

# St. Bruno Catholic School



## Student-Parent Handbook 2023-2024

*A Journey begins with a single step.*

*Saint Bruno School is a member of the Belleville Diocesan School Systems, Belleville, Illinois,  
and is recognized by the Illinois State Board of Education.*

St. Bruno Catholic School  
210 North Gordon Street  
Pinckneyville, IL 62274

August 10, 2023

Dear Parent/Guardian,

Welcome to a new school year! We are excited to have your family be a part of St. Bruno Catholic School. You have made the right decision in choosing to send your child/ren to our school as St. Bruno provides a safe, positive atmosphere that allows students to grow and learn. Together, we can make St. Bruno Catholic an influential part of the future of your child's life.

Please take time to read the attached 2023-2024 Student-Parent Handbook. The purpose of this handbook is to clarify regulations, policies, and procedures that guide all of us at St. Bruno Catholic as we work together in the education of your child/ren. This handbook will serve as a reference to guide us when clarification is needed. It is important that you read the handbook as each year changes and adjustments in various policies and procedures are implemented. This is very important because things are constantly changing and certain policies may have to be revisited from time to time. Once you have read and understood the handbook, you will need to sign the '*Agreement Statement*' of the handbook and return it to the school. This form will remain on file for the duration of this school year.

At St. Bruno Catholic, we expect each child to do the very best with the talents and gifts God has offered him/her. Our hope and drive are to help St. Bruno children discover their gifts and be fulfilled spiritually, emotionally, and intellectually as they grow to be productive human beings. Likewise, we want parents and guardians to share their time and talents with St. Bruno Catholic whenever possible. Together, we can give all St. Bruno students the firm foundation and support they need for success now as well as later in life.

As in years past, we will continue to focus on ensuring our students understand the responsibility that comes with use of technology. This is especially important with our current times. Each student should receive an email address that is to be used solely for school purposes (i.e. communicating with teachers and staff as well as educational material as directed by teachers). A reminder that other than the use of school technology, the use of personal electronics such as phones, iPads, etc. as well as the use of social media is not permitted during school hours. Further, be mindful St. Bruno Catholic students are responsible for their actions online outside of school hours and can be held accountable for those actions at school no matter when and where they occur.

Once again, all of us here thank you for the dedication and commitment in choosing St. Bruno Catholic as the foundation for your child/ren's education. We look forward to enriching our students with the best educational experience possible.

Blessings,

Fr. Carl Schrage(Administrator)  
Mr. John Smith, Principal  
St. Bruno Faculty and Staff  
St. Bruno Board of Education

# Table of Contents

Cover Letter	
.....	
.....Page 2	
Introduction, Purpose of handbook	
.....Page 6	
Administrative organization	
.....Page 6	
Board of Education	
.....Pa	
ge 7	
Faculty/Staff	
.....	
.....Page 8	
Role in Society and Education	
.....Page 8	
St. Bruno School Mission Statement	
.....Page 8	
History of St. Bruno School	
.....Page 9	
School Philosophy	
.....Pa	
ge 10	
School Objectives	
.....P	
age 11	
Guidelines	
.....	
.....Page 11	
Admission	
.....	
.....Page 11	
Probationary Enrollment	
.....Page 12	
Non-Catholic Students	
.....Page 12	
Tuition	
.....	
.....Page 12	
Tuition Assistance	
.....Pa	
ge 13	
Tuition Payment Policy	
.....Page 13	

Tuition Refund Policy	Page
13	
Book Bill/Technology Fee	Page 13
Vacations	
.....Page 14	
Arrival To and From School	Page 14
Bus Riders	
.....Page 14	
Calendar	
.....Page 15	
School Cancellations	Page
15	
Attendance	
.....Page 15	
Truancy	
.....Page 15	
Absences	
.....Page 16	
Tardy Policy	
.....Page 16	
Access and Departure of the Building	Page 16
Church	
.....Page 17	
Library	
.....Page 17	
Parent Teacher Conferences	Page 17
PTO	
.....Page 17	
Dress Code	
.....Page 19	
Dress Code Enforcement Policy	Page 20

Reporting Child Abuse	Page 21
Abuse and Neglected Child Reporting Act	Page 21
Class Field Trips	Page 23
Class size	Page 23
Classroom Parties	Page 23
Communication	Page 23
Curriculum	Page 24
Lunch Program	Page 24
Lunch Periods	Page 24
Health-Welness	Page 24
Non-Discrimination Policy	Page 24
Sexual & Racial Harassment	Page 24
Grievance	Page 25
Policy on Pregnant Students	Page 26
Child Protection Training	Page 26
Thursday Envelopes	Page 26
Asbestos Abatement Act	Page 26
Lost and Found	Page 27
Interruptions	Page 27

Custody Policy	
.....	
...Page 27	
Band	
.....	
.....Page 27	
Crossing Guard	
.....	
...Page 27	
Earned Activities	P
.....	
age 27	
Telephone	
.....	
.....Page 28	
Cell Phones	
.....	
.....Page 28	
Movie-Video	
.....	
.....Page 28	
Gaming Devices	
.....	
...Page 28	
Line of Authority	P
.....	
age 29	
Student Code of Conduct	
.....Page 29	
Care of School Property	
.....Page 29	
Discipline/Conduct	
.....Page	
29	
Student Disciplinary Regulations	
.....Page 30	
Items not allowed at school	
.....Page 30	
Code of Conduct Violations	
.....Page 30	
Detentions	
.....	
.....Page 31	
Suspensions from school	
.....Page 31	
Expulsion	
.....	
.....Page 31	
Parents Disciplinary Regulation Policy	
.....Page 32	

Internet Usage  
.....Page 32

Bring Your Own Device (BYOD)  
.....Page 33

Bullying  
.....Page 33

Developing Character and Preventing Behavior  
.....Page 34

Policy for handling bullying behavior  
.....Page 34

Drug and Alcohol Abuse  
.....Page 34

Search and Seizure Investigative Procedures  
.....Page 35

Procedure for Police Involvement  
.....Page 35

Grades and Promotion  
.....Page 37

Promotion  
.....Page 37

Report Cards  
.....Page 37

Retention and Acceleration  
.....Page 37

Grading Scale  
.....Page 38

Honor Roll  
.....Page 39

Testing  
.....Page 39

Constitution Test  
.....Page 39

Homework Academic Policy  
.....Page 39

Graduation  
.....Page 40

Records  
.....Page 40

Flagging of Records	Page 40
Release of Records	Page 40
Extracurriculars	Page 41
St. Bruno School Sports Philosophy	Page 41
Athletics	Page 41
Athletic Attendance Policy	Page 42
Attendance at Games	Page 42
Sports and Grade Policy	Page 42
Bus Transportation to Games	Page 43
School Safety	Page 43
Concussion Policy	Page 43
Health Service	Page 43
Dispensing Medicine	Page 43
Physicals and Immunizations	Page 43
Communicable Diseases/Illnesses	Page 44
Infectious Disease Control Policy and Immunization	Page 45
Insurance	Page 45
Emergency Information on File	Page 45
Fire, Tornado, Earthquake and Evacuation Drills	Page 46



Lock Down Drills .....Page 46

Law Enforcement Drills .....Page 46

Emergency Relief .....Page 46

Battery Against School Personnel .....Page 46

St. Bruno School Bus Policy for Transporting to and from DuQuoin .....Page 46

Financing the Bus .....Page 47

Bus Fee .....Page 47

Discipline Form .....Page 48

School Medication Administration Authorization Form .....Page 50

Parent/Guardian Authorization .....Page 51

Student Self Medication Administration Form .....Page 52

St. Bruno School Calendar .....Page 53

Agreement Statement .....Page 54

## **INTRODUCTION**

**School Address: 210 N. Gordon St., Pinckneyville, IL 62274**

**SCHOOL OFFICE - (618) 357-8276**

**PARISH OFFICE - (618) 357-5510**

**Principal's Email: [john.smith@stbrunoschool.com](mailto:john.smith@stbrunoschool.com)**

**School Secretary's email: [shannon.epplin@stbrunoschool.com](mailto:shannon.epplin@stbrunoschool.com)**

**SCHOOL WEBSITE: [www.stbrunoschool.com](http://www.stbrunoschool.com)**

The handbook includes diocesan and Saint Bruno School guidelines and policies.

### **Purpose of the Handbook**

The purpose of this handbook is to give parents and students information and to acquaint them with Saint Bruno School. Please read it carefully and keep it for reference as occasions arise.

RIGHT TO AMEND statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. However, some changes might be made immediately due to unforeseen circumstances.

### **Administrative Organization**

#### *Bishop and Diocese of Belleville*

St. Bruno is a Roman Catholic School under the auspices of the Bishop of the Diocese of Belleville. The Director of Elementary Education has the responsibility of implementing Diocesan Policy, once approved by the Bishop.

#### *Pastor/Administrator*

The pastor is the primary spiritual leader of the parish and has the responsibility of fostering, guiding, and coordinating the educational ministry of the parish. This includes those matters within the school, which affect worship, the Ministry of the Word, and the spiritual welfare of the students. Furthermore, all policies set forth by the School Board are subject to his approval.

#### *Principal*

The principal is the administrator of the school and executive officer of the School Board and is responsible for implementing policies established and/or approved by the Diocesan Board, the Pastor and St. Bruno School Board. The principal is responsible for implementation of educational policies established by the Diocese of Belleville and the State of Illinois.

#### *Faculty and Staff*

All faculty and staff members report directly to the Principal.

***Board of Education***

The St. Bruno Board of Education is intrinsically by nature of The Code of Canon Law, an advisory board to the Principal and Pastor. The primary role of the Board shall be to help formulate policies for Catholic education in the parish in adherence to Diocesan School policies. Since Catholic education is the legitimate exercise of the Church's right to teach, the Board shall be subject to the authority of the Church represented within the Diocese by the Ordinary and within the parish by the Pastor. The Board shall work in concert with the canonically mandated Financial and Parish Councils.

The Board of Education Duties and Functions:

1. Meet regularly each month except July.
2. Implement policies of the Bishop and Diocesan Board of Education.
3. Act as a liaison body with local and state school officials.
4. Create better understanding and support of Catholic Education.
5. Coordinate parochial educational activities.
6. Establish committees on a standing or ad hoc basis according to need.

