

ST. CHRISTINA

POLICY BOOK

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Revised December 2024

MISSION STATEMENT

Within the evangelizing mission of the Catholic Church and St. Christina Parish, St. Christina School, located in Mt. Greenwood is called to inspire its students to be a community of faith where love of God and service to others prevail. Our exceptional Catholic instruction, partnered with family, parish, and community support, challenges students to achieve personal academic success and develop into responsible individuals and leaders.

PHILOSOPHY OF ST. CHRISTINA SCHOOL

St. Christina School is a Catholic institution, which is dedicated to the spiritual, academic, emotional, physical and social development of the children entrusted to our care. It is our belief that parents/guardians are the primary educators of their children. We believe that Christian values Must be introduced and practiced in the home and we strive to strengthen those values as we incorporate them into all aspects of our curriculum. It is our goal, that, through partnering with parents/guardians, we will impart values for life, which enable the children of St. Christina School to become knowledgeable, participating members of the Catholic faith community and the community in which they reside.

ST. CHRISTINA

Our Patron, Saint Christina, was the youngest daughter of a wealthy Roman pagan who lived in the Third century. When she was still a young girl, she came to believe in Jesus Christ. She broke up the gold and silver images of the pagan gods in her father's house and sold the fragments to help the poor. Christina's father became so angry that he beat her and threw her, with a stone around her neck, into the Lake of Bolsena, in Italy, where she was baptized by the Lord Himself. She was preserved from drowning and brought to the magistrate who put her to death with an arrow for professing to be a Christian.

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Counselor
Learning Specialist (PreK-4th)
Learning Specialist (5th-8th)
Librarian
Music
Physical Education
Instructional Coach
Coordinator of
Religious Education

Mrs. Amy Murphy
Mrs. Stefanie Klupshas
Ms. Kate Kowalski
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Aide	Mrs. Clare Hahn

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DIRECTORY

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Extended Care Mrs. Clare Hahn (773) 445-9446 • extendedcare@stchristina.org

Maintenance Mr. Rob Breslin, Mr. Joe Waszak

School Advisory Committee (SAC)

Amy Hamilton / President • Lisa Robin / Vice President • Allison Boyle / Secretary

Members: Anne Carmody, Sharon Deenihan, Kathleen Escalona, John Lee, Meghan Wolbers, Dawn O'Brien

Family School Association (FSA)

Executive Board Members: Jenn Healy / President • Sarah Folino / Vice President • Jenn Evans / Treasurer

Katie Ramsden / Secretary • Katie Darling / Executive Board Assistant • Kate Ferguson / Executive

Board Assistant

St. Christina Athletic Association (SCAA)

Dan Gill / President • David Salzman / Vice President • April Burgos / Secretary • Meghan Healy / Treasurer

Brendan Gill / SSC Rep • Nicole Bonnett / Athletic Director

St. Christina School Policies

Statements in this handbook are subject to amendment with or without notice. The principal will attempt to keep the school families informed of all changes as soon as possible. Some changes may have to be made immediately due to unforeseen circumstances. All policies are subject to the interpretation of the administration.

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ADMISSION POLICY

St. Christina School does not discriminate on the basis of gender, race, color or national or ethnic origin in administration of educational policies, loan programs, athletic or other School administered programs. The decision to choose Catholic education for your child places upon parents the responsibility to accept the values upon which this educational system is founded and further obligates them to share those values with their children. If, in the opinion of the Principal or Pastor, an applicant's family is not willing to accept this responsibility, admission or readmission to the School could be denied. Transfer students will be subject to a one year probationary period. St. Christina School complies with the Individuals with Disabilities Education Improvement Act (IDEA), however, if in the opinion of the Principal or Pastor, the applicant's character, personality, emotional stability or scholastic record indicates that the applicant would require special raining or counseling not currently available, his/her application or continued education at St. Christina School could be denied.

AGE REQUIREMENT: To enter three- year- old Preschool a child must be three years of age on or before September 1st and the child must be toilet trained. To enter four-year-old Preschool a child must be four years of age on or before September 1st and the child must be toilet trained. To enter Kindergarten at St. Christina School, a child must be five years of age on or before September 1st. To enter First Grade, a child must be six on or before September 1st. There are no exceptions to the age requirement.

PRIORITY FOR ADMISSION: All School families must submit an application for a sibling who will be new to St. Christina School. School family applicants who register during the official week of registration are considered registered for the following School year. Please note: It cannot be assumed that siblings at home are automatically accepted if not registered during the official week of registration. Children new to St. Christina School, regardless of grade level, must be registered during this time, even if the family already has children in the School. The priority for admission is listed below.

1. Parishioner applicants with siblings already enrolled at St. Christina School (see statement above)
2. Parishioner applicants
3. Non-parishioner applicants with siblings already enrolled at St. Christina School
4. Transfer students from other Catholic schools who are parishioners of other parishes
5. Transfer students from public schools who are parishioners of other parishes
6. Transfer students from other Catholic schools who are non-Catholic
7. Transfer students from public schools who are non-Catholic

St. Christina School is now and will continue to be in general compliance with the applicable sections of the Illinois School Code, with relevant case law (including Plyler v Doe), and with the 23 Illinois Administrative Code Part 425.

ANNUAL FAMILY RESERVATION

All families must reserve a seat for the following school year for current students. In the month of January a \$75.00 deposit is required per family. This \$75.00 will be credited towards your first tuition payment for the following school year, but is due in January at the time of annual reservation. This reservation reserves a seat for your child/ren for the following school year. If for some reason you do not return to St. Christina School for the following school year this fee will not be refunded to you.

APPOINTMENTS FOR STUDENTS DURING SCHOOL HOURS

Every effort should be made to arrange appointments for after school hours. A written note or email is to be presented to the School office for the release from school for dental or medical appointments. Children must be signed out at the School Office.

APPOINTMENTS WITH TEACHERS

If a parent wishes to confer with a teacher, an appointment is necessary. At scheduled appointments, please stop in the School Office before proceeding to the classroom both before and after school. Do not confer with teachers in the parking lot. Teachers are outside at dismissal for the safety of the children.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY/DISCIPLINARY POLICY

The St. Christina Athletic Program, as an extension of the St. Christina academic program, is subject to the authority of the Pastor, Principal, and Athletic Association of the School. Participation in all extra-curricular activities, including but not limited to, athletics, altar service, band, choir, student council, yearbook, etc. is viewed as a privilege. Academic and in-school discipline standards must be met for a student to continue to participate. Grades are monitored on a weekly basis and determine eligibility to participate. All students in grades PreK-8 who participate in interscholastic sports are required to have an annual sports physical form and a signed Concussion Protocol form on file. Sports are organized through the St. Christina Athletic Association. Any student who is absent from School, suspended from school or on academic probation may not participate in any practice, game, contest, or extra-curricular during that time.

ATTACKS ON SCHOOL PERSONNEL

The appropriate School administrator shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The School administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

ATTENDANCE

Student attendance is required daily. While work can be sent home and made up, daily lessons, discussions and interaction in the classroom enhance the learning that takes place and helps solidify content knowledge. A large part of instruction occurs in school and students who are habitually absent do not fulfill the required amount of instructional time. An absence total of 5% of the amount of the required 180 school days is considered excessive. Any students absent in excess of 5% will need to provide documentation from a medical professional for absences greater than nine days total in a school year. A doctor's note must be presented to the School Office for absences longer than five consecutive days. If there is no valid cause for the absences students are considered truant which may lead to students being placed on an attendance contract, termination of enrollment or student retention.

Parents must call or email the School Office before 8:30 A.M. to report an absence. A request for student work (grades K - 6) may be made at that time. Student work will only be sent home in cases of illness after formally requested via the School Office by the parent/guardian. Junior high missed classwork and homework will not be sent home for illnesses. Junior High Students will receive work from absences from their teachers upon return to School. All students have a minimum of one day per day missed to complete all work and submit it to their teacher(s).

If a call is not received, parents will be called at home or at work. No child is excused before regular dismissal unless notification is presented to the School Office. An adult must report to the School Office to sign the child out. Parents must send a note if an older sibling is attending the end of the year PreK or K program for their sibling.

