Interaction
5. Cooperation
6. Understanding Rules
7. Accomplishing tasks
8. Exhibiting leadership
9. Communication
10. Organization: time, space, people, and things

11. Problem Solving
12. Serving others/ Sacrifices

While these skills help to form the foundation of the school's new discipline program, rules are also necessary to let students know the limits for their behavior. When a student chooses not to accept or correct their behavior, become disruptive to the learning environment, or presents a danger to himself/herself or others, the discipline cycle begins.

### All School Rules:

- Respect yourself, others, and things
- Contribute to the learning environment
- Follow all school procedures

### Introduction to the Discipline Cycle:

Step 1: (handled by the teacher)

Opportunities to teach children the 12 self-discipline skills will take place throughout daily instruction. Because administrators and teachers believe that confrontation is part of their task as disciplinarians, they welcome opportunities to help children help themselves. Each classroom teacher will implement the three rules listed above. The teachers will work with the children to make sure the rules are understood and the reasons for the rules are taught. Incidents of inappropriate and/or disruptive behavior will be dealt with in the classroom as they arise. Consequences for such behavior will be handled first by the classroom teacher, then by administration if needed. The consequences will look different at each grade level and will be decided by the classroom teacher.

Corrective measures in the classroom:

- Student must accept responsibility for the behavior.
- Student must resolve the issue to avoid a recurrence of the chosen behavior.
- Student must repair what has occurred.
- Student returns property/possession of others.
- Student sent to another classroom or supervised area to work.
- Student may be given a time out.
- Behavior notice (misconduct) sent home to parent/guardian.
- Student may be required to stay after school and/or serve a detention.

Step 2: (handled by administration)

Major incidents: Require immediate removal from the classroom in which the student is sent to the principal's office.

In addition to the above, a Major incident may be anything that, in the opinion of the principal, constitutes a serious and significant disruption in the educational process, endangers the safety of students or staff, or undermines our school's philosophy and goals.

### Principals Discipline Cycle

Step One: The student is sent to the school office with a referral form. The top part of the referral form is filled out by the teacher/staff member who sent the child to the office.

- The student will meet with the principal.
- The student will complete the bottom part of the referral, with assistance if needed.
- The student or principal will inform a parent or guardian of the incident by phone and by having the form signed and returned. The form will be placed in their school file.
- The student will be held accountable for the plan developed on the referral form.
- The principal and the student will speak with the staff member regarding the issue, how it was resolved, and discuss appropriate behaviors.

Step Two: If a student is sent to the school office a second time within a one-month period.

- The student will meet with the principal.

- The student will complete the bottom part of the referral, with assistance if needed.
- A conference will be scheduled with the teacher, parent/guardian, student, and principal.
- A contract will be drawn up listing actions that will be taken by each participant in the conference.
- A date to review the contract will be determined.
- The discipline cycle will be reviewed with the parent/guardian and student.

Step Three: If a student is sent to the office a third time in a one-month period, or in extreme cases when the principal determines the seriousness of the action warrants starting at step three.

- The student will meet with the principal.
- The student will complete the bottom part of the referral, with assistance if needed.
- The parent/ guardian will be notified that a suspension of up to three days has been earned. (In-school or out-of-school will be determined)
- A conference will be held with the parent/guardian, teacher(s), student, and principal. A behavior plan will be developed.
- A recommendation may be made to have the student visit with a counselor or other specialist.
- All schoolwork must be completed before the student returns to class.
- A probationary time period to monitor and review progress will be set once the student is ready to return to class.

\*\*Step Three may 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 implemented all available means to effect change, the student will move to step four of the cycle.\*\*

Step Four: The student's right to attend Santa Lucia School will be terminated. Expulsion is invoked by the principal and will be considered, but not limited to the following reasons;

1. Previous suspensions
  2. Extreme acts of violence to another person
  3. Serious acts of vandalism, use or sale of any illegal drug
  4. Chronic, incorrigible behavior that undermines classroom discipline and impedes academic progress.
- The principal will recommend alternative schooling.
  - The decision to terminate a student is finalized by the principal and pastor.
  - The school retains the right to notify the police under certain circumstances when deemed necessary.

## **HANDBOOK AMENDMENT**

Rules and regulations in this handbook are subject to change. Statements are subject to amendment with or without notice. Some changes may be made immediately due to unforeseen circumstances. The school office will attempt to keep you informed of all changes as soon as possible.

**ACKNOWLEDGEMENT AND RECEIPT OF SANTA LUCIA HANDBOOK &  
DISCIPLINE POLICY**

This booklet contains a wealth of information regarding the policies and procedures at Santa Lucia School. The handbook information is -helpful throughout the year and is a good reference booklet for most questions you may encounter. Please sign the bottom portion of the letter, confirming receipt of the handbook.

+++++

I have read the handbook and understand the policies and procedures of Santa Lucia School. I have gone over the information with my child(ren).

Child's Signature:

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Parent's/Guardian's Signature:

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

Date \_\_\_\_\_

Please return this page to the school office. Thank you for choosing Santa Lucia School