***Anyone who wishes to address the Board of Education must be placed on the Board agenda. Notice must be given two weeks in advance to be able to address the Board.***

**ST. BRUNO SCHOOL BOARD MEMBERS:**

Cheryl Bigham  
Mitchelle Calderon  
Bailey Lee  
Nathan Meagher  
Tricia Doerflein  
Brian Otten  
Marci Specogni

## St. Bruno School

### FACULTY/STAFF

Fr. Carl Schrage	Pastor
Mr. John Smith	Principal
Mrs. Carrie Hardin	Pre-K 3
Mrs. Catrina Wood	Pre-K 4
Mrs. Melanie Hug	Pre-K 4 Aide
Mrs. Stacie Duniho	Pre-K 3/4
Mrs. Anna Hawkins	Pre-K Aide
Mrs. Jaira Bastien	Kindergarten
Mrs. Tiffany Smith	Grade 1
Mrs. Ashely Crabtree	Grade 2
Ms. Bethany Lee	Grade 3 & 4
Mr. Dennis Unverferth	Grade 5,6,7,8 Math & ELA
Mr. Alan Thompson	Grade 5,6,7,8 Science/Social Studies
Mrs. Jill Tegethoff	Grade 2,5,6,7,8 Religion
Mrs. Michelle Pippen-Pestka	Title I Teacher Aide/RTI
Mrs. Susan Epplin	Head Cook
Mrs. Michelle Gill	Cook
Mr. Ike Hardin	Custodian
Mr. Dennis Shemonic	Bus Driver
Mrs. Shannon Epplin, School Secretary	357-8276
Mrs. Kacie Davis, Parish Secretary	357-5510
Mrs. Kathy Travis, Business Manager	357-5510

### Role in Society and Education

St. Bruno School has been devoted to building community, educating for service, and proclaiming the message of the Gospel since 1887. The founders began with a spirit in their hearts to educate and enable the children to develop their Catholic values and faith. Their pioneering spirit lives on, as those ideas continue to be fostered at St. Bruno today.

St. Bruno School strives to maintain a close relationship between parents and school, thus creating a “family atmosphere”. With this cohesive network of communication and commitment, the “whole child” is educated; spiritually, intellectually, physically, morally, and socially.

### St. Bruno School Mission Statement

**St. Bruno school fosters Christian Values in a faith-based Community Atmosphere emphasizing exceptional Academic Rigor balanced by integrated personal Discipline and deep Moral and Ethical understanding of God.**

## **History**

In 1886, the parish was founded and given the name St. Bruno. The school, built in 1887, was the first school established when the Diocese of Belleville was founded. The first school had one classroom for 60 students and a second story used as a home for the Sister Adorers of the Blood of Christ. A two-room school was built in 1891. In 1949, the school was moved across Gordon Street, adding it to the Lehman house and making it a three-room school for over 100 students. A two-story building providing classrooms for grades 1-8 was dedicated in 1956.

Improvements have been made through the years to enhance the facilities for a better learning environment. The most extensive change was made starting in May of 1992. The entire interior of the building was remodeled. The asbestos was removed, and new plumbing and electrical services were installed. Through the gifts of private donors, new furniture was bought for the cafeteria and several other areas. October 4, 1992, St. Bruno School was rededicated during a special liturgy. This was the feast day of St. Bruno.

The Sister Adorers of the Blood of Christ had staffed the school since its beginning. They maintained a presence in the school until the 1997-98 school year. From 1999 until June 2004, the School Sisters of Notre Dame were here to minister in the school. The Parish Center, completed in 1966, provided a gymnasium, a lounge for social activities and a stage. In 1996, the lounge was turned into a preschool to house an educational program for three-year-olds and a pre-kindergarten program for four-year-olds. In April of 1999, the gym floor was refinished.

In April of 2001, the classrooms were air-conditioned by window units. The building had to be rewired to accommodate the units. The school had a program for grades 1 through 8 until 1994 when a kindergarten was added to the school program. St. Mary Magdalene at Todd's Mill closed in 1978. Some parents chose to send their children to St. Bruno. In 1998 St. Charles School in DuBois closed and some of those children joined our student body. Sadly, in 2008 Sacred Heart School in Du Quoin closed, but we were blessed to have their children join our school. Today we also have students from Christopher areas as well as students of other faiths.

Most recently, St. Bruno School was blessed with a very generous bequest from the Margaret Ruppert estate. Margaret Rose Ruppert was born in 1915, graduated from St. Bruno School and continued her education to graduate from St. John's Mercy Hospital School of Nursing in St. Louis, Missouri in 1943. In 1945 she joined the United States Navy Nurse Corps achieving the rank of Commander. Commander Ruppert's generous gift was used to partially fund the construction of the new junior high building. This building was opened to students in the fall of 2022, and has 4 classrooms and a modern science lab. The additional classroom space enabled St. Bruno school to expand the Pre-K program as well as provided our Junior high students with a state of the art learning experience.

## **School Philosophy**

St. Bruno Catholic School, as an elementary educational facility within the Belleville Diocesan Systems of Schools, aspires to the optimum spiritual, social, emotional, psychological, and academic growth of its students with emphasis on the achievement of educational potential.

Through a balanced curriculum of religion, language arts, natural and social sciences, mathematics, art, music, health and physical education, St. Bruno School seeks to attain the following goals:

*MORAL AND SPIRITUAL DEVELOPMENT*-To teach a program of Catholic doctrine, the tradition of the Church, scripture, liturgy, Christian morality and to provide the students with experience in Christian living in order to help them develop reverence for God and respect for God's creation and a recognition of the basic goodness of themselves and others.

*SOCIAL RESPONSIBILITY*-To instill discipline which is positive and self-directed, evolving from an initial self-respect and an awareness of the rights and the needs of others and emphasizing the concept of charity as well as social justice.

*EMOTIONAL GROWTH*- To stimulate emotional growth and stability by creating an atmosphere of freedom of expression with students accepting ultimate responsibility for their actions. Our acknowledgment that God is our creator makes us aware of the dignity of every human being. We strive to instill self-esteem within each child and to show by example that each child is loved and is a loving person with dignity and worth.

*ACADEMIC EXCELLENCE*- To achieve the academic potential of each student by encouraging intellectual development through logical and investigative thinking. To increase the enthusiasm for learning and the development of each student's individual gifts and talents.

*PHYSICAL FITNESS*- To encourage physical fitness through programs emphasizing healthful living, exercise for physical development and an opportunity to participate in interscholastic activities.

TECHNOLOGY SKILLS – To prepare students for the jobs of tomorrow by offering opportunity for students to access and use the latest technology software applications.

*EXTRACURRICULAR ACTIVITIES*- To enrich the core curriculum with opportunities to participate in activities which develop leadership skills and the ability to work with people of different backgrounds, ages, and abilities.

As it prepares students and faculty by maintaining standards of excellence and as it develops to keep abreast of current educational needs of the society, St. Bruno School will thus be an asset to the Catholic Ideals of Education and the people it seeks to serve.

## **Overall School Objectives**

1. To contribute to the total development of each student.

2. To further spiritual and moral growth.
3. To provide adequate opportunities for the individual needs of students at a given level in order to prepare them for their place in life.
4. To provide opportunities to develop the potentialities for creative thinking, for learning to accept responsibilities, and for developing alert, active, and articulate leadership.
5. To provide for its student body a curriculum that has basic skills as a basis upon which all curriculum is built and computer technology is integrated.
6. Create instruction so it will allow for student input, discussion, expansion and exploration.
7. Encourage students to be active and participate in extracurricular activities so they have opportunities to build responsibility and leadership.
8. Create an educational environment in which students feel safe, secure, and protected.

## **GUIDELINES**

### **Admission**

A child who is five years of age or who will reach the age of five by September 1st may enter Kindergarten in August. Exceptions allowed under the Illinois School Code must be approved by the principal, pastor, and Superintendent of Schools. Students must be six years of age by September 1<sup>st</sup> or have successfully completed an accredited Kindergarten program to enter first grade. Children baptized outside the parish and entering Kindergarten at St. Bruno will need to present a baptismal certificate. Students who are active members in other parishes need to have a form signed by the pastor. Active Parishioners of St. Bruno Parish and feeder parishes will be given preference for admission if a class or the school is at full capacity. (Diocese Policy #5111.1)

The Illinois State School Code requires that every child have a physical examination prior to or upon his/her entrance into kindergarten and 6<sup>TH</sup> GRADE. Consequently, your child must be examined by your family physician if he/she:

- Enters Kindergarten
- Enters 6th grade
- Enters from out of state
- Or has no record of a physical examination.

Medical forms are distributed at the end of the school year. These forms must be returned to school on the first day of school. Dental exams are required for students in Kindergarten, Grade 2, and Grade 6. Kindergarten students are also required to have an eye exam on file from an optometrist.

### **Probationary Enrollment**

All transfer students will be admitted to St. Bruno School on a probationary basis after a conference is held with the parent, child, teacher, and principal. The parent or legal guardian will be required to fill out an Application of Admission form. The school in which the child previously attended will be contacted and asked to report on the child's good standing prior to withdrawal. Copies of all records will also be requested.

St. Bruno School will not automatically accept students who are transferring from a public school system. The parents must give a reason for the transfer. The acceptance or denial of enrollment will be determined after the pastor and principal confers.

Students who are admitted will remain on probation until such time as records are received from the transferring school and a "sufficient period of time" has passed to guarantee that any "special" needs- of the child- can be met by existing St. Bruno School curriculum and resources.

"Sufficient time" is to be judged by the principal and teachers involved on a case-by-case basis, preferably not to exceed 6 weeks. The parent/guardian will confer with the teachers on a weekly basis and with the principal at the end of the time of probation to determine if the student is able to meet success in his/her new environment.

St. Bruno School reserves the right at any time to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal, and teachers involved) not be enrolled at this school. The board will be kept informed on a current basis by the principal of all problem situations existing and the resulting actions taken. (Adopted by St. Bruno School Board May 1995)

### **Non-Catholic Students**

St. Bruno School is a Catholic School with a Catholic Philosophy of Education. Our curriculum is taught within the framework of this Catholic Philosophy. The acceptance of non-Catholic students within the school will be based upon the following guidelines:

1. The reason for the transfer to a Parochial School System.
2. Previous education experience of the child.

### **Tuition**

Tuition for Catholic families is \$3,200 for one child, \$4,575 for two children, \$5,350 for three children, \$6,075 for four children, for the 2023/2024 school year.

Tuition for Catholic families who are not members of St. Bruno Parish is supplemented by the respective parishes. (Diocesan Policy 3240.2) The feeder parishes pay a subsidy of \$3,900 for families with one child, \$9,040 for those with two children and \$14,660 for those with three children. **If you do not attend mass in your declared parish on a regular basis, you will be assessed the tuition rate for families of other faiths.** Your parish priest will make the decision in this matter.

Tuition for families of other faiths is \$3,825 for the first child \$5,600 for two children, \$6,575 for three children, \$7,550 for four children for 2023/2024 school year.



If **tuition and fees** are not paid by **June 1<sup>st</sup>, 2024**, report cards and other documents will be held until fees are paid **in accordance with Diocese Policy 5119**.