BEHAVIOR MANAGEMENT

We, at St. Christina School, believe that every person deserves to be treated in a respectful and dignified manner. Inappropriate behavior will result in consequences such as marks on the Cardinal Card (Grades 5-8), homework slips, uniform slips, discipline slips, an office referral, detention, probation, suspension or expulsion. Ongoing and/or severe discipline problems will be referred to Administration. Discipline slips for all grades and/or Cardinal Cards for Grades 5-8 are used as a communication method by teachers to inform parents/guardians that their child may be experiencing some difficulties. Most concerns about a child's behavior are solved when the parent/guardian becomes aware of the difficulty. These measures will only be successful with the cooperation of the child's parents/guardians. Teachers/administrators are not obligated to issue consequences in any order. A child's behavior may be determined so serious that a detention or suspension, etc., will be issued immediately.

Student Code of Acceptable Conduct:

Conduct which is determined to negatively affect the mission and reputation of St. Christina School, regardless if the unacceptable conduct takes place during school hours or outside of school and off school property, may result in disciplinary measures.

Code of Conduct expectations are:

- Adherence to dress code and personal hygiene expectations
- Appropriate language at all times
- Attendance (daily and punctual)
- Courtesy and respect for self, adults, peers and the environment
- Completion of assignments, homework, projects and study
- Preparation for learning (i.e. required supplies, homework)
- No involvement in public scandal involving students
- Respect for School property and the property of others
- No involvement in physical altercations or harmful interactions
- Appropriate use of cell phones, social media and technology in and outside of School
- No weapons, drugs, harmful materials or illegal substances

• Detention

Detention for students is served after school for 45 minutes on the designated day. Parents will be notified in writing, and must return the detention slip signed, the day after receiving it. Failure to sign and return a detention slip does not excuse the student from serving the detention on the assigned day. Failure to attend/serve a detention will result in further detentions. The students will be dismissed promptly at 3:20 p.m. It is imperative that parents pick their children up on time. Please come to the main School entrance on 110th Street. The staff member on duty will let you in and have you sign the detention roster. In cases when an immediate consequence is deemed necessary, a lunchtime detention will be given at the discretion of the teacher/administration. All behavior disciplinary detentions are cumulative throughout the year.

• Suspension

Suspension may be served in School or at home at the discretion of the Administration. The length of a suspension is determined by the School Administration. Suspension is the result of a serious offense.

A serious offense may include, but is not limited to, the following:

- Bullying
- Possession, use or sale of drugs, alcohol, tobacco products or any dangerous article on School property
- Any conduct or affiliation that may be constituted to be gang related both in and out of School
- Disobedience or disrespect toward faculty members, Staff, or adult supervisors
- Fighting or provocation of fights
- Disregard for the rights of other students
- Repeated violation of School rules
- Theft or defacement of property
- Repeated disruption of class which interferes with student learning

Upon receiving a fourth behavior detention a suspension will be issued. Any subsequent detentions may result in further suspensions. Any Police involvement related to School which is reported or investigated by law enforcement, may result in Expulsion.

• Expulsion

This is the termination of the student's privilege to attend St. Christina School. It is invoked in cases where all other available means of help have been exhausted. Archdiocesan policies regarding expulsion will be followed.

BICYCLES

Those students riding bicycles to School are required to park them in the racks provided in the School parking lot. Students must walk their bicycles any time they are on School, Church and Rectory property. Failure to comply will result in disciplinary consequences with the possibility of losing this privilege. Skateboards, scooters and rollerblades/skates may not be used or brought to School/Parish property. The School/Parish is not responsible for any damage to or thefts of bicycles, and other sports equipment on School/Church grounds.

BIRTHDAY TREATS

Students are allowed to pass out treats on their birthday. Birthday treats should be individually wrapped with ingredients listed, and store bought. No unwrapped or homemade treats are allowed. Birthday treats will be passed out, and sent home at the end of each school day. Parents should consider non-sweet treats as an option for birthday treats. Students should not feel obligated to pass out a treat on their birthday. In the case of a severe allergy issue individual classrooms may ban specific treats containing certain ingredients.

BULLYING

St. Christina School believes the best combatant to bullying and harassment is through preventive measures. Students participate in formal anti-bullying and character-building programs (Boosterthon, Family Life and our religion programs) throughout the year. Bullying/Harassment is contrary to the St. Christina School mission, as well as state law, and shall not be tolerated at any time. This includes during attendance at school sponsored extracurricular activities and other outside school hours events. Bullying can be defined by meeting the following three criteria:

Repeated hurtful words or actions over a period of time that intend to cause harm, humiliate, or discriminate and create an imbalance of power.

Harassment can be defined by meeting any of the following criteria:

A course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Behavior that is unwanted, unwelcome and uninvited that demeans, threatens or offends the victim and results in a hostile environment for them.

BULLYING ACTS MAY BE:

Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling.

Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats, whether in person, through any form of electronic communications, social media, the Internet or written communication.

Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as, gender, race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.

Sexual which includes, but is not limited to, many of the actions listed above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact and sexual assault.

If a student is experiencing or has witnessed any of the bullying/harassment actions described above, the student should report the incident immediately or as soon as possible to a teacher or administration. Students or families can report in person, or by phone or email to the classroom teacher or an Administrator. The incident will be investigated immediately and thoroughly. All students identified and their parents will be contacted regarding the reported incident, keeping in mind students' privacy rights. Consequences will be determined accordingly and may result in formal disciplinary action, up to and including termination of privilege to attend St. Christina School along with a formal incident report kept on file. Any retaliation toward a student who has reported an incident will be cause for further disciplinary measures toward said student. There are resources available to help families and students through the St. Christina School Counselor.

CANDY/FOOD

Students are not permitted to bring candy or food into the classroom/school unless as a designated birthday treat, for a holiday party, or under special circumstance approved by Administration.

CAPACITY

In accordance with the Archdiocesan policy, the capacity of the Preschool classrooms shall not exceed a ratio of 1 adult:10 students. The K-8 classrooms shall not exceed 32 students, although we attempt to keep the student:teacher ratio at or below 25:1 to achieve the ideal learning environment for our students.

CELL PHONES AND ELECTRONICS USED BY STUDENTS

Personal cell phone use is never allowed during the school day. All cell phones must be turned off upon entering School property (this includes the parking lot). Personal cell phones will be collected in all grades in the student's homeroom and returned at the end of each school day. The use of personal cell phones, iPads, iPods, earbuds, Fitbits or Apple Watches, etc. is not allowed during school hours. All electronic devices brought to school must be turned off and must be given to the homeroom teacher or they will be confiscated. If personal devices are used on more than one occurrence during school hours they will be confiscated and given to School Administration. Under no circumstances are students permitted to take pictures or videos of students using their personal cell phones or school issued devices on School property during school hours. Doing so will result in disciplinary action which could include up to suspension. The School assumes no responsibility for any electronic device brought to School.

CHANGE OF ADDRESS, EMAIL OR PHONE

Notification of any change of address, email, cell phone or landline telephone number is necessary. Please email the school office at schooloffice@stchristina.org with any changes. Phone numbers include your home, cell, work and emergency numbers. When choosing emergency persons, please be sure that they are available during the day and have access to a vehicle. You must provide three emergency persons.

CHAPERONES/VOLUNTEERS

All chaperones must be at least 21 years of age and volunteers must be at least 18 years of age. Chaperones and volunteers are responsible for completion of all Archdiocesan compliance requirements before the first event/activity is scheduled. *Please see Volunteer Requirement Compliance on page 17.

CHILD ABUSE

By Illinois State law, School personnel are certified, mandated reporters and must inform the Department of Children and Family Services (DCFS) of any allegation or suspicion of child abuse/neglect. St. Christina School shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan of Chicago procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

COMPREHENSIVE HEALTH CURRICULUM

As mandated by the State of Illinois, St. Christina School provides health education in grades K-8 at age appropriate levels. The program addresses many aspects of wellness, human ecology, body systems, human sexuality, growth and development, personal hygiene habits, mental health and available help resources, information on communicable diseases, safety and substance abuse and information on HIV/AIDS. Topics are introduced at age-appropriate levels and may be integrated into the Science, Physical Education and/or other appropriate curriculum areas. Parents/Guardians may choose to have their child/ren excluded from some topics on Human Sexuality.