### **Tuition Assistance**

It is a long-standing policy of St. Bruno School that no child from the parish will be denied admission solely because of financial hardship. If assistance is needed, please contact the office to obtain the Tuition Assistance application. Assistance will be given on a case-by-case basis. Diocesan forms may be obtained from the office to apply for assistance. Forms are due March 15 and August 15 each year. **Only the principal and Priest will have access to these forms as they will be used to make recommendations to the Diocese of Belleville and Albert Ruppert Scholarship Committee.**

### **Tuition Payment Policy**

*Tuition is required to be paid on an advance current basis. **Payments must begin by August 30th and must be completed by May 31st.** Installment intervals may be determined by each family as long as the above criteria are met. In order for the school to meet its financial obligations, tuition payments must be made on a consistent and timely basis. **The only payment options are to pay tuition and fees in full by August 15<sup>th</sup> or to be enrolled in SMART Tuition on a payment plan.***

*A family with an outstanding and unexplained tuition bill by the end of the first **month** will be required to meet with the Principal and Pastor to work out a payment agreement in order for a student to receive his/her report card. Report cards and other documents will also be held until full payment is received. A family of an 8th grade student must have all tuition and fees paid by May 1 in order for the student to receive his/her diploma.*

### **Tuition Refund Policy**

For families that have paid in full at the beginning of the year and their child/ren have to leave St. Bruno prior to the end of the school year or current month, a refund in tuition will be given for the unused portion. The amount of refund will be calculated based on the total amount of tuition paid divided by the number of attendance days, which is 176 days. For example, \$3,200/ 176 days equals \$18.18 per day.

For families that are enrolled in Smart Tuition, Book and Tech fees will be due in full and tuition will be charged through the end of the month of the student's withdrawal.

### **Book Bill/Technology Fee**

The Board of Education annually establishes student fees for each grade to pay for textbooks, consumable books and supplies, and direct student fees. **Book fees are a non-refundable \$100 per student that will be paid at the time of registration.** If you are unable to pay the fee at this time, please contact the school office or parish finance office in order to make other arrangements. Students are responsible for keeping books in good condition. If a book is damaged in any way, the student will be required to pay a fee to replace the book.

The Board of Education has established a technology fee for each student. Technology fees are non-refundable, \$200.00 for each child in the family. ***Technology fees will be used specifically for maintaining and advancing technology in the school.***

### **Vacations**

When school is in session, parents are discouraged from taking their children out of class for extended vacations. However, if it cannot be avoided, families taking vacation during school days are expected to notify the teacher at least two weeks in advance. A student will be expected to complete all assignments given while he/she is out of class. Assignments are due upon return to school. Upon return, tests will be taken as scheduled.

### **Arrival to and From School**

Bus transportation is provided by the Pinckneyville High School District #101 and the Pinckneyville Grade School District #50 for the students living more than 1 1/2 miles from school. Buses or parents may deliver students on the east side of the school in the morning after 7:30 a.m.

All students being picked up by parents at the end of a school day will be picked up on the west side of the school and crossing at the designated patrolled crosswalk. All drivers are asked to park on the lot across from the Joel center and the church. Please do not park on the street.

**\*ALL STUDENTS MUST HAVE WRITTEN PARENTAL PERMISSION PRIOR TO CHANGING HIS/HER METHOD OR ROUTE TO HIS/HER DESIGNATED DESTINATION.** To ensure the safety of all students, afternoon transportation arrangements must be made clear to your child prior to his/her arrival at school. When routine transportation is not available, written notice must be given to the teacher, except in cases of emergency.

### **Bus riders**

All students riding the bus home will be picked up at school by a high school or grade school bus and taken to the senior high or junior high for transferring to their correct bus. Established routes are set at the beginning of each year and kept as closely as possible for regular times of pick-up and returning home. It is important all students riding the bus observe certain bus regulations:

1. **Be on time at the designated bus stop. Du Quoin riders need to be at Sacred Heart Church by 7:15am in order for the students that are eating breakfast to have sufficient time to do so.**
2. Observe safe conduct while waiting for the bus to come to a complete stop before entering or departing. Always wait for a sign from the driver before crossing a road.
3. Be courteous and respectful to the bus driver. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in an accident.
4. Always observe safe rules. These include, among others:
  - Remain seated at all times, never kneeling or standing in the seat.
  - Keep hands and arms inside the bus.
  - Never throw things on the floor or out the window.

- Keep your voice down so the driver can remain attentive to traffic.
  - Be especially quiet at railroad crossings.
  - Keep books, packages, projects, band instruments, etc. out of aisles.
5. No animals, pets, soda, water guns, or radios are to be brought on the bus.
  6. Be courteous and helpful to fellow students, especially smaller children.
  7. In the event of a road emergency, remain in the bus until instructions are given by the driver.
  8. Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or its safety equipment.
  9. Do not ask the driver to stop at places other than the regular bus stop or to where you are to return home. He/she is not permitted to do this except by proper authorization from school or your parents.
  10. These rules and regulations for safe riding practices should be observed as extra-curricular or co-curricular activities under school sponsorship as practiced daily. Be respectful of all chaperones appointed by the school.

### **Calendar**

The school calendar is created by the school principal and is annually approved by the Diocesan School Office and the State of Illinois. A copy of the calendar is provided to the parents and should be checked regularly.

### **School Cancellations**

Information on school closings due to bad weather will be broadcast via text message and email by the FACTS Management Program Also, on Channel 3 WSIL TV out of Carterville, Illinois. In case the weather necessitates an early school closing, the closing will be announced via the FACTS Alert System. It is a standing rule that if District #50 closes due to the weather, St. Bruno School will also close.

### **Attendance**

According to Illinois State Law, students must be in session 176 days a year. The importance of attendance for a child's academic progress cannot be overemphasized. Extended or repeated absences are not conducive to learning. By law St. Bruno School is required to enforce the attendance rules and regulations of the state of Illinois. For the health of your child and others, we ask that a student who is absent for more than 3 days to see a doctor and provide a note when returning to school. 3 days does not require a note, 4 days or more would.

### **Truancy**

St. Bruno will seek the assistance of the Regional Office of Education when a student is exhibiting truancy patterns. A student who is absent (without an excused absence) 5% or more of the 176 regular attendance days or about 9 days is in violation of this policy (Illinois School Code 105 ILSC 5/26-21). Unexcused absences could result in a student not being permitted to advance to the next grade.

### **Absences**

Daily attendance is required for scholastic achievement. Teachers are required to keep a daily record of attendance for the students' permanent record cards. The following guidelines are used when a student is tardy or absent:

- A.M. arrival between 7:50-8:30 TARDY
- A.M. arrival between 8:30-12:00 ½ day ABSENT
- P.M. departure before 12:40 ½ day ABSENT

When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If the student is gone for more than one hour, the student will be considered 1/2 day absent. If a student leaves school within one hour of normal dismissal for a medical appointment, the student will not be considered as absent.

When a student is to be absent from school or tardy, the parent/guardian is asked to call the school office (357-8276) between 7:30-8:00 a.m. and 8:30-9:00 a.m. to report the absence for it to be excused.

### **Tardy Policy**

The academic progress of each student depends on punctuality and regularity of his/her attendance at school. When a student is tardy, it interrupts the schedule routine of the class. The St. Bruno school day begins at 7:50 am and concludes at 2:50pm each day to meet state requirements of six and one-half hour days. Students must be in their classroom or assigned area by 7:50am. When students arrive after 7:50 and before 8:30 that is recorded tardy. When students arrive after 8:30 they are recorded as absent for one-half day. (Diocese Policy 5113) Any student arriving after 7:50 am (buses excluded) must be signed in by a parent/guardian at the school office.

1. Three tardies may be accrued with no consequence to the student. The fourth tardy will result in one lunch detention. A letter notifying the parents of detention will be sent home.
2. Tardies will reset each quarter and students will begin the new quarter with a clean slate.

### **Access and Departure of the Building**

- The east doors will be unlocked by 7:30 a.m. Students who walk or are driven to school will be dropped off in the gym parking lot east of the school. **Students must enter through the east doors.** Bus students will be dropped off near the east doors.
- All students, with the exception of Pre-K, will report to the school cafeteria when they get dropped off in the mornings. They will remain there until 7:50 when the school day starts. They will then be dismissed to their homerooms. Jr. High students will be walked to the Jr. High building at this time.
- By 8:00am, all exterior doors will be locked during the school day. **If a visitor wants to enter the facility, they must ring the bell located at the east and west entrances and go directly to the office and receive a visitor's pass from school personnel.**

- **Jr. high parents are to still report to the school office when dropping off and picking up their child from school. You will sign your child in/out in the school office and the school secretary will call for your child to report to the school office. Students are not to be picked up at the Jr. High building due to there being no office personnel in the building at this time.**
- Evening pickup for students riding the bus will be dismissed out the east doors to the appropriate bus. Students who are vehicle riders or walkers will be dismissed out the west doors and may either be picked up in front of the church or walked to the church parking lot west of the school.
- If the student is riding or walking and the status of the student going home should change, a handwritten notice must be provided to the classroom teacher or a phone call to the office must be made prior to changes being implemented.

### **Church**

All children will attend weekly Mass on Tuesday mornings. Parents, grandparents, and friends are encouraged to join our students at Mass whenever possible. Classes take turns preparing the liturgy and doing the leadership roles. **Students must adhere to the Mass Day Dress code as a sign of respect.**

### **Library**

The library is on the first floor. There are storybooks as well as reference materials for research. Each classroom has access to the Internet to use for research. From time to time the class will make use of the public library. Parents that live within the city limits of Pinckneyville are encouraged to get a free library card from the Pinckneyville Library. All others may check out materials using the school's library card for educational purposes.

### **Parent Teacher Conferences**

Parent-Teacher Conferences for an individual student's progress will be held at least once a year. Usually this is in October after the end of the first quarter. (IOWA test results may be back at this time, if not they will be sent at a later date.) If an extra conference time with teacher and/or Principal is needed during the school year, a time may be scheduled by phoning the school office and making an appointment with the school administrative assistant. From time to time, teachers and/or the Principal may call a special conference to discuss a student's progress or lack of. Parents are required to attend these meetings.

### **Parent Teacher Organization (PTO)**

**All parents** of St. Bruno Students and faculty members of the school belong to the P.T.O. The Organization will meet on the first Monday of each month, unless the first Monday falls on a holiday.

The purpose of the P.T.O. is to increase communication between home and school and to organize fundraisers to supplement the budget. This organization helps with such events as field trips, school picnics, graduation, Confirmation, teacher appreciation and the quilters' luncheon. The PTO sets PTO fundraisers. Fundraisers may or may not change from year to year depending on the needs of the school and trends of each particular type of fundraiser. A list of those fundraisers will be made available at the beginning of each school

year and posted on the school website.

All fundraising material will be sent to each family regardless of the opt-out option. This will keep the process stream-lined and also allow families to be made aware of the functions in the event they may be interested in buying and/or participating in the function. Therefore, if you have opted-out, you may still choose to participate in fundraising activities as you see fit.

Parents may opt out of all fundraising activities by paying an additional \$1050 in tuition per family by September 1st of each school year. Opting out includes functions/fundraising that is limited to PTO only and does not include non-PTO fundraising. Examples of non-PTO fundraising are (but are not limited to): school related fundraisers such as school apparel, movies, Parish picnic. Fundraisers directly related to athletics or extra-curricular activities are not eligible for opting out as these fundraisers are directly related to the participation of your child. These are (but are not limited to) sports, band, team quest, scholastic bowl, etc.