CONTACTS

Students that wear contact lenses are responsible for their care while at school and school related activities. The school will not provide spare materials such as solutions or cases to students. Students that wear contacts should have these materials with them in the event that they have issues with their contacts during the school day.

DAILY SCHEDULE

First Bell (grades PreK3-grade 8) (children enter classroom).....	7:40 am
School Day Begins (grades PreK3-grade 8 tardy bell and prayers).....	7:50 am
Half Day PreK3 and PreK4 Dismissal.....	10:50 am
Dismissal (Full Day PreK).....	2:25 pm
Dismissal (Full Day K - 8).....	2:30 pm

Note: No student should be on the parking lot before 7:30 am for safety concern as cars are pulling in and out of the parking lot before the barricades that block the entrances are put out at 7:30 am. Students should go to their lines immediately upon arrival at School.

DELINQUENT FINANCIAL OBLIGATIONS

Any School Family who misses two payments and who is unwilling to make and/or adhere to alternate arrangements will be subject to actions by the School, up to and including, non-participation in activities and athletics, financial exclusion of their student(s) by withholding of official transcripts, and/or removal from School. Eighth grade students will be denied participation in graduation activities if all tuition and fees are not current or paid in full by the date of the activity.

In addition, in the event a School Family's financial obligations have not been met, (including all fees and Before/After School Care charges), the School reserves the right to:

- Withhold the diploma of a graduating student
- Deny admission for the student(s) of the delinquent School Family to the School for a new academic term
- Deny admission for the student(s) of the delinquent School Family to the School for the following year

DISMISSAL

At dismissal time, a designated teacher walks the students to the designated safety area between the Rectory and Main School Building. Children are never to cross the street except at intersections. We expect all persons picking up students to support our unending effort to keep all children safe by never directing any child to cross in the middle of the street. In order to keep the parking lot free of congestion and to maintain a single directional flow of traffic, wooden horses will be set up to block the entrances to the parking lots at dismissal time. Under no circumstances will anyone be allowed to drive onto the parking lot at dismissal to pick up a child. In the event a Priest is called out on an emergency, it is imperative that the parking lot entrance remains clear. No one is to park on the street blocking the entrance to the parking lot at dismissal time.

Please do not ask a patrol person to remove the barriers. They have been instructed to deny such requests. Do not bring dogs or other animals onto School property at arrival or dismissal time. The area is very congested and children may be afraid of, allergic to, or excite the animals, and an accident could occur.

DRESS DOWN DAYS AND NON-UNIFORM DAYS

On occasion students will have the opportunity to dress out of uniform in exchange for a donation or for Administration approved days. Funds will be used for things like, but not limited to, charities, victims of disasters or hardship, and or special needs of the school. Students, teachers and parents may submit suggestions for the charitable use of such funds. The organization that receives a donation will be identified in the school Newsletter.

Students may wear jeans, sweat pants, swishy/nylon pants or capris, cargo pants, leggings, gym uniform or school uniform pants. School uniform shorts, uniform gym shorts or nylon shorts may be worn on dress down days between the start of school in August and October 1st and again after May 1st. Shorts must be no more than 3" above the knee. No pajama pants may be worn.

Appropriate shirts and gym shoes are worn with designated pants. Only gym shoes may be worn on dress down days. No spaghetti straps, crop tops or low cut jeans or jeans with holes are permitted; all grades included. Students inappropriately dressed on dress down days will receive a uniform slip. Any student dressed in a revealing manner will also have to call home and have appropriate clothing brought to School for them to change into.

ELEVATOR USE

A student's use of the elevator requires a doctor's note indicating the nature of the injury and duration of elevator accommodation.

EMERGENCY CLOSINGS

Parents will be notified through SchoolMessenger, by phone, text, and/or email if there are changes in the School calendar due to unforeseen circumstances.

Crisis Management Plan The School has a plan for dealing with all categories of crises. At all times, the safety and security of the students and staff is the primary concern. In the case of an emergency closing, calls will be placed to School families and to the Office of Catholic Schools (OCS). Notification will also be posted on the school website and Emergency Closing Center.

Evacuation Of The Building Students who are evacuated from the Homan Building will be brought to the Gym. Should it be necessary for students to be evacuated from the Main Building, the ordinary place of safety will be the Church. In the event that the Church is not available, or should the evacuation period be extended, the students shall be taken to: Mount Greenwood School, 10841 S. Homan (773) 535-2786. The Principal will determine if classes will be canceled. Parents will be notified by phone, text, or email informing them where to pick up their children. Each teacher will keep on file a list of emergency numbers for his/her class. A backup file will be kept in the School Office. Children will be released to the custody of persons listed on the emergency cards only.

EMERGENCY SAFETY DRILLS

Fire, tornado, lock down, evacuation and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency.

Crisis folders and maps for evacuation are in each classroom. Emergency drills shall occur on a regular basis. Students **MUST** follow the rules during emergency safety drills, which include:

- always following the direction of the teacher or administrator
- staying with one's class; if a student becomes separated, he/she must go to the nearest adult
- silence is required so all can hear emergency information

We ask that parents/guardians remind their students of the importance of their behavior during drills so that they are well prepared if an actual emergency were to occur.

EXTENDED CARE

The Extended Care and Morning Care Programs are available to full day preschool students and students through 8th grade who are enrolled in St. Christina School. Half day preschool students may attend Morning Care only. The programs operate under the auspices of St. Christina School. All St. Christina School policies apply to the Extended Care Program. Extended Care opens on the first full day of School. After Care is closed on occasional dates and will be published one week in advance for families. Extended Care will not be available on days that School is not in session. Detailed information can be found on our website under Parent Resources.

FEES

All fees are non-refundable.

FIELD TRIPS

Field trips are an extension of St. Christina's educational program and students are expected to attend. Students who do not attend must report to School. Each child must present an official permission slip, signed by a parent or guardian, to the School prior to attending each field trip. Students will not be released early to parents after a field trip. Parents are encouraged to help chaperone field trips. No student will be denied participation because of cost. Please notify the Administration regarding this matter. It will be dealt with in a confidential manner. All chaperones must meet Archdiocesan compliance requirements before supervising events. Please see Volunteer Compliance Requirements on page 22.

GANG/WEAPON/DRUG RELATED ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person is unacceptable. The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related
- Imitation of gang signs, symbols, actions, clothing, etc., at play before or after school, at recess, or on or off school grounds.

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension and/or expulsion. The Administration has the authority and responsibility to investigate and immediately report suspected gang activity and possession of firearms and drugs to local law enforcement agencies and the Illinois State Police through the school Incident Reporting System (SIRS). This includes written complaints from school personnel concerning instances of battery against school personnel.

GOVERNANCE

St. Christina School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Christina School adopts in whole all policies set forth in the Education Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

GRADUATION REQUIREMENTS

Diplomas will be awarded to those students who have:

- Completed the School's academic requirements which includes completion of all coursework and passing grades.
- Achieved a passing grade on the Constitution of the United States and the State of Illinois examination
- Adhered to the School's code of conduct
- Returned all School materials
- Fulfilled all financial obligations to the school

GRIEVANCES

Grievances should be submitted in written form and addressed to the Pastor or Principal. The Pastor/Principal will then direct the grievance to the appropriate office and/or investigate the situation.

GUM CHEWING

Due to possible damage to school property gum chewing is not allowed. Disregard for this policy could result in an automatic detention.

HARASSMENT

The Pastor, Principal and Staff of St. Christina School believe that all students and employees are entitled to work and study in school-related environments that are Christ- centered and free of harassment. Respect for others is an essential part of our discipline code. We live the Gospel Message of Jesus Christ. Any behavior contrary to this message will not be tolerated. The school will treat complaints of harassment seriously, and will respond to such complaints in a prompt, confidential and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. This includes harassment of children and adults. *Please see Parent/Guardian Conduct and Sexual Harassment Policies.