Bingo is a separate option because it is a bi-monthly commitment made by the PTO to secure an annual donation to St. Bruno School from the Knights of Columbus where the PTO is required to supply workers or desserts on the first and fourth Friday of each month throughout the year, and therefore is not part of the regular opt-out option. There is a separate opt out for Bingo that is \$300. This amount will be used to purchase the desserts that were to be brought to the bingo. All parents are divided into five groups, and every effort will be made to group families on teams according to their geographical location. An example of this would have one team composed of all the families from the Du Quoin area. This will make transportation and delivery as easy as possible for all families.

If opting out is not chosen, each family will be required to participate in a minimum of three working fundraisers and one selling fundraiser, as set by the PTO. Each family will be expected to sell 30 units between those fundraisers in which items must be sold. 30 units sold in only one fundraiser can also satisfy this requirement. Working fundraisers are valued at \$250 each. Selling fundraisers are worth \$150 each. These fundraisers are to help offset the costs of tuition for all children. Failure to participate in an assigned fundraiser will result in an increase in tuition per fundraiser missed to be assessed to the families SMART Tuition account after May 1st. Roll call will be taken at each event to keep track of attendance.

### **Dress Code (K-8)**

St. Bruno Catholic School takes great pride in its students and expects the students to always wear the uniform in compliance with the dress code. It is the parent's responsibility to see that their child comes to school conforming to the dress code for that day. Uniforms are a way to ensure students dress appropriately so that our focus can be on learning. Uniforms also save parents money and reduce competition for the latest

fashions and brand names. Parent supervision frees teachers and staff from the role of uniform police. We expect all students to follow the 2023-24 uniform policy consistently. Please also be sure to: retire uniforms that are worn and faded, fix saggy hems quickly.

**PANTS/SLACKS:** Pants/slacks must be solid **navy, khaki or black** and should not have a brand label on them. Pants/slacks may be purchased at stores that sell “Uniform-type” slacks. No cargo-style or pants with zippered pockets are permitted. Corduroy slacks are not permitted. A green, white, or gold polo shirt must be worn with the pants/slacks.

**SHORTS:** Shorts must be solid navy, khaki or black without a brand label on them. They may be worn during the months of May and August-September. Shorts may be purchased at stores that sell “Uniform-type” or Bermuda shorts. No cargo-style or shorts with zippered pockets are permitted. Shorts should be no more than four (4) inches above the top off the knee. A white, green, or gold polo shirt must be worn with the shorts. On Mass days, no shorts are allowed.

**SHIRTS: Green, white or gold polo** (long or short sleeve) style shirts may be worn. There may not be a brand label/emblem on them. Polo shirts may be purchased from any retail outlet that sells uniform style clothing. As an option, but not required, you may have the school academic logo embroidered or printed on your polo shirt. If you choose to have the school logo embroidered or printed on your polo shirt, that shirt must be purchased through a vendor where the embroidery or print is approved for application on St. Bruno uniforms.

**SKIRTS:** Skirts or Jumpers must be solid navy, Khaki, or Black, no shorter than 3 inches above the top of the knees. Shorts or leggings must be worn under the skirt/jumper.

**Spirit Fridays.:** The students may wear any St. Bruno spirit wear, catholic school week, Faithful falcons or feeder schools spirit wear. This does not include tank tops, sweatpants, pajamas etc. The Spirit Wear must be worn with uniform bottoms.

**Dress down days:** These days are granted throughout the year by the principal or when students have free dress coupons from the auction or other sources. Free dress days will occur with approval from administration. **NO PAJAMAS ARE ALLOWED** unless it is pajama day! **Free dress day coupons will not be allowed on mass days.** It will be the decision of the principal, or other designee (if the administrator is not available) to determine inappropriate dress. This can be a tough task, but we ask parents to remember that we must be consistent across all grades with what we will allow the students to wear.

**Administration recognizes that the length of shorts for girls/young ladies can be problematic. Non-uniform days are a privilege, and our goal is to provide opportunities for choice for students. Please support the above guidelines so we can continue to provide opportunities for all students.**

## **Belts**

It is recommended but not required that students in grades second through eighth wear a belt that is brown or black.

## **Shoes/Socks**

Students are not allowed to wear open toe or open back shoes because of safety concerns with these types of shoes. Shoes must have a full back of the heel. Crocs, flip-flops, or sandals will not be allowed. Socks and shoes must be worn at all times unless a student is wearing tights.

## **Make-up, Hair, & Jewelry**

Light/natural looking make-up may be worn only by girls in grades 6-8. Make-up shall not be applied at school. Neutral/light nail polish is permissible for girls. Students are not permitted to have body art or tattoos (permanent or temporary). Hair should be neat and clean at all times. No hair dyes unless of natural hair color to the child. Headbands/hair accessories may be appropriately worn. Only ears may be pierced. No student may wear dangling earrings. Students are responsible for their own jewelry.

## **Dress Code Enforcement Policy**

If a student is in violation of the dress code, school staff will first attempt to find alternative clothing that is kept on hand for the child to wear. This ensures that the student will have less time away from class. If no clothing is available, parents will be notified to bring appropriate clothing to school for their child. Parents are expected to launder the borrowed clothing and return it to school for future use.

- First infraction - A written warning form will be sent home to the parents/guardians explaining the violation. The form must be signed by a parent/guardian and returned to school the following day.
- Second infraction - A second written warning form will be sent home to be signed by the parent/guardian and will be returned the following day. The student in violation will be sent to the office to attempt to find clothes or will need to call to have clothes brought to school. The Student will receive a lunch detention.
- Third infraction - A third written warning form will be sent home and will need to be signed by the parent/guardian and returned the following day. The student in violation will be asked to change clothes and may need to call home. The Student will receive a lunch detention and loss of the next dress down day.
- Fourth infraction - To be determined by the principal and/or pastor. The



administration reserves the right to issue disciplinary sanctions to students for flagrant or repeated violation of the dress code.

**THE PRINCIPAL SHALL MAKE THE FINAL DETERMINATION REGARDING THE APPROPRIATENESS OF A STUDENT'S ATTIRE. ALL DECISIONS CONCERNING ANY DRESS CODE ISSUES WHICH ARE ADDRESSED OR INFERRED IN THIS POLICY IS ULTIMATELY AT THE DISCRETION OF THE PRINCIPAL.**

### **Reporting Child Abuse**

Illinois law has made it mandatory for building principals, faculty and staff to report suspected cases of child abuse or neglect to the Department of Child and Family Services. The staff at St. Bruno School will comply with and follow the procedures outlined by this law. All school employees are mandated reporters. Staff should notify the principal when calling DCFS of the situation.

### **Abuse and Neglected Child Reporting Act**

#### ***Child Abuse and Sexual Abuse***

The Abuse and Neglected Child Reporting Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). The law covers all children up to age 18.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in six categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, and childcare personnel. The Manual provides that mandated reporters are persons who work in one of the preceding six categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the worker must be paid.

All parish and school personnel, including but not limited to, teachers, PSR teachers, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, childcare workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children are mandated reporters.

All mandated reporters are required by law to report suspected child abuse or neglect to the appropriate DCFS field office within 48 hours. A written confirmation must also be mailed to DCFS and sent on special forms available from a local DCFS office or by a confirmation letter stating the essential facts.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional school personnel had knowledge of child abuse and/or neglect and did not report same. When a suspected case is reported to the DCFS, the person reporting the case should inform his/her appropriate authority.

By law, information cannot be withheld on grounds preserving confidentiality. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

### ***When to Call DCFS***

The law states that a mandated reporter should call the child abuse hotline [1-800-25-ABUSE] when he/she has reasonable cause to believe that a child has been abused or neglected. Some examples of when to call are:

1. When a mandated reporter sees someone hitting a child with an object.
2. When a mandated reporter sees marks on a child's body, which look like they were not sustained accidentally.
3. When a child tells you someone has harmed the child.
4. When a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are only a few examples of situations when a mandated reporter should report.

### ***What to Include in an Oral or Written Report***

According to Section 7.9 of the *Illinois Abused and Neglected Child Reporting Act* reports of child abuse or neglect should contain the following information to the extent known by the reporter:

1. The names and addresses of the child and his parents or other persons responsible for his welfare.
2. The name and address of the school that the child attends (or the school the child last attended, if the report is written during the summer when school is not in session), and the name of the school district in which the school is located, if possible.
3. The child's age, sex, and race.
4. The nature and extent of the child's abuse or neglect, including any evidence of prior injuries, abuse, or neglect of the child or his siblings.
5. The names of the persons apparently responsible for the abuse or neglect.
6. Family composition, including names, ages, sexes, and races of other children in the home.
7. The name of the person making the report, his occupation, and where he can be reached.
8. The actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and
9. Any other information the person making the report believes may be helpful in the furtherance of the purposes of this Act.

(Diocesan Policy and Regulation 5141.4)

### **Class Field Trips**

Trips may be taken to places or events that are deemed cultural and/or educational. The Principal must approve all field trips offered. Usually, a bus fee will be charged to help cover part of the transportation expense.

Chaperones are to stay with their assigned groups since they are responsible for them throughout trips. Chaperones are requested not to bring younger siblings on a field trip. Field trips are a privilege, not a right. Parents are responsible to see that their children wear clothing that is appropriate for the occasion.

All students will attend field trips. If funds are an issue, please contact the school principal. No child will be left behind because of lack of funds. If the student is not present, either on the field trip or in school, he or she will be counted absent.

Diocesan permission slips will be sent home for all outings a week in advance of the trip. No child will be permitted to go on a field trip if his/her Diocesan permission slip has not been returned. It is vital that the permission be on the Diocesan form. Any adult who chaperones a class trip is required to complete a Volunteer Application, have attended Child Protection training and complete a Sexual Misconduct Questionnaire. (See field trip permission form at the back of this handbook)

### **Class Size**

The school administration reserves the right to limit class size.

### **Classroom Parties**

Birthday parties will be celebrated, as agreed upon between the parents and the classroom teacher. There are four regularly scheduled classroom parties held during the school year in grades K-4: Halloween, Christmas, Valentine's Day and Easter. If any other party occasions are requested, they must have special permission from the Principal. The homeroom teacher will be in charge of any classroom parties held throughout the school year. Any parent who assists with classroom parties is required to complete a Volunteer Application as well as a Sexual Misconduct Form.

### **Communication**

When contacting the school the best place to begin is with the person directly involved. The teacher should be contacted when a student related problem is involved or the principal when a school regulation or practice is your concern. The teachers are on duty between 7:50 a.m. and 3:00 p.m. Teacher conference periods will be 30-minute time frame either before 8:00 a.m. or after 3:00 p.m. Conferences will be composed of the teacher(s)/coach(es)/parent (guardian), and oftentimes, with the student present too. If a teacher or parent/guardian requests in advance, the principal will sit in on the discussion. when a situation cannot be resolved with the staff directly involved, then it should be taken to the next level in the line of authority further outlined on page 20.

### **Curriculum**

The curriculum at St. Bruno School consists of: Religion, Language Arts, Mathematics, Science, Social Studies, Health, Human Sexuality, Handwriting, Music, Art, Typing, Computer Programs and Physical Education. These may differ depending upon the grade level.

Extra-curricular activities consist of scholar bowl, speech league, band, Team Quest and sports. Participation in these activities is a privilege, not a right.

St. Bruno School works in conjunction with the student's home school district for Speech and Special Educational Services.

### **Lunch Program**

**Breakfast and Lunch will be served daily in the cafeteria.**

- Breakfast                    \$2.00
- Lunch                         \$2.50
- Adults                         \$3.00
- Extra Milk/Juice         \$0.35

Each Breakfast/Lunch comes with a milk (juice for breakfast). If your child would like an additional milk it would cost \$0.35. Please send your child's Lunch money on the first day of each week with your child's name on the front of the envelope, labeled "Lunch Money".

Besides the hot lunch program, a child may bring his/her lunch from home. **However, no fast food or soda is to be brought to school.**

### **Lunch Periods**

Pre-K - 11:00-11:30

K-8 - 11:30-12:00

### **Health- Wellness**

The Diocese of Belleville is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. **(Reference to Diocese policy 5141; to see full policy please reference to the St. Bruno website)**

### **Non-Discrimination Policy**

St. Bruno School shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, mental or physical handicap unrelated to ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church. (Diocesan Policy 4146)

This policy applies to all professional and non-professional personnel hired by the school and/or parish.

### **Sexual & Racial Harassment**

The St. Bruno Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual and racial

harassment. To this end, the school board prohibits employees and students from engaging in sexual and racial harassment and advises employees and students that when evidence of such harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension or expulsion (for students). Independent contractors and volunteers are likewise prohibited from engaging in sexual or racial harassment and are subject to removal from their duties or activities with the school for violations of this policy.

All complaints of sexual or racial harassment shall be promptly and thoroughly investigated. A student does not have to report an incident of harassment to trigger an investigation if a school officer has knowledge of the harassment. Suspected sexual or racial harassment shall be investigated according to the procedures below;

A student who believes that he/she has suffered sexual or racial harassment may report the matter in writing to the Pastor, the Principal, or the President of the Board of Education. For cases of student-to-student harassment, it is suggested that the report be given directly to the Principal or the Pastor. For cases of harassment of a student by an employee, the report should be made to either the Pastor or the President of the Board of Education. Any teacher or other school employee who receives from a student a report (oral or written) of alleged sexual or racial harassment shall immediately report the same to the Principal, who in turn will immediately report to the Pastor. Failure by the employee to do so may be subject to disciplinary action. If the Principal or the Pastor is the alleged offender, reports from the student or by other school employees shall be made to the President of the Board of Education.

An employee who believes that he/she has suffered sexual or racial harassment may report the matter to the Principal or the Pastor. If the Principal or the Pastor is the alleged offender, reports from the school employees shall be made to the President of the Board of Education.

All complaints and investigations of sexual or racial harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to investigate appropriately and address the complaint. No employee or student will be subject to negative action for reporting alleged racial or sexual harassment in accordance with this policy.

Upon conclusion of any investigation, the complainant will be apprised of the outcome of said investigation.

## **GRIEVANCE**

Each school program shall have written grievance procedures available for use by any individual wishing to present a racial or sexual harassment complaint. This grievance procedure must include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including termination or expulsion.
4. The person who reported the incident will be advised of the findings and actions taken.

### **Policy on Pregnant Students**

The Principal and Pastor of St. Bruno, in consultation with the Office of Education, shall make decisions as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the student. In light of compassion, mercy, and justice, they shall confidentially consider each person's case individually after consulting with the parents/guardians. Counseling will be recommended for the pregnant girl, the father of the child, (if also a St. Bruno student), and classmates, if appropriate.

### **Child Protection Training**

**It is very important that each parent participates in the Child Protection Program.** If you want to help in any way at the school, you must participate in one the Child Protection training programs. Call the school office for more information. If you plan to volunteer in any capacity such as playground, field trips, class parties, coaching etc. you need to complete the following guidelines:

1. Initial Child Protection Training  
(<https://www.diobelle.org/faith-formation/child-protection>)
2. Criminal Background Check (CANTS Form)
3. Volunteer Application (Available on our website [www.stbrunoschool.com](http://www.stbrunoschool.com))
4. Annual Online Refresher Course (Done Online annually after the first year)

### **Thursday Envelopes**

Each Thursday the oldest child is asked to carry an envelope to parents. It will have any notes from the office, P.T.O., or the parish that needs to get to the parents or guardians. The envelope should be sent back to school **THE NEXT DAY**.

### **Asbestos Abatement Act**

The Asbestos Abatement Act (P A 83-1325 and amended by P A 84-1096) requires all schools to be tested for asbestos and have a Management plan for their buildings. We have had our building inspected by a firm hired by the diocese and have our Management plan in the office. Anyone who wishes to review it may do so in the office between 10-11 a.m. and 1-3 p.m. since our copy of the plan may not be taken out of our office. All friable asbestos has been removed from the school building. There is asbestos present in some of the pipes and flooring of the Parish Center. We have a professional service provider contracted to conduct periodic inspections of the asbestos tile and piping located in the Parish Center. These requirements are required by EPA regulations.

### **Lost and Found**

All students are responsible for their own belongings. Lost and found articles are in the cafeteria. Items not claimed in a timely manner will be donated to local charity.

### **Interruptions**

Neither the teachers nor the students should be disturbed during class time. If a conference with a teacher or the Principal is desired, parents should leave a message with the school administrative assistant. All visitors to the school must report to the administrative assistant's office. Items brought to school during the day by parents should be brought to the office and will be dispersed from the office in a timely manner.

### **Custody Policy**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Children will be released to either parent unless the school is provided with a current valid court order directing limitations or restrictions to either parent. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Band**

St. Bruno students that reside in the Pinckneyville High School #101 District may join District #50 Junior High School Band. If they do not reside in District #50 they will have to pay a fee. However, a student must join in the fifth grade or Beginner's Band. Any student participating in band will be excused from class time but will be responsible for time lost. Information can be obtained by calling the office. Any adults who provide transportation for students are required to complete a Volunteer Application, attend a Child Protection training as well as a Sexual Misconduct Questionnaire

### **Crossing Guards**

The seventh and eighth-grade students are asked to help with crossing guard duties throughout the year.

### **Earned Activities**

Occasionally teachers will get together to promote positive behaviors for our students and reward the students with an earned fun activity and raffle drawings, including Teacher Store. Students that have not earned the activity will be expected to work in a tutoring environment. Criteria for each activity will be announced ahead of time to the students.

### **Telephone**

Except in urgent cases, parents are asked to limit their telephone calls. If you wish to leave a message for a student, kindly call the office and the message will be relayed to the homeroom teacher.

### **Cell Phones**

Cell phone usage is prohibited during school hours. They may be used after school outside of the School or Parish Center facilities. The student will be informed that the cell phone will not be allowed at any time thereafter. If a phone call needs to be made during the day, the student must go to the office to request a call be made. Under no circumstances will students be allowed to carry a cell phone during a field trip. Cell phones may be left in the classroom during the field trip. Student bags may be checked before leaving and they may be asked to empty their pockets in front of staff. Staff will carry cell phones in the case of an emergency. Cell phones must be turned off or put on silent and remain in the child's bag for the duration of the school day. If the phone is caught out of the bag then it will be confiscated and will remain in the office until the end of the day.

### **Movie-Video**

The school recognizes that while certain films/videos have educational value when used in proper context, not all films are appropriate for use in all classrooms. Any film shown will be age appropriate. Regardless of rating, teachers must use their professional and prudent judgment in showing videos in their entirety or in part. Films with a rating of G may be shown without permission slips. PG films may be shown in grades (K-4) with parental permission and (6-8) without permission slips. PG13 films with parental permission may only be shown in grades (6-8). If a permission slip is necessary, the parental permission slip must contain a brief summary of the film/video, the reason why it is rated a certain way, and why the film is being shown in the classroom.

The principal will monitor the implementation of these guidelines. If the teacher has any doubt about any of the content of a proposed film/video, the principal will be consulted and will have the final authority to make the decisions regarding the appropriateness of showing said film/video.

### **Gaming Devices**

The usage of devices on the bus is permissible as long as they are being used appropriately to play games, etc. If it is found to be a problem, devices will not be allowed either and will be treated like cell phones.

## **Communication and Discipline – Line of Authority**



**The following procedures for handling problems or communicating with faculty and staff shall be used by all:**

- 1. Discuss the problem with the teacher/coach involved.**
- 2. If the problem is not rectified, parents then confer with the Principal.**
- 3. If the problem is not corrected, the parents then confer with the Pastor.**
- 4. If the above fails, the matter may be brought to the School Board President, and he or she may put it on the Board meeting agenda (Per Diocesan Policy 2431, the School Board is strictly consultative and will only review the matter to ensure that all applicable policies and procedures were followed).**
- 5. The final step is to take the matter to the Diocesan Office of Education.**

### **STUDENT CODE OF CONDUCT**

#### **Care of School Property**

Children are encouraged to take pride in keeping their school and its premises clean and attractive. It is inexcusable to throw litter on the ground, in hallways, classrooms or other areas of the school property. Desks should be kept orderly. Books and other materials should be kept off the floor. Books are used for several years. They must be covered at all times to preserve them in good condition for the next class.

#### **Discipline/Conduct**

*Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.*

*All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.*

*Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school are grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.*

*The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such*

*instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc.*

*The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted. (Diocesan Policy 5131)*

### **Student Disciplinary Regulations**

Discipline problems are normally handled through a conference between student and teacher. If it is warranted, a note will be sent or a phone call made to inform parents/guardians. For consistent or serious misbehavior, a student may be sent to the Principal or receive a detention to be served for one hour after school. If there is a failure to serve a disciplinary action before the school year is completed. It shall be served in summer or next school year. **(Please see attached discipline sheet.)**

### **Items Not Allowed At School**

The following items are never allowed on school property or at a school sponsored event: Alcohol, drugs, chewing gum, chewing tobacco, cigarettes, cigars, pipes, matches, lighters, pocket knives, weapons of any kind (including toy water guns and toy guns, or ammunition), electronic toys, alarm watches, chains or chain wallets or any other disruptive device to the school environment. Parents will be notified, and appropriate action will be taken if any student is in violation of this policy. The principal will notify local law enforcement immediately of written complaints from school personnel concerning instances of battery committed against school personnel or reports of weapons, alcohol, or drugs. The principal shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

**Code of Conduct Violations** that will receive consequences include but are not limited to:

1. Disrespect toward others. Defined as insulting, calling others names, questioning authority, insubordination, dishonor, abuse in the form of verbal, physical or writing.
2. Forgery. Defined as falsely writing the name of another person as if that person signed it.
3. Plagiarism. Defined as copying another's work as if it were your own.
4. Cheating. Defined as acting dishonestly in order to make a gain, whether it be in the classroom or in a game, etc.
5. Improper dress as defined on page 14/15
6. Deliberate fighting, whether verbal, non-verbal, or physical
7. Leaving school grounds without permission
8. Endangering the health or safety of another person
9. Repeatedly disrupting class
10. Using inappropriate language or actions

11. Use of language denoting harm such as kill, cut, hang, hate, etc.

The age of the student, severity of the situation, and intensity of the action will be considered when determining the consequence. **If a student continues his/her misconduct, detention, in-school suspension, suspension or expulsion will follow.** The following are the guidelines regarding detention, in-school suspension, suspension and expulsion:

### **Detentions**

If the Principal deems that an after-school detention is warranted for certain behaviors parents need to make an effort to cooperate with the school in having their child serve the detention as soon as possible. It needs to be noted that immediate consequences are best and deter the behavior from occurring again.