HEALTH RECORDS

All children entering Preschool, Kindergarten or Grade Six, along with all students new to the school, are required by Illinois State law to present a record of immunization and physical examination, signed by a doctor. Children in grades Kindergarten, Two and Six are required to present proof of a dental exam. Children entering Kindergarten must submit proof of vision exam by a licensed doctor. No child will be admitted without medical records and/or dental and vision exam, where required. As Illinois State law requires, a child will be excluded, as of October 15th, if immunizations, vision and dental exam are not current.

A recent Illinois State Board of Health mandate will require all preschool students to show proof of having received the Chicken Pox vaccine before entering preschool. Religious objection to vaccinations must be presented in writing and approved by the Principal prior to the first day of School. Children whose parents have religious objections to vaccinations will be excluded from school until the objection is presented in writing.

Sports All students who participate in an interscholastic sports program are required to have a sports physical on file dated within 365 days. If a medical exam is required this can be satisfied by the doctor checking the box on the back of the medical examination form where labeled INTERSCHOLASTIC SPORTS. The State of Illinois requires that all students participating in interscholastic sports have a sports physical on file.

HOMEWORK

Homework is the responsibility of the child. If a child spends an unreasonable length of time on homework, the teacher must be consulted. Written work, study and oral assignments are considered homework and are incorporated into the trimester grade. Each grade level will communicate with parents regarding its assignment policy and late work policy. In the event of absence due to sickness a one day extension for every day absent upon return to School will be granted to complete all assignments. Extenuating circumstances i.e., extended illness, hospitalization, etc., warrants administration/parent/teacher discussion and arrangements. Students that do not complete a homework assignment will receive a homework slip. It is to be signed by the parent/guardian and returned to school the next day with the completed assignment. Failure to return the signed homework slip could result in further disciplinary action such as a mark on the Cardinal Card (Grades 5-8), missed recess time, lunch detention, etc. Students in grades 5 and 6 that accumulate three or more homework slips in one week will be required to attend Power Hour the following week to support them with on-time homework completion. Students in grades 7 and 8 that accumulate two or more homework slips in one week will be required to attend Power Hour the following week to support them with on-time homework completion. Students should expect the following homework time each evening; K-1st: 30 minute maximum, 2nd-4th: 45 minute maximum, 5th-6th: 60 minute maximum, 7th-8th: 90 minute maximum.

Homework Slips Students will receive a homework slip if their homework is missing or incomplete. This is a communication tool so that parents are made aware of this occurrence. Students should submit missing or late homework the next day. The accumulation of 3 or more homework slips will result in a week of PowerHour for 5th and 6th grade students. The accumulation of 2 or more homework slips will result in a week of PowerHour for 7th and 8th grade students.

ILLINOIS STATE RECOGNITION/ADOPTION OF STATE REQUIREMENTS

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with State requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines determined by ISBE to ensure compliance and recognition.

INVITATIONS

Invitations may be passed out at School only if all students in the grade are invited for personal parties, and addresses/email addresses may not be provided for such by Teachers or the School Office.

LUNCHTIME

All students in grades K - 8 will eat lunch in the School Hall. Lunchroom rules will be posted in several locations throughout the Hall to remind students of appropriate behavior. Respect for others is the foundation of a successful lunchroom program. Students will bring their lunch to school each day unless they choose to purchase lunch on Hot Lunch Days. Milk is available for purchase at the beginning of the school year. Hot lunch will be provided on specific dates at a cost to each family. You may choose any or all of the lunches listed. Caffeinated beverages including pop are never allowed. Parents/Guardians are not allowed to bring fast food lunches or take out to school. Door dash, Uber eats, and food delivery services are not permitted to deliver food to students for lunch.

MANDATED REPORTER

All employees of the Archdiocese of Chicago are Mandated Reporters by State law, and must complete an online training session and have a completion certificate and signed CANTS-22 in their personnel file.

MASS ATTENDANCE

Students in Grades 1-8 will attend Mass weekly. Students in Grade K attend Mass once a month on designated days and on Holy Days of Obligation. Pre-K students may occasionally attend Mass for special Masses, prayer services and/or on Holy Days of Obligation. This in no way takes the place of the weekend obligation. In accord with Criteria for Admission, parents are obliged to infuse Catholic teachings in their home life. This includes regular weekend participation at Mass. School Masses are designed to help the students become more familiar with our Catholic traditions and enable better participation at weekend Mass.

MEDICATION

The School retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parents/guardians or designee administer the medication in school. The school and school personnel incur no liability for injuries occurring when administering insulin/diabetes medication, asthma medication, an epinephrine auto-injector, or an opioid antagonist. Parents/guardians are required to sign a statement acknowledging such. If a physician requires a child to take medication during school hours, parents are responsible to be available to administer the medication or the child must be able to administer the medication to himself/herself and the following procedure must be followed: All medications must be accompanied by the "Administration of Medication Form" available at the School Office. The form must be signed and returned with a copy of the prescription. Only one form is needed for medication that will be given for any length of time or for ongoing medications. All medications must be brought into and be kept in the School Office to prevent misuse. If a parent/guardian determines it is necessary for the child to carry an inhaler or Epi Pen on his/her person, such a request must be submitted in writing to the Administration accompanied by a copy of the prescription. Teachers cannot hold inhalers for students. If it is the parent's/guardian's wish for the child to carry his/her inhaler, the child must carry the inhaler in a closed pouch. Any diabetic or asthmatic student must have a Wellness Action Plan from their doctor on file. Students must be fever free for twenty-four hours before returning to school.

NEW STUDENT REGISTRATION

Registration for new students of currently enrolled School families will take place during the month of January. This registration is for School families who already have students enrolled in St. Christina but will add another child for the following school year. Registration for families new to St. Christina for the following school year will begin during Catholic Schools Week (on the Sunday of Open House). All information can be found in The Sign (the St. Christina Church bulletin), on the electronic marquis, in our School newsletter and on our website, www.stchristina.org. The Church bulletin is available online at www.stchristinaparish.org.

NON DISCRIMINATION STATEMENTS

As per Illinois PA 102-0360, St. Christina School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

The School allows a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion with Catholic social teachings. The modification of athletic or team uniforms may

include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

PARENT/GUARDIAN CODE OF CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not to accept registration for the next school year. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, and assault or threats to the faculty, administration, staff, students and volunteers of the school. Parents/guardians who engage in defamatory or threatening statements about the school, its staff or students on social media, through email, voicemail, or in any other way, can be required to remove the offensive material in a social media post, face consequences for emails and/or voicemails and may be asked to withdraw their child(ren) from the school. Consequences for the above behavior may include any of the following options (decided by Principal, Pastor, and/or juridic person) to continue student enrollment in the school:

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

Furthermore, by the judgment of the principal, as confirmed by the pastor and/or juridic person, any behavior of a parent/guardian that seriously interferes with the teaching, learning, and/or positive school environment, may result in:

- A parent/guardian informed that their right to be present on school grounds is temporarily or permanently suspended
- A parent/guardian informed that they are temporarily or permanently suspended from extra-curricular events.
- Dismissal of the child(ren) of the parent/guardian temporarily or permanently from St. Christina School

PARENTAL RIGHTS

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS

St. Christina School abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The School also abides by the provisions of the Illinois law regarding the access of the non-custodial parent to his or her child's school records. In the absence of a court order to the contrary, the School will provide the non-custodial parent with access to the academic records and to other school related information regarding the child, when requested by the non-custodial parent. 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.

PARENT-TEACHER COMMUNICATION

If a Parent has a question or concern about their child, they should always contact the classroom teacher first. The teacher is most familiar with your child and the circumstances surrounding the child's progress. Miscommunications and misunderstandings can usually be avoided on both sides with an email or phone call. A conference with your child's teacher can be requested by calling the School Office, by sending an email or by sending a note to the teacher with your child. If a parent and/or guardian does not receive a response from the teacher within forty-eight hours, please email the Principal. If parents and teachers are unable to come to a mutual agreement as to how to best serve the student's progress, the Principal may act to resolve the matter.

PARENT-TEACHER CONFERENCES

Teachers are required to meet with parents at least once a year for the purpose of discussing the academic progress of the child, along with other matters of mutual concern. Conferences are scheduled at the half-way point of the first trimester each year. A second conference meeting date will be published on the school calendar, and the teacher and/or parent can reach out to schedule this optional conference.