### **Suspensions from School**

Certain behaviors warrant an in-school suspension or an out of school suspension. The length of the time a student will be suspended depends on the seriousness and frequency of the violation to be determined by the Principal.

The process for the handling of suspension is:

- a. Suspensions can be in school or at home depending on the situation.
- b. The student must make up for all school work missed while suspended.
- c. A student-parent/guardian-principal conference may be held before the student may return to school or class.
- d. After the second suspension, the student will be placed on probation. After the third suspension, the student faces expulsion

### ***Expulsion:***

An expulsion is extremely serious. If a student is expelled, she/he will not be allowed to re-enroll in St. Bruno School. While other code of conduct violations can eventually lead to expulsion, the following are causes for immediate expulsion from school:

- a. Carrying weapons or any item that appears to be a weapon with the intention of causing harm to a person.
- b. Carrying, handing, using, or selling drugs or alcohol
- c. Verbal and/or written threats to anyone with the intention of causing serious harm.

When all other means have failed and expulsion is being considered, the following procedure will be followed:

1. In the event that a resolution of the problem is not possible, and at the request of the parents, a hearing shall be held at which:
  - a. The student shall be informed of the charges against him/her.
  - b. The student shall be permitted to face his/her accusers, hear the testimony of the witnesses and respond to the charges.
2. The Principal and Pastor make the final decision and communicate it to the parents.
3. In the event of an expulsion, the Principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

4. Within 10 days after the expulsion of a student, the Principal shall notify the Director of Elementary Education in writing of the expulsion and state the reasons for the action.
5. Parents who are dissatisfied with the action taken by the Principal and Pastor shall have recourse to the Local Board of Education.
6. If satisfaction is not reached at the local level, an appeal may be made to the Diocesan Board of Education.

### **Parents Disciplinary Regulation Policy**

All parents should be aware of the Disciplinary Regulation and in the event of a complaint, be prepared to follow the outlined steps. The members of the Board of education should instruct any parents who wish to circumvent any of the procedures that their case will not be reviewed until they have complied with the Discipline Regulation Policy. The following is the policy:

1. Consultation with the parents and individual teacher who is directly involved, if no settlement is made, then
2. Appointment with the principal and parents for a consultation.
3. If no settlement is made then the Pastor must be contacted to resolve the issue.

### **Internet Usage**

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization for Internet Access or the Internet

Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The signature(s) at the end of this handbook is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. (Diocesan Policy and Regulation 1341)

The school may not request or require a student to provide a password to access 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 account violates the school's disciplinary policy. The school may also require the student to share content in the course of such an investigation.

### **Bring Your Own Device (BYOD)**

Students are not allowed to have personal devices including cell phones and smart watches during school days. (This includes the time of student arrival until the time of student

dismissal) All devices must be shut off and placed in student backpacks or collected by the homeroom teacher for the duration of the day.

Students who turn their devices into their homeroom teacher will be given their device(s) back at the end of the school day. Students who participate in after school activities at St. Bruno School will follow the guidelines set forth by their coach or extracurricular sponsor pertaining to devices.

Students who need to call a parent during the school day need to come to the office and ask to make a call. If a parent needs to give a message to a student throughout the day they must call the school's office to have the message passed on.

### **Bullying**

As a matter of school policy and religious obligation, it is recognized that bullying behavior is not tolerated at St. Bruno Catholic School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feelings of safety as they pursue their academic and social lives. This often results in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious physical and/or psychological injury. St. Bruno Catholic School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff and students in different areas concerning bullying and respect. All members of St. Bruno Catholic School are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Bullying can be defined as repeated and unwanted teasing, threatening, hitting, spreading rumors, **and excluding others on purpose**. A person is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons. Bullying can be defined as the assertion of power through aggression. Its forms change with age: playground bullying, sexual harassment, gang attacks, date violence, assault, marital violence, child abuse, workplace harassment and elder abuse. Bullies acquire power over victims in many ways: by physical size and strength, by status within peer groups, by knowing the victims' weaknesses, or by recruiting support from other children through gossip or exclusion. With repeated bullying, the bully's dominance is established and the victim becomes increasingly distressed and fearful.

This statement is intended to serve notice to students, their parents and all members of St. Bruno Catholic School Community, that bullying conduct is an immediate cause for intervention. In addition, we seek to alert all concerned parties-whether students engaged in bullying behaviors (and their parents or guardians); victims of bullying (and their parents or guardians); or witnesses to victimization or another bully-that bullying is a community concern requiring community-wide accountability and commitment to its prevention, as well as prompt, appropriate and effective response if and when it occurs.

### **Developing Character and Preventing Bullying Behavior**

The best way to prevent a bully is to concentrate on building character. Character is the lasting and distinctive part of the inner person that governs behavior through informed

choices and good habits. Without character, students will fail to achieve life's most significant goal-that of being good people who love and serve their Creator and all others.

### **Policy for Handling Unacceptable or Bullying Behavior Between Students**

1. Each student involved in the unacceptable/bully behavior will be able to **email the teacher or principal** outlining the problem situation and the steps needed to rectify the situation.
2. Primary students will dictate their issues to an older student or teacher. The student or teacher will read the form back to the student and the student will sign his/her name.
3. The students will meet together to discuss their **problem situation with a mediator present (older student, teacher or faculty)** If necessary, a joint agreement will be filled out by both parties indicating any compromises/plans for refining behavior made during the mediation.
4. A copy of the student's email will be mailed home, along with a note from the teacher explaining the consequences/punishment, if any, for the behavior. (Consequences/punishment will vary depending on the circumstances of the situation and are at the discretion of the staff member on duty or the Principal).
5. The original email by each student will be filed in the principal's office.

***The above policy will be used for unacceptable/bully behavior between two or more students, not as a policy for individual behavioral problems such as talking out of turn, leaving the seat at inappropriate times, etc.***

### **Drug and Alcohol Abuse**

It is the policy of St. Bruno School that the possession, use, distribution, purchase or sale of any alcoholic beverage or any contraband, controlled substance, look-alike drugs or any other illicit drugs by a student is prohibited in the school building, on the school property or on school buses at all times. This policy extends to all school sponsored and related activities, as well as field and athletic trips. Furthermore, students shall not be permitted to attend or remain in school while under the influence of prohibited substances or alcohol. Any student found in violation of this policy shall be disciplined consistent with the Disciplinary Regulations including parental notification and involvement, referral to law enforcement agencies, suspension and/or expulsion. Anyone caught with alcohol or drugs in their possession, whether on their person, in their desk or in their locker will be reported to the Principal and sent to the office for the enforcement of this policy. Any teacher suspecting possession of either drugs or alcohol by any student can search the locker or desk of the individual. The Principal should be informed of any such searches. Law enforcement will be notified.

**Violations involving drugs, drug paraphernalia, guns, weapons, battery of teacher or other personnel, sexting, or other illegal digital activity, the principal will contact law enforcement.**

### ***Search and Seizure Investigative Procedures***

The administration of the school is free to enter a student's locker, desk and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property) they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

School administration may ask for, but not force a student to provide a password for a student's cell phone.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent(s) will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion. (Dio. Policy 5115)

### **Procedure for Police Involvement**

#### ***1. Procedure on Law Enforcement Interrogation of Students***

There may exist occasions where representatives of law enforcement agencies/departments need to conduct investigations in the schools and even request to interview students.

When such a situation becomes necessary and a law enforcement representative comes to the school during school hours to question a student, the following procedures shall be observed:

- A. The law enforcement representative shall be directed to the Principal's Office, state the purpose of the visit, and request permission to interview the student(s).
- B. If the representative is not known to school personnel, personnel shall request and obtain satisfactory identification.
- C. The Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of Children and Family Services. If any of these conditions are present, the interview should be allowed to proceed. However, a call to the parent/guardian should be placed.
- D. If the conditions in Subpart (C) are not present and a law enforcement representative still wants to proceed, the Principal shall confirm that the

parent/guardian has been notified that the student(s) will be questioned. The Principal shall also attempt to reach the parent/guardian to confirm notification and, if the parent/guardian desires, the Principal should not allow the interview to commence without the parent/guardian present. If the parent/guardian is reached and does not desire to be present, the interview can commence with the Principal being present. If the Principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative that absent emergency circumstances, they will need to conduct the interview elsewhere or at a different time.

**NOTE: in cases involving the Department of Children and Family Services (DCFS), DCFS has authority to interview the student without permission from either the parent or school.**

- E. The Principal shall provide an adequate space where it will be possible for the representative to interview the student(s). The Principal shall be present during the interview along with any interested parent/guardian of the student(s). The interview shall be conducted without interruption and without observance of other school personnel or student(s).
- F. The Principal shall request that legal rights of the student(s) shall be explained to the student by the law enforcement representative prior to any such interrogation.
- G. On certain occasions it may be necessary for the representative to request permission to take the student to headquarters for questioning. If the Principal grants such permission and the student is to be taken from school, the responsibility of notifying the home that the student is being taken from school is that of the Principal. This must be done before the authorities take the student from the building.
- H. If the Principal is absent from the building when a law enforcement representative seeks to conduct an investigation, every attempt should be made to contact the Principal. No investigation may be conducted unless permission has been received from the Principal. In the event no Principal is present, authority may be granted by the pastor when emergency circumstances exist.

## ***2. Procedure on Law Enforcement Arrest of Students***

In the event that a law enforcement representative comes to school during school hours to arrest a student, the following procedure shall be observed:

- A. When a representative is arresting the student, the Principal may ask to see a warrant. The representative has complete jurisdiction in the matter, and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student will be arranged in a manner to make it as unobtrusive as possible.
- B. The Principal shall obtain a contact name and phone number from the representative and notify the minor's parent of the student's whereabouts as soon as the representative takes the student from the building.



## **GRADES AND PROMOTION**

### **Promotion**

In kindergarten, first, and second all pupils will advance a grade upon satisfactory completion of the work required at the present grade level. Promotion for grades three through seventh is based on marks in major subjects. Students are eligible for graduation following the mastering of eighth grade level curriculum. Any student who fails two or more major subjects for the entire year will be required to remain in that grade level for another year.

### **Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress from kindergarten to grade 4. Letter grades and percentages are used in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. Progress reports are sent to all parents at mid-term.

### **Retention and Acceleration**

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
3. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. Parents must be informed at least 9 weeks before a final decision is made to retain a student.

In specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

### **Honor Roll**

St. Bruno School students in grades 5th through 8th will participate in an Honor Roll Program at the end of each quarter within a school year. The names of all qualifying students MAY be published in the local newspaper at the end of each quarter.

## Grades 1-8

### GRADING SCALE

100-99	A+
98-95	A
94-93	A-
92-91	B+
90-88	B
87-86	B-
85-84	C+
83-80	C
79-78	C-
77-76	D+
75-71	D
70	D-

### Honor Roll

<b>High Honors with Distinction</b>	<b>3.89-4.00 Average</b>
<b>High Honors</b>	<b>3.7-3.88 Average</b>

<b>Honors</b>	<b>3.66-3.78 Average</b>
<b>Honorable Mention</b>	<b>3.4-3.65 Average</b>

### **Testing**

According to the Diocesan regulations, students in grades 2 through 8 are administered the Iowa Test of Basic Skills (ITBS) in the fall. The eighth graders go to the High School for Placement Tests in January. The Assessment of Catholic Religious Education Test (ACRE) is designed to assess the religious knowledge and attitude outcome of the total religious program in the Catholic school, and is given to the fifth and eighth grade class every other year.

### **Constitution Test**

A state and federal constitution test must be passed as criterion for graduation from any state accredited school. This will be part of the junior high social studies curriculum.

### **Homework Academic Policy**

Homework- School work done at home

The purpose of assigning homework for pupils in our Catholic school shall be to reinforce student confidence in abilities and used to practice for understanding.

Homework is:

1. Used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
2. Reviewed immediately the next class day after assigning when it is due.
3. Brief with students having the opportunity to complete it within the school day.

Homework is not:

1. Assigned as a punishment.
2. Assigned when any test is scheduled for the subject the following day.
3. Used to introduce new material to the students.
4. Used merely to keep the students busy.

(Dio. Policy 6154)

### **Graduation**

We participate in 8<sup>th</sup> grade graduation/mass ceremony in which all eligible 8<sup>th</sup> graders that meet all St. Bruno School, Diocesan, and Illinois State Board of Education requirements will receive diplomas.

### **Records**

Each student has a permanent record folder in the local school file in the local school office. These permanent record forms are obtained from the Office of Education. Information

contained in the permanent record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or parents of the child. The permanent record folder contains only:

1. Student's name, birth date and place, parent's names and addresses;
2. Academic record, intelligence aptitude test scores, achievement test scores labels, and grade level achieved;
3. Attendance record;
4. Health records and accident reports;
5. Record of release of permanent record information

### **Flagging of Records**

If a current or former student has been reported as a missing person by the Illinois State Police, a notation will be made on the outside of the student's permanent file, and will also be recorded in the student's electronic Facts Management file.

### **Release of Records**

School records or information contained in therein may not be released or disclosed to unauthorized persons. They may be released to the following:

1. Parents, students or representatives designated by a written consent of the parents.
2. Office of Education
3. Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access.
4. Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or safety of the student or other persons provided that the parents are notified as soon as possible of such release.
5. The courts, in response to a court order.
6. Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

St. Bruno School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-rated information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

When a student transfers from St. Bruno School to another Catholic or public school and has an outstanding balance, an unofficial record of student grades will be sent to the requesting school. An "unofficial record of student grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal. Health records cannot be withheld and must be forwarded upon receipt of a written request.

## **EXTRA CURRICULARS**

### **St. Bruno School Sports Philosophy**

The sports program at St. Bruno School, which consists of Cross Country, Baseball, Softball, Basketball, Volleyball, and Track is under the direction of the Belleville Diocesan Interscholastic Athletics Guidelines. Players absent from school may not participate in a game. This program, as part of the total mission of St. Bruno School, exists to develop the whole child by...

- promoting physical health
- providing opportunities to learn the fundamental skills of each particular sport
- offering experiences in constructive competition while developing good sportsmanship
- encouraging teamwork, responsibility, and hard work
- providing experiences to develop and improve skills as well as to accept limitations in ability
- promoting self-confidence and discipline

In accordance with the Diocesan guidelines, learning the fundamentals of the sport is the major thrust for students in Pee-Wees through Grade 5. Therefore, each athlete will have played part of each game by the end of the third quarter. Students on Junior Varsity and Varsity level teams will be given as much opportunity to play according to ability, attitude, behavior, effort, and attendance at practices. Playing time, at this level of competition, therefore, is up to the discretion of the coach.

### **Athletics**

All students participating in sports are required to have an annual physical before participating in a sport; this includes practices. Forms, signed by a physician, are to be on file in the office **and will remain on file for 395 days (SIJHSAA Policy)**. During practices and games, the students are under supervision of the coaches. A copy of St. Bruno Sports Philosophy and Diocesan Guidelines are given to parents/guardians at the annual sports meeting in the fall.

***St. Bruno Catholic School has a co-op for all sports except Cross Country and Pee Wee sports.***

***Each family will be expected to Raise or Pay \$100 before participating in any sport. Each summer the Athletics Association holds a raffle to help offset the cost of the coop with the drawing being held at the St. Bruno Picnic. If a family does not sell \$100 worth of tickets they will be expected to pay the difference of the \$100 before their child or children can participate in sports.***

### **Athletic Attendance Policy**

Students must be in attendance for half of the day on the day of an athletic event, in order to participate in that day's event. If a student is absent on a Friday preceding a weekend event, communication between the parents, coach, and school administration must take place to clear the student for participation in the event. Extenuating circumstances will be considered by school administration if necessary.

### **Attendance at Games**

We encourage all parents, grandparents, family, and friends of the St. Bruno Falcons to **attend sporting events**. **An adult should accompany children and children should not be running around the gym or in the gym classrooms unsupervised.** The Diocese of Belleville has mandated the following code of ethics for spectators.

#### **Code of Ethics for All St. Bruno Athletes, Coaches, and Fans:**

1. Language used and actions taken should reflect good sportsmanship and be indicative of Catholic values.
2. Officials and visiting coaches should be dealt with in a respectful manner.
3. Under no circumstances should an athlete or fan question an official's call.

Poor conduct at a home or away game or on the bus, will result in prohibition from attending any sports activities for two weeks. Parents working the concession stand and ticket sales at home games should report this to the Principal, one of the coaches, or any faculty member.

### **Sports and Grade Policy**

Students are ineligible to participate in sports when they have a failing grade in a core subject. A sports participant may be suspended or dropped from an activity for a major violation of school or parish policy.

Uniforms are provided by the St. Bruno Athletic Committee. All uniforms must be returned to the coaches **or school** at the end of the season.

### **Bus Transportation to Games**

When funds are available by the Athletic Committee, a bus will be provided for games that are at a farther distance. Coaches and sponsors will be responsible for the students' conduct, and it will be their decision as to who will be prohibited to go or play at the games. Parents are encouraged to attend sports events with their children. If this is not possible, plans for location and pick-up of your child should be prearranged.

## **SCHOOL SAFETY**

### **Concussion Policy**

Any student suspected of suffering a concussion, either at school or at an athletic event, will be sent home from school or removed from the athletic event, regardless of how mild it seems or how quickly symptoms clear. The student may not return to school or game play without written medical clearance from a licensed physician.

### **Health Service**

Perry County Public Health Department registered nurses administer vision and hearing tests to the students. Physical examination and immunization records are reviewed.

### **Dispensing Medicine**

The school may not dispense aspirin or other oral medication to students. Medication prescribed by a physician must be dispensed by the parent or by the student him/herself. Teachers may not keep medication in their desks. Any medication, which must be brought to school, must be taken to the office where it can be locked up according to School State Law. A written order from the student's licensed prescriber must accompany all prescription and non-prescription medicine. Parents must have an "Authorization and Permission for Administration of Medications" form on file and a "Physician Request for Self-Administration of Medication" on file.

### **Physicals and Immunizations**

Physical and dental examinations and immunizations are required by the Illinois Department of Public Health and are required of all pupils prior to or upon entrance to certain grades.

Preschool	Physical Exam & up to date immunizations
Kindergarten	Physical Exam - up to date immunizations - Dental Exam - Vision & Hearing Exam. Perry County Health Department (PCHD) does the hearing portion.
1st Grade	Hearing Exam (PCHD)
2nd Grade	Dental Exam - Vision Exam- Hearing Exam (PCHD does the vision and hearing)
3rd Grade	Hearing Exam (PCHD)
6th Grade	Physical Exam - Up to date immunizations - Dental Exam - Tdap
8th Grade	Vision Exam (PCHD)
New Students	Physical Exam - Up to date Immunizations - Dental Exam - Vision exam - Hearing exam (PCHD does the vision and hearing)

Any student enrolling for the first time shall have an eye exam. Auditory tests are required for new students as well. Parents are encouraged to follow up on the findings of these screenings.

*Students entering Preschool, Kindergarten, grades two, and six, and all new students must have these records on file in the **School Office by October 15<sup>th</sup>** of the current school year. Student health forms not on file will result in removal of said child until these forms are produced. (Code 665, Sec. 665.240)*

Students participating in any School Sports program must have a physical examination before the first practice.

If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician shall endorse such fact upon health form.

### **Communicable Diseases/Illnesses**

The following indicates rules for school attendance if a child has the following communicable disease /illnesses:

1. Conjunctivitis: (Pink Eye) May attend school 24 hours after the first application/dose of antibiotic.
2. Chicken Pox: May not attend school until 6 days following the eruption of the first crop of vesicles. All must be scabbed over before returning to school.
3. Fever: Must be excluded from school until clear of fever for a 24 hour period.
4. Head Lice: Treated and checked before entry to school. Proof of treatment must be brought and a 48 hour waiting period.
5. Impetigo: Must be excluded from school until sores are completely healed.
6. Measles: May not attend school until the rash has disappeared.
7. Whooping Cough: Must be excluded from school three weeks from the onset of the cough.

### **Infectious Disease Control Policy and Immunization**

In accordance with the directives and procedure set forth by the Illinois Department of Public Health, Illinois State Board of Education, and U. S. Center for Disease Control, the American Red Cross, and the U. S. Catholic Conference all students with an infectious disease shall be enrolled in school and shall be permitted to attend school or parish religious education programs.

Students' known to have chronic infectious diseases should be individually evaluated in order to determine if their behavior or physical condition poses a high risk of spread of disease.