PICTURE DAY

Students in Grades K-8 will take an individual and a class picture in their regular school uniforms. Preschool students will take individual and class pictures and may wear school appropriate clothing of their choice. Dress up clothes are recommended but not required. Skirts/dresses/shorts should not be more than 3 inches above the knee. No spaghetti straps, and gym shoes should be worn. Students in Preschool may dress down on picture day in compliance with the school dress down day policy.

RAISERIGHT

Participation in the RaiseRight program is an excellent way to earn credit towards tuition while making everyday purchases at participating retailers. Through this program St. Christina receives a small percentage of the rebate and the remaining rebate is returned to families as a tuition credit. Tuition credits are posted to accounts in January/February and July/August. Orders can be placed online via RaiseRight.com, and paper order forms are also available at the St. Christina Rectory. More information can be found on our website under Parent Resources.

REPORT CARDS

Report cards are distributed three times a year. Progress can be monitored at any time via PowerSchool, an online access program. Test scores and daily work yielding numerical scores are only one component of a student's grades. Classroom participation and homework are included in the calculation of the final grade. Checking Powerschool regularly is important to helping your child be successful. Please be cognizant of assessment scores as papers are sent home. Contact the teacher if you need help remedying the problem. **Letter grades are given in grades 1 through 8. The grading scale is as follows.**

93-100	A
85-92	B
77-84	C
70-76	D
Below 69	F

Honor Roll status is given in Grade 6-8. All core subjects, including Religion, are included on the honor roll. Students must attain at least a B in Computer and Art in order to be included on the honor roll. Students in Grades 6-8 must also receive a satisfactory in Physical Education and Music to attain honor roll status.

Honor Roll Requirements Grades 6-8
A Honor Roll: A or better in ALL Classes
B Honor Roll: B or better in ALL Classes

RETENTION

Teachers must inform the Principal and Parents in a timely manner if they are considering retention. Students who fail one out of three trimesters in any core subject area will be required to attend a recognized summer school program. Proof of satisfactory completion of a recognized summer school program must be presented to the Principal by August 1st before a child will be promoted to the next grade level.

SACRAMENTAL PROGRAMS AND FEE

Children attending St. Christina School receive the Sacraments of Reconciliation and First Holy Communion in grade two. The Sacrament of Confirmation is celebrated in grade eight. Two years of sacramental preparatory education is required by Archdiocesan Sacramental Policy. Sacramental preparation meetings are required for the purpose of strengthening the parents' ability to support and guide their children as they prepare to receive a sacrament. At least one parent/guardian must attend each of the sacramental preparation meetings. Students in grades 2 and 8 will be assessed a \$75 Sacramental fee added to your Blackbaud Tuition Account.

SCHEDULE CHANGES

Notification of any calendar changes will be made in a timely manner through the School Newsletter or on the School website www.stchristina.org.

SCHOOL ADVISORY COMMITTEE

The St. Christina School Advisory Committee is an organization consisting of seven members, which act as an advisory board to the Principal. As outlined by the Archdiocese of Chicago Office of Catholic Education, its responsibilities are:

- To develop, formulate and adopt policies that will help St. Christina School reach its goals
- To act as the public relations arm of the School
- To review and advise on the annual School budget; including tuition rates
- To represent its constituency through open meetings
- To participate in evaluation processes that are required by the Office of Catholic Education
- To collaborate with the Pastor in hiring the Principal
- To collaborate in the implementation and monitoring of the School's five-year plan
- To determine sources of funding
- To develop marketing strategies

School Advisory Committee meetings are generally held on the first Tuesday of the month. Agendas, minutes, and the Public Participation Form can be found on the school website under Parent Resources. All parents/guardians are invited to attend the monthly School Advisory Committee meetings.

SCHOOL CURRICULUM

The instructional program of St. Christina School includes religion, reading/language arts, mathematics, the biological, physical, and social sciences, the fine arts and physical education and health. **Core instruction is provided in the English Language.**

SCHOOL INCIDENT REPORTING SYSTEM (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

SCHOOL SECURITY

All parents, volunteers and visitors must use the 110th Street entrance to the Main building and sign in at the School Office and pick up a visitor's pass. Upon returning to the Office with the visitor's pass, visitors will be required to sign out. For our children's safety, it is important to know and document who is in the building at all times. School doors remain locked during school hours. Our security system will admit visitors only through the front door of the Main Building. Teachers and students are not authorized to admit any visitor to the buildings. They have been instructed to deny such requests. There is no admittance by anyone, students or visitors, to the Homan Avenue front door without going to the main office first.

SCHOOL STUDENT RECORDS/MISSING PERSONS RECORDS ACT

St. Christina has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

SCIENCE LABORATORY SAFETY PROCEDURES

Students are expected to conduct themselves in a responsible manner at all times. They must follow instructions. Backpacks and books remain under the tables at all times or off the floor to make for a clear walking path. Eating, drinking and gum chewing are not permitted during Science experiments. Sanitized goggles will be worn not only when doing experiments, but during hand washing and cleaning up. Gloves must be worn for hand protection during the experiments. All accidents, chemical spills, and injuries must be reported immediately to the teacher. Students are aware of the location of the eye wash station, fire extinguishers, the fume hood, and safety blanket. They will also know the location of the emergency electric and gas shut offs. Students are never to sit on laboratory tables. Work areas will be kept clean and work surfaces will be cleaned at the end of each lab exercise or activity. Glassware is to be washed with hot, soapy water and scrubbed and returned to its original location. All chemicals must be locked up. Discarded materials are to be deposited in the proper waste containers. Sinks are only to be used for the disposal of water and other materials as specifically instructed by the teacher.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

St. Christina School reserves the right to inspect all School property and personal property. All property of the School, including student desks, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, cell phones, or articles of clothing that are left unattended on the School campus.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee or by one student of another is unacceptable conduct. Employees or students who engage in sexual harassment will be subject to appropriate discipline, including suspension and/or expulsion or termination. Retaliation in any form against an employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the same aforementioned disciplinary measures. Please see Harassment and Parent/Guardian Conduct Policies.

SHADOW DAYS

Seventh and Eighth Grade students, with prior notice to the School Office and Homeroom Teacher, may attend in total one shadow day in seventh grade and two shadow days in eighth grade. If attendance is on a regularly scheduled school day, students will be charged an absence. It is strongly encouraged that students attend a Shadow Day when school is not in session at St. Christina. If a student attends a Shadow Day, he/she is responsible for making up all missed work.

SICKNESS OR INJURY

If a child becomes ill in School a parent, or person authorized by the parent, will be notified by the School Office personnel before a child is permitted to leave School. The family emergency card, kept on file in the School Office, lists the names of three persons who would be available to come for your child should he/she become ill or injured. Please ask permission of your intended emergency contact before you submit his/her name. Students must be picked up if they vomit or have diarrhea during the school day. Students must be fever free for 24 hours before returning to school.

SMOKE FREE ENVIRONMENT

Smoking is prohibited at all times both in the building and on school property during school hours. This includes the times before and after school when the students are arriving and leaving school.

SNOWBALLS

It is not permitted to throw snowballs/ice, etc. on school grounds as it could result in an injury to others or personal property. Students caught throwing snowballs or ice could be subject to disciplinary action including an automatic detention.

SOCIAL MEDIA

Parents and students are responsible for the content of any Social Media and web pages they create and will be held responsible for pictures and remarks that are detrimental to the reputation or character of another student, faculty member or St. Christina School. Please see Technology Policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website, however, 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. In said case the school may require the student to share content in the course of such an investigation.

SPORTS

Sports are organized through the St. Christina Athletic Association. Participation in sports is an important facet in our comprehensive educational program. Sports programs foster the development of coordination, sportsmanship, confidence and school spirit. Any student who is absent from School, suspended from school or on academic probation may not participate in any practice, game or contest during that time. Please see Athletic Eligibility Policy. The State of Illinois requires that all students participating in interscholastic sports have a sports physical on file. All Coaches and assistants must meet the Archdiocesan Compliance requirements before practices or games begin.

STANDARDIZED TESTING

The standardized testing program at St. Christina, adopted by the Office of Catholic Education, is called i-Ready. Testing is done in grades K-8 throughout the school year. Please do not schedule vacations before referring to the school calendar for testing dates.

STUDENT SAFETY PATROL

Parents are responsible for the safety of their children traveling to and from School. The purpose of the student safety patrol is to assist in the safe conduct of students on School grounds and to assist Crossing Guards at intersections where needed. However, by providing this service, St. Christina School and the Catholic Bishop of Chicago accept no liability for the safety of the child outside the school building or before and after hours. There may be times, due to circumstances beyond the control of the School, when a Safety Patrol student is not on duty at a crossing. Students on safety patrol should not be on their cell phones nor engage in any misbehavior. Failure to comply in these areas may result in temporary suspension or dismissal from safety patrol.

SUBSTANCE ABUSE

Substance Abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Substance is defined as illegal drugs and drug paraphernalia, vaping devices and its contents, anabolic steroids, tobacco, chemicals, inhalants, solvents, alcohol, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Illegal Violations: *The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, vaping devices and its content, illicit substances, chemical or any substance designed to look like or represented as such by students, on School premises, in School buildings, on School buses, or at School-sanctioned events is expressly forbidden.*

School procedures for handling violations:

- Notify the parent/guardian and suspend the student during the School investigation.
- Conference with Administration, parent/guardian, student, Pastor and other appropriate persons as determined by the Principal.
- Notify the Police as directed by law.

If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian. Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the School will be determined by the School Administration. Options include but are not limited to continued suspension and/or expulsion. Appropriate confidentiality shall be maintained by all parties. Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the Administration. The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

TARDINESS

If a child arrives for school after the 7:50 bell has rung he/she must enter the front door of the Main Building and report to the school office for a tardy slip. This rule applies to all students, including the Homan building students. Tardy students will not be permitted to enter the Homan building without a tardy slip. A discipline notice will be sent home after four tardies in the same trimester. This

is not a punitive measure, but an attempt by the school to communicate a problem to the parents/guardians. A fifth tardy in one trimester may result in an attendance contract or lunch detention. All additional tardies, in that trimester, will also result in disciplinary action including but not limited to detention or removal from school activities.

TEACHER PREFERENCES REQUESTS

Requests for a specific teacher will not be honored. Please trust us to make an informed and professional decision about the placement of your child from year to year. We are aware of their learning and social needs.

TECHNOLOGY

St. Christina School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these resources is a privilege, not a right. All users are expected to use St. Christina technology in a responsible and ethical manner. See the Acceptable Use Policy at the end of this Policy Book.

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of all electronic devices and technology outside of school, especially computer and cell phone usage. However, the inappropriate use of technology outside of school may be subject the student to disciplinary action. Any derogatory postings on websites about teachers or the school will result in disciplinary measures being taken. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. This also includes, but is not limited to, the creation of fake social media accounts or using the image and likeness of someone other than yourself on social media. Failure to follow Technology Policies will result in disciplinary action.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct. The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy. Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate. Communication that violates the code of conduct will not be tolerated, regardless of the medium used to convey it. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. St. Christina School reserves the right to regulate, review, investigate, and discipline students for inappropriate social media usage, postings, cyber bullying, or text messages. Any student found to be participating in creating, following, liking, or sharing defamatory, slanderous, or inappropriate accounts/content will be subject to disciplinary action. Disciplinary action may result in expulsion from St. Christina School. St. Christina School will not tolerate any activities that degrade or demean St. Christina School, Faculty, Staff, and Students.

Technology 1:1 Usage

By providing 1:1 access to technology, our goal is to extend learning beyond the classroom while improving student achievement, communication and collaboration skills, and build digital citizenship skills. Student access to individual technology requires responsible, courteous, efficient, and legal usage. It is our expectation and belief that students will always use this technology in a safe and appropriate manner. Junior high students will be issued a school-owned device with a case and a charger. By signing the Policy Book Acknowledge Form at the end of this book, the students and their parents indicate their compliance with the St. Christina School device/Chromebook policies and procedures.

DEVICE CARE AND USAGE

The Student User agrees to:

- Bring the device to school every day, fully charged.
- Take good care of the device in all locations.
- Close the device when transporting. Be gentle with the screen, keyboard, trackpad and ports.
- Use the device for educational purposes only.
- Refrain from decorations and/or markings that will permanently change the appearance of the device and case.
- Notify the school if the device is in need of cleaning. Please do not attempt to clean with household products.
- Report any damage or loss to your teacher as soon as possible.
- Return the device, case and charger to St. Christina at the end of the school year or end of enrollment.

The Parents/Guardians agree to:

- Ensure your student understands appropriate care of the device.
- Support appropriate use and educational learning.
- Ensure any damage or loss is reported to school immediately. Please do not attempt to repair on your own.
- A replacement fee of \$300 if damage is done to a Chromebook that is not covered under the school warranty. There is a replacement fee of \$16 for a lost or damaged charger.

DIGITAL CITIZENSHIP

The Student User agrees to:

- Be aware of their Digital Footprint.
- Refrain from and immediately report any cyberbullying.
- Access sites appropriate for educational purposes only.
- Respect intellectual ownership of copyrighted materials.
- Maintain security and privacy by never releasing any personal information concerning self or others over the Internet.

The Parents/Guardians agree to:

- Support appropriate online behavior.
- Immediately report any inappropriate online behavior to the administration.
- Reinforce the importance of online safety.

Device use is checked regularly through a monitoring software to aid in the safety and wellness of our students. It is our policy that inappropriate use or mistreatment may result in disciplinary action and loss of the use of the device.

TELEPHONE USE

Only in situations of real necessity, for example a forgotten lunch or eyeglasses, will students be permitted to make phone calls during the school day and only from the school office, not personal cell phones. Students will not be allowed to call home for Water bottles, homework assignments, books, etc.

TEXTBOOKS

It is school policy that any textbook defaced, damaged or lost during the school year will be the responsibility of the student and parent to replace at current prices. Books must be covered at all times.

TUITION AND FEES

The amount of tuition is approved each year by the School Advisory Committee. Parents/Guardians are required to sign a tuition agreement. Tuition may be paid through a Blackbaud account or by cash or check through the school office or rectory office. If tuition is not current at the end of each trimester your child/ren will not be allowed to return to school until it is. Also, the child/ren will not be eligible for registration for the following year. A copy of the tuition agreement is included in this policy book. In the event that tuition is prepaid and the student cannot finish the term a refund of the balance of tuition paid will be given. Please contact the tuition coordinator at the St. Christina Rectory at 773-779-7181 ext. 222 if there are extenuating circumstances affecting scheduled payments. Fees are non-refundable.

UNIFORMS

School uniforms may be purchased from Schools Are Us on 111th and Kedzie. Uniforms are worn on the first day of school and everyday thereafter except when announced to the contrary. Long-sleeved ¾ zip gray fleece (with St. Christina embroidery) for grades K-8 are required. No loafers, dress shoes, slip - on shoes, cowboy boots, work boots, snow boots, sandals, open-toed or open-heeled, backless, moccasin style or canvas shoes (including Hey Dudes, Bobs or Toms) may be worn as part of the school uniform. Sturdy gym shoes only in the following solid colors - black, white, red, gray or navy. Parents and students are expected to fully cooperate with regard to the wearing of the regulation uniform, including shoes.

For safety reasons and to prevent disruption in class the following is not permitted: Nail polish for boys, heavy/unnatural makeup, more than two earrings per ear lobe for girls, cartilage piercings, dangling earrings or any jewelry with the exception of one small necklace, earrings for boys, colored or printed T-shirts worn under the uniform shirt, rubber banding of shirts, extreme hair styles as determined by the administration. Shaved heads and mohawks are considered an extreme form of haircut. Students will be required to alter an unacceptable haircut immediately. Boys' hairstyles (Grades K - 8) must not extend over the eyebrows, ears, or collar. No sideburns of any type are allowed. Any student who chooses to color and/or highlight his or her hair must only do so with natural hair colors. No unnatural hair colors will be allowed. A student will not be allowed to return to school until his/her hair is deemed acceptable by the administration. Girls may wear a simple hair accessory of any color i.e. headbands, hair ties, etc. so long as it does not disrupt the classroom learning environment. No large hair accessories that protrude from the student's head should be worn.