The decisions regarding the type of educational and care setting should be based on the behavior, neurological development, and physical condition of the student and the type of infectious disease the child may have rubella, hepatitis B, cytomegalovirus (CMV), herpes simplex, or acquired immunity deficiency syndrome (AIDS). These decisions will be made using the team approach including the parents or legal guardians, public health personnel, family physician, school administration, and Pastor.



Persons involved in the care and education of all children should respect the student's rights to privacy, including maintaining confidential records in accordance with state law. Parish elementary schools shall not accept students who are transferring from another school in order to avoid a student with AIDS. This policy is consistent with the Christian values that are promoted in all diocesan and parish schools and would be an injustice to the community from both a moral and ethical standpoint. This would be disruptive to both school communities and not in the best interest of the education of the students in either school.

According to the SCHOOL CODE for the State of Illinois, all students must have the proper and appropriate immunization. If students are not in compliance with the law of immunizations, measures will be taken to suspend the students. (Chapter 122, Section 27-28 of the State School Law.)

### **Insurance**

The State of Illinois "Kids Care" insurance plan is available for grades K through 8. Included with the registration forms is the CERTIFICATION OF MEDICAL INSURANCE & INDEMNITY AGREEMENT to validate insurance coverage for each child through a family policy. If students are not covered by school insurance, parents are liable for any medical cost needed from an accident or injury sustained at school. Any student whose parent/guardian refuses either to provide insurance or to sign a waiver form shall not be admitted to the school. (Diocesan Policy 5143)

### **Emergency Information on File**

It is important that the school have on file emergency phone numbers where parents or guardians can be contacted should an emergency arise. The names of persons other than the parents or guardians who might be contacted in an emergency should also be on file. This information must be given on Registration Day. Please update us if changes occur, especially if any phone numbers are changed in the course of the school year, it is important that this information be shared with the school as soon as possible. Please place in the Thursday envelope your new information if this does occur.

### **Fire, Tornado, Earthquake and Evacuation Drills**

At least once during the school year, students will participate in a shelter-in place, fire, tornado, and earthquake drill as required by [Public Act 094-0600 \(105 ILCS 128\) School Safety Drill Act](#).

### **Lock Down Drills**

St. Bruno students will practice/prepare for dangerous situations that may require a lock down or building evacuation as required by law. These situations include but are not limited to: reverse evacuation, lock down, hazardous materials, shootings, or bomb threats.

### **Law Enforcement Drills**

By law, all schools are required to conduct an on-site, law enforcement drill to address incidents that may arise to better train teachers and students to be prepared for many dangerous situations that may arise at school. Drills will be conducted according to St. Bruno School Emergency and Crisis Response Plan. Law enforcement drills can be conducted with or without students present in the school building. (105 ILCS 128 Section 20)

### **Emergency Relief**

**All Families will report to the Columbian Club if any such situation arises, do not come to the school.**

### **Battery against School Personnel**

Upon receipt of a written complaint from any school personnel, the principal will report any incident of battery committed against teacher, teacher personnel, or administrative staff, to local law enforcement authorities immediately after occurrence of the attack, and to the department of State Police's Illinois Crime Reporting Program no later than three days after attack. (105 ILCS5/10-21.7)

### **St. Bruno School Bus Policy for Transportation to and from Du Quoin**

It is a service to our families that St. Bruno Catholic School offers and maintains a bus to transport students. The regular route for the bus is from Sacred Heart Parish to St. Bruno School in the morning and from St. Bruno School to Sacred Heart Parish after school. The bus is a financial investment by the school so it can continue to offer a Catholic education to families in the Du Quoin and surrounding communities.

### **Bus Fee**

The bus fee this year has been set at \$450 per family for the year. You can either pay the full amount by August 15, 2022 or you can set up a payment plan through SMART tuition.

It will be the responsibility of the parents of non-St. Bruno Parish students to let the school know if their child will be using the school bus for transportation for the following school year, at the time of registration.



## **Discipline Form**

## Minor

<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>● Unprepared for class</li> <li>● Inappropriate clothing</li> <li>● Incomplete homework</li> <li>● Pushing/running in hallway/building</li> <li>● Talking in class</li> <li>● Inappropriate behavior during events</li> <li>● Inappropriate bus behavior</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Pray/Self-reflection</li> <li>● Make amends</li> <li>● Handled by teacher</li> </ul> <p>**Two or more minor offenses will result in middle consequences.</p>
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## Middle

<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>● Excessive talking</li> <li>● Inappropriate behavior (feet on desk, touching others, rocking or playing with chairs, etc...)</li> <li>● Inappropriate language</li> <li>● Inappropriate use of electronic devices</li> <li>● Cheating on assignments</li> <li>● Disrespecting (teacher, staff, students, etc.)</li> <li>● Lying</li> <li>● Teasing</li> <li>● Disrespecting school or teacher property</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Lunch detention</li> <li>● Parent notification</li> <li>● Self-reflection</li> <li>● Zero on assignment (cheating)</li> </ul> <p>**Action taken by teacher and principal notification**</p> <p>**Two or more lunch detentions will result in an after school detention. Date to be determined by the administration.**</p>
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## Major

<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>● Fighting</li> <li>● Inappropriate representation of school</li> <li>● Weapons</li> <li>● Inappropriate use of emergency</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Refer to principal</li> <li>● Home contact made</li> <li>● Meeting with parents (when necessary)</li> <li>● After school detention</li> </ul>
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<ul style="list-style-type: none"> <li>equipment</li> <li>● Sexual behavior</li> <li>● Leaving school without permission</li> <li>● Use of or under influence of drugs and alcohol</li> <li>● Cheating on a test</li> <li>● Racism/Discrimination</li> <li>● Defacing school property</li> <li>● Theft</li> <li>● Defiance</li> <li>● Inappropriate internet use</li> <li>● Verbal aggression (threats)</li> <li>● Physical aggression</li> <li>● Smoking on property</li> <li>● Vandalism</li> <li>● Bullying (determined by teacher or staff)</li> <li>● Social Media Behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Self-reflection form</li> <li>● Zero on test (for cheating)</li> <li>● Suspension/Expulsion</li> </ul> <p>** Two after school detentions will result in a Saturday detention.</p>
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**ST. BRUNO CATHOLIC SCHOOL**

**SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION FORM**

This order is valid only for the school year (current) \_\_\_\_\_.

School: \_\_\_\_\_.

This form must be completed fully in order for schools to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- The medication label must contain the students name, name of the medication, directions for use and date.
- Non-prescription medication must be in the original container with the label intact.
- An adult must bring the medication to the school.

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### **Prescriber's Authorization**

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_ if PRN, frequency: \_\_\_\_\_

If PRN, for what symptoms: \_\_\_\_\_

Relevant side effects: \_\_\_\_\_ None expected \_\_\_\_\_ Specify: \_\_\_\_\_

Medication shall be administered from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Prescriber's Name/Title \_\_\_\_\_  
(Please Print)

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parents/Guardians must complete back of this form**

### **Parent/Guardian Authorization**

By signing below, I/we agree that I/we are primarily responsible for administering medication to my child. However, in the event that I/we are unable to do so or in the event of a medical emergency, I/we hereby authorize **St. Bruno Catholic School** and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or allow my child to self-administer, while under the supervision of the employees

and agents of St. Bruno Catholic School), lawfully prescribed medication in the manner described above. I/We hereby agree to release and hold St. Bruno Catholic School staff free and harmless for any claims, demands, or suits for damages from any injury or complication that may result from such treatment. I/we understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded.

_____	_____
Parent/Guardian Printed Name	Parent/Guardian Signature/Date
_____	_____
Parent/Guardian Printed Name	Parent/Guardian Signature/Date

**For only parent/guardians of students who need to carry asthma medications or an EpiPen**

I authorize St. Bruno Catholic School and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after school care on school-operated property. Illinois law requires St. Bruno Catholic School to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

**If you agree, Please sign below:**

_____	_____
Parents Signature	Date

**ST. BRUNO CATHOLIC SCHOOL**

**STUDENT SELF MEDICATION ADMINISTRATION FORM**

**Physician order and parent/guardian authorization for self medication administration**  
(Please complete one form for each medication.)

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Reason for medication or diagnosis: \_\_\_\_\_

School Year: \_\_\_\_\_

### Self-administration of medication by student

Only emergent/urgent medication will be considered for self-administration by a student. The student will be evaluated on an individual basis regarding the need to carry emergency medication. This **Student Self Medication Administration** form is required and must be signed by the student's physician/healthcare provider and parent verifying the necessity and student's ability to self administer the medication appropriately. Please be sure to complete ALL of the information on this authorization form before returning it to school. This authorization is valid for one school year and must be renewed at the beginning of each new school year.

#### PHYSICIAN'S ORDER

1. I have examined this student for (diagnosis): \_\_\_\_\_ and have determined that he/she requires access to personal emergency medication during school hours.
2. Name of Medication \_\_\_\_\_
3. Dosage & Route \_\_\_\_\_.
4. I believe this student is able to carry and administer his or her own medication (excluding controlled substances) at the appropriate time and in the appropriate way.

Please check: \_\_\_\_\_ YES \_\_\_\_\_ NO \* I understand that self-administered medication is not provided by or monitored by the school staff.

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Parent/guardian statement

I, the undersigned Parent(s)/Guardian(s) of \_\_\_\_\_ give consent for my student to self-administer the above medication. I hereby agree to release and hold the school staff free and harmless for any claims, demands, or suits for damages from any injury or complication that may result from such treatment. I have read this consent and understand all its terms. I sign it voluntarily and with full knowledge of its significance. I understand that self-administered medication is not provided by or monitored by the office and St. Bruno Catholic School staff. \*Parent/Student are responsible to have the medication available at school.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

#### AGREEMENT STATEMENT

The school would like permission to use and publish the likeness of your student(s). St. Bruno School may use such media electronically on its website, over the Internet, in newsletters, directories, promotional materials, press releases and similar publications



without limitation or compensation to the parents/guardians or the student. The parents/guardians would release and discharge the school from all claims that could arise from or in connection with the use of such media, including claims of libel and invasion of privacy.

**INTERNET ACCESS/AUTHORIZATION**

By signing this form, you acknowledge that the student(s) are aware of the Internet Code of Conduct and will abide by it.

**RESERVATION OF RIGHTS**

This Handbook is intended for the guidance of the students and parents of St. Bruno School. The Handbook generally sets forth the manner in which the school intends to proceed with respect to the matters addressed within. The school reserves the right to depart from the terms of this Handbook for good cause or when it proves to be in the best interest of the School or the student, as determined by the Pastor and Principal. This version of the Parent/Student Handbook supersedes all previous editions. All students and parents must sign this, check off yes or no on publicity consent, and then return this page to the office by Sept 1.

By signing below, I agree that I have read the rules and policies as printed in this 2022-2023 Parent/Student Handbook and will abide by those policies.

Student(s) Name/Signature(s)

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Parent(s) Name/Signature(s)

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**PUBLICITY CONSENT**

YES\_\_ NO\_\_