NOTE: We will offer the option of purchasing school shorts for both boys and girls. Students will be allowed to wear navy dress shorts, purchased from Schools Are Us from the first day of school until September 30 and from May 1 until the end of school. **The purchase of shorts is optional. Shorts must not fall more than 3" above the knee.**

The uniform is:

BOYS

Pants	Solid navy blue dress pants (Banded pant leg, cargo pants, or any pant that resembles jeans are not permitted.)
Shirts	Red polo shirt Shirts may be plain or banded bottom, long or short sleeved. Non-banded shirts must be tucked in at all times. Dri-fit polo shirts without a Logo or with the St. Christina Logo are acceptable. All students must possess a St. Christina Logo Polo shirt by the start of the 2025-2026 School year. Female students in grades K-3 choosing to wear the jumper may still wear a plain red polo shirt. On Fridays students may wear the previous year St. Christina Fun Run shirts or current year 5K shirts with their uniform bottoms.
Fleece	The ¾ zip gray St. Christina embroidered fleece is required and worn by grades K-8.
Shoes	Study gym shoes only. Acceptable gym shoe colors are: black, red, gray, white or navy.
Shorts	Navy dress shorts (from the first day of school – September 30 and from May 1- last day of school).
Socks	Socks must be worn and visible. Socks must be white, black, gray, red or navy crew.
Belts	Black, brown, or navy for grades 5-8.

GIRLS

Jumper	Uniform plaid for grades K-3
Skirt	Uniform plaid for grades 4-8. Girls are never permitted to roll skirts or wear unzipped. Skirts must be no more than 3 inches above the knee.
Blouse	Red polo (plain or banded bottom) for grades K-8. NO tying or binding of shirts. Red polo shirt (plain or banded bottom), long or short sleeved. Non-banded shirts must be tucked in at all times. Dri-fit polo shirts without a Logo or with the St. Christina Logo are acceptable. All students must possess a St. Christina Logo Polo shirt by the start of the 2025-2026 School year. On Fridays, St. Christina students may wear the previous year Fun Run or current year 5 K shirts with their uniform bottoms.
Fleece	The ¾ zip gray St. Christina embroidered fleece is required and worn by grades K-8.
Shoes	Study gym shoes only. Acceptable gym shoe colors are: black, red, gray, white or navy.
Pants	Solid navy dress pants may be worn. A banded pant leg or any pant that resembles jeans is not permitted.
Shorts	Navy dress short (from first day of school – September 30 and from May 1 – last day of school)
Socks	Socks must be worn and visible. Socks or tights can be white, black, gray, red, or navy.

Physical Education Uniform

P.E. Instructional time is very important for the development of every student. The P.E. teacher attempts to provide every student with the maximum amount of instructional time. This becomes impossible when the teacher has to spend time monitoring inappropriate attire.

The uniform for Physical Education is as follows:

St. Christina Physical Education t-shirt should be worn along with red St. Christina Physical Education shorts (cotton or mesh), white, gray, red, navy or black socks and sturdy gym shoes must also be worn. Rubber banding shirts are never allowed. Spirit Wear, 5K and Fun Run shirts are not to be worn for P.E. class. Gym shoes must be sturdy soled shoes that hold tightly to the foot. Shoes must be tied at all times in order to participate in classes. The sweatshirt and sweatpants must be the red St. Christina sweats with black and white lettering or plain red sweats. Sport sweats, of any kind, will not be permitted. This policy is for grades PK-8. Gym uniforms must be in good condition with no holes or cuts in shirts or pants. There will be no exceptions to this uniform. P.E. uniforms can be purchased at the school on supply drop-off/meet the teacher day or at Schools Are Us, 111th and Kedzie. Students may wear gym shorts to and from school on their P.E. day from the first P.E. day until September 30 and again from May 1 until the end of school. Students will receive a uniform slip which could result in a detention if they wear shorts to and from school between October 1 and April 30.

VACATIONS

Parents who wish to take their children out of school for several days because of family vacations are advised to discuss the child's progress with the homeroom teacher to determine what effect such an absence will have on the student's work. The final decision is the responsibility of the parent. Homework may not be requested in advance. Students will receive work upon return. The return of all assignments issued after a vacation will follow the same schedule as assignments due to illness (Please see Homework Policy).

VISITORS

All visitors are required to sign in and out at the School office and wear a visitor's badge while in the building. This includes parents volunteering for classroom parties.

VOLUNTEER COMPLIANCE REQUIREMENTS

The goal of requiring parent volunteer hours is to encourage a spirit of shared commitment among all families for the benefit of St. Christina School. Each family is asked to complete 10 hours of service during each academic year. All volunteer hours should be completed by the last day of school of the current school year.

St. Christina relies heavily on the wonderful giving of time and support from our volunteers. The overall intent of the volunteer requirement is to foster involvement in school life and provide opportunities for parents to develop lifelong friendships within our school family. Active involvement in the school contributes to the vitality of our school family and upholds the Catholic values promoted in the school curriculum.

Benefits to parents volunteering at St. Christina School include:

- Connections: Meet, connect, and work with teachers, staff, other parents
- Positive impact: Positively impact children's education and St. Christina School
- Fun and Friendships: Have fun, socialize, develop new friends and work together common goals
- Role model: Be a role model for our students and demonstrate the greatness that can be achieved when we all work together

Volunteer Eligibility

Field trips, classroom parties, dances and social events require an adequate number of adults trained as chaperones and approved by the Administration. Chaperones must be at least 21 years of age and volunteers must be at least 18 years of age. Additionally, volunteers must have submitted the signed The Policy Book Acknowledgement Form, which is due at the beginning of the school year.

Volunteer Requirements

All volunteers must complete the following 7 Compliance Requirements to be eligible to volunteer in any capacity (Room Parent, Guest Speaker, Chaperone, Coach, Scout Leader, etc.):

New volunteers:

1. Create an account at virtusonline.org, register for and complete Protecting God's Children online training
2. Complete the Background Check and Archdiocesan Standards of Behavior through the registration process
3. Complete an online Mandated Reporter Training course through a Virtus account or send valid certificate to mstokes@stchristina.org
4. Complete the Child Abuse and Neglect Tracking System form - CANTS 22 and CANTS 689. Forms can be found on our website at stchristina.org under parent resources / volunteers. Email completed forms to: mstokes@stchristina.org or send completed forms to the Rectory or school - do not fax or email to the number on the form!

Volunteers with registered Virtus account:

All volunteers are required to complete the Archdiocesan Standards of Behavior form and CANTS 689 form **every school year between July 1st - June 30th**. Forms can be found on our website at stchristina.org under parent resources / volunteers.

1. Log in to your account. If the account is inactive email mstokes@stchristina.org. Do not contact the Virtus helpdesk.
2. Complete all red highlighted boxes on the Homepage
 - REQUIRED DOCUMENTS:
 - Read and acknowledge the Standards of Behavior document
 - CANTS 689 form and email to mstokes@stchristina.org or send hard copy to the school office.
Electronic signatures are not accepted
 - CANTS 22 form and email to mstokes@stchristina.org or send hard copy to the school office.
Electronic signatures are not accepted
 - CURRENT TRAINING:
 - Complete Recertification Training if required: A Plan to Protect God's Children 4.0
 - Mandated Reporter Training
 - BACKGROUND CHECK
1. Update all account information, **especially email address**

*****NOTE:** Every three years online training (A Plan to Protect God's Children 4.0 Recertification Training), Criminal Background Check, Mandated Reporter Training, and CANTS 22 form is required.

Volunteer Opportunities include but are not limited to the following:

- Chaperoning field trips
- Planning/Running a fundraiser
- Volunteering at a Family School Association event
- Chairing a Family School Association event
- Serving on a school committee and participating in committee assigned projects
- Guest speaking in a class
- Being a room parent (maximum of two per classroom and selected by the teacher)
- Volunteering to supervise a classroom party at the teacher's request
- Being a member of the St. Christina Advisory Committee (SAC) or Family School Association (FSA) Executive Board
- Girl or Cub/Boy Scout Leader (maximum of two per troop)

- School beautification
- Professional services (i.e. professional photography, graphic design – to be approved by the Principal)
- Coaching a St. Christina sports team (i.e. golf, cheer, soccer, volleyball, basketball, football)

Please note that any volunteer hours required for Athletic commitments (i.e. working concession stands, monitoring the gym, homecoming and Pack the House related activities) should NOT be applied to the 10-hour school volunteer requirement. Any volunteer hours for 8th Grade events will also not be counted towards the 10-hour school volunteer requirement. Volunteer opportunities can be found in the St. Christina Weekly Newsletter, which is emailed to parents.

Non-compliance with Volunteer Requirements: In the event a family does not complete the ten (10) hours, the family will be charged a \$300 volunteering fee. This fee will be applied to the April tuition statement. Eighth grade students will not graduate if this fee is not paid.

Recording Volunteer Hours: It is the responsibility of each family to record volunteer hours and submit their hours once completed. Volunteer hours will be monitored by a member of the SAC or designee. A sample log can be found on page 23 of the policy book. A google form will be provided to log volunteer hours. All full-time St. Christina staff are exempt from the Volunteer Requirements as approved by the SAC.

WALKING HOME

Students in grades 4 and up are permitted to walk home from school and after school activities. Students will be dismissed at the end of the school day or activity and released to go home without requiring a parent/guardian or responsible adult designated by the parent/guardian to pick them up. Students in preschool through third grade will not be dismissed unless a parent/guardian or individual designated by the parent/guardian is there to pick the student up. Designated individuals not allowed to pick up students should be made clear in writing to the teacher, school office, and administration. If a parent/guardian is not the individual picking the child up from school the parent/guardian should notify the classroom teacher or school office. Siblings must be in grade 4 or above to walk/pick up younger siblings home from school.

WATER BOTTLES

Students are permitted to bring a small water bottle with them to school. Water bottles must have a lid that closes tightly to avoid spills on school property which can cause damage and deterioration of school grounds. Stanley type water bottles with straws or water bottles that can be squeezed to shoot water out are not permitted. Students will not be allowed to call home for water bottles. Water fountains are available for student use in the event a student forgets their water bottle. The school does not allow refills of water bottles during the school day. If a student should drink the entirety of their water bottle contents, fountains are available for students to take a drink from.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life and provide a safe, secure environment students shall not carry, possess or use weapons in school, or on school premises. Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs", bats, pipes, sticks, nunchucks and any other object that causes bodily harm. School authorities have the right to inspect and search desks, coats, backpacks, or things on a student's person, and school property. Please see the Searches Conducted by School Personnel Policy. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the state and local police. The weapon will be turned over to the local police jurisdiction.



2024 – 2025 St. Christina School Tuition Agreement

The following is the fee schedule for tuition, books, materials and media fees:

PreK 3 thru Grade 8

I, as parent/guardian of a student(s) attending St. Christina School, desire the best education possible for my child/ren and understand my responsibility to finance my children's education. As part of my commitment to this educational program, I agree to the following policies:

A parent/guardian of every child is required to sign this agreement and return it to school by **Thursday, May 23, 2024**.

PreK 3/4	10 months/ 11 months payments	Tuition for 2024/2025	Books, Materials, Media Fees (non-refundable)
3 half days	\$324.80/\$295.27	\$3,248.00	\$150.00 per student
5 half days	\$468.20/\$425.64	\$4,682.00	\$150.00 per student
3 full days	\$528.70/\$480.64	\$5,287.00	\$150.00 per student
5 full days	\$585.40/\$532.18	\$5,854.00	\$150.00 per student
PreK-8	10 months/ 11 months payments	Tuition for 2024/2025	Books, Materials, Media Fees (non-refundable)
One Child	\$585.40/\$532.18	\$5,854.00	\$350.00 per student
Two Children*	\$949.60/\$863.27	\$9,496.00	\$350.00 per student
Three Children*	\$1,280.70/\$1,164.27	\$12,807.00	\$350.00 per student
Four or more children*	\$1,613.00/\$1,466.36	\$16,130.00	\$350.00 per student

*Sibling discount tuition for two/three/four children also applies to PreK students who are enrolled in 5 full days, 3 full days, and 5 half days (not applicable to PreK students enrolled in 3 half days).

SACRAMENTAL F
Students in grades

VOLUNTEER COMMITMENT PROGRAM

The volunteer commitment program requires each school family to volunteer ten hours of service in selected activities throughout the school year. A \$300 charge will be added to tuition accounts in April if the ten hour requirement is not fulfilled. All families will be required to sell at least two Cardinal Cash tickets (\$100/each). Tickets will be provided at the start of the school year. Proceeds from the Cardinal Cash Raffle help to keep tuition increases to a minimum each year. A \$200 charge will be added to tuition accounts in April if two tickets are not sold. I commit to ten hours of volunteer service to the school and to selling a minimum of two Cardinal cash raffle tickets. Please initial here: _____ I choose to opt out of the volunteer requirement and/or selling of raffle tickets. I understand that by checking this box, a fee will be added to my Smart Tuition account. Please initial here: _____

ACTIVE PARISHIONER POLICY

St. Christina School is the primary mission outreach of St. Christina Parish. The Parish helps to defray the cost of tuition by offering a subsidy to each child. The subsidy is totally funded through the regular collection at weekend Masses. The fee structure set on the tuition contract is based on the assumption that a family is considered a registered and "active parishioner". This status is determined by regular attendance (75% over a 20 week period) at weekend Mass and that enables a family to continue to receive a subsidy from St. Christina Parish for their children's education. If your family is not registered with St. Christina Parish, an additional \$500 fee will be added to your family's tuition. You can become a registered parishioner at the Rectory.

DELINQUENT FINANCIAL OBLIGATIONS

Any School Family who misses two tuition payments and is unwilling to make and/or adhere to alternate arrangements will be subject to actions by the School, up to and including, non-participation in activities and athletics, financial exclusion of their student(s) by withholding official transcripts, and/or removal from School. In addition, in the event a School Family's financial obligations have not been met (including all fees and Before/After School Care charges), the School reserves the right to:

- Withhold the diploma of a graduating student
- Deny admission for the student(s) of the delinquent School Family to the School for a new academic term
- Deny admission for the student(s) of the delinquent School Family to the School for the following year

ST. CHRISTINA SCHOOL

ACCEPTABLE USE POLICY FOR TECHNOLOGY / TECHNOLOGY GUIDELINES

St. Christina School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner.

Computers and other technologies have been installed in the classrooms, labs, and library at St. Christina School and are available for the students to use for educational purposes. Students will be expected to use the computer equipment and the Internet appropriately and in a responsible manner.

All student and staff users agree to:

- access sites appropriate for educational purposes only.
- abide by accepted standards of Internet etiquette.
- respect intellectual ownership of copyrighted materials.
- respect equipment and property of the school and others.
- maintain security and privacy by never releasing any personal information concerning self or others over the Internet.

It is our policy to promote computer use in a manner that is appropriate, responsible, and legal in our endeavor to enhance student learning. All students and staff must follow the provisions of this policy as a provision for continued use of technology. Violations of the Acceptable Use Policy will result in disciplinary action as well as revocation of network privileges.

- *Parents/Guardians and students must acknowledge the above policy/guidelines and sign the attached consent form. This form will remain on file as long as the student remains at St. Christina School.*

I / we have read the school technology guidelines, and have discussed them with my/our child. In consideration of the privilege of my child using the school's electronic communications system* and in consideration of having access to the public networks, I / we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the **Acceptable Use Policy (AUP)**.

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

I / we have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I / We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

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

**Including but not limited to Internet access, fax, e-mail, stand-alone computer, tablets, and telephone. The parent/guardian is responsible for any damage caused through the student's inappropriate use of the school's Internet system.*

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ST. CHRISTINA CATHOLIC SCHOOL

DATE: January 9, 2025

TO: Parents, Teachers and all other school employees

FROM: Archdiocesan Director of Planning & Construction Celine Coath / Carrie Spano

RE: Notification Letter Concerning Asbestos Content and Management Plan for St. Christina

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected in order to identify asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

St. Christina has been inspected and some asbestos-containing materials were identified in the building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

The school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Sincerely,

Mrs. Carrie Spano
Principal

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