



**SS. CYRIL AND METHODIUS  
PARISH SCHOOL PARENT HANDBOOK  
2008-2009**

## AMENDMENT TO THE HANDBOOK



*SS. Cyril and Methodius and/or the principal retain the right to amend this Handbook for just cause with or without notice. The school will attempt to keep parents promptly informed of all changes made to this Handbook. However, some changes may have to be made immediately due to unforeseen circumstances.*

## **MISSION STATEMENTS/SCHOOL EXPECTATIONS**

Parish

School

Philosophy

Parent Agreement

School Board Statement of Expectations

School Support Agreement

School Tuition Policy

### **Parish Mission Statement**

We are people gathered as a Catholic community of SS. Cyril and Methodius to respond to the message of Jesus Christ. We are called to share our gifts, talents, and resources. This responsibility is expressed through our sacramental celebrations and the example of our daily lives.

### **School Mission Statement**

SS. Cyril and Methodius is a vital Catholic School Community that exists to build the Kingdom of God. We do so by providing an excellent Catholic Education in a compassionate environment that strives to develop each student spiritually, academically, physically, and emotionally. We do this in conjunction with our parents, the primary educators of our children.

### **Philosophy**

Our Philosophy is to guide each child toward the fulfillment of his/her potential. We hope to enrich and deepen each student by promoting good self-esteem, self-discipline, common sense and common courtesy. Toward this end we strive to maintain a joyous, healthy environment, which promotes love, understanding, knowledge and respect of self and others.

Reviewed 08/08

**CYRIL AND METHODIUS SCHOOL**  
**PARENT AGREEMENT**

Dear Parent,

This is your copy of the SS. Cyril and Methodius School Handbook. Because you choose to send your child to SS. Cyril and Methodius School, you testify to the wholeness of the child: spiritual, moral, cognitive, and social. In order to verify that the home, school, and parish are all working toward the same goal, this agreement articulates and specifies the expectations of those involved in your child's development. All families with children at SS. Cyril & Methodius School are asked to sign the agreement.

In order that you might better understand the philosophy and requirements of SS. Cyril and Methodius School, it is important that you thoroughly read this handbook. After doing so, please sign and return the slip, found at the end of the handbook, which indicates your acceptance of the philosophy of SS. Cyril and Methodius School

Sincerely,  
SS. Cyril and Methodius School

## **PARENT COMMITMENT**

*We understand that teachers are professionals, and should be given due respect for their training, experience, and commitment to the education of our children. In the spirit of that belief, we will:*

- Use appropriate language in all parent/teacher interactions, understanding that verbal abuse of another person is un-Christian and never acceptable; agree to disagree respectfully;
- Understand that unscheduled visits to the classroom teacher will not be accommodated; appointments enable classroom teachers to spend adequate time listening to our concerns;
- Speak to, not about, the teacher to resolve conflicts or voice concerns. Idle gossip does not help any situation. Direct communication with the teacher is the best option for problem-solving;
- Support academic and disciplinary policies as stated in the handbook, and individual teacher expectation

## **SCHOOL COMMITMENT**

*We understand that parents are the primary educators of their children and should be given due respect for their commitment to their children's growth and development. In the spirit of that belief, we will:*

- Use appropriate language in all parent and student interaction, understanding that verbal abuse of another person is un-Christian and never acceptable; agree to disagree respectfully;
- Respond to parent letters and phone calls in a timely manner; invite parental participation and maintain open communication;
- Properly prepare for each class in order to attain curricular objectives and work with each child to foster a spirit of achievement;
- Provide a safe and caring environment;
- Carry out disciplinary measures within a Christian, Catholic environment.

## **SS. CYRIL AND METHODIUS SCHOOL MUTUAL AGREEMENT CONTRACT**

*We, as parents and teachers:*

- Acknowledge the importance and value of Catholic education and spiritual formation through prayer and Christian example.
- Agree to weekly attendance at the celebration of the Eucharist
- Give active witness to our Catholic faith by our daily teaching and living.

### **STATEMENT OF EXPECTATIONS**

SS. Cyril and Methodius School seeks to provide a Christian environment in which all students can develop spiritually, academically, and socially. It is important to realize that our school is an integral part of our parish community of faith. As such, certain responsibilities are expected of families who enroll their children in SS. Cyril and Methodius School. The School Board has developed the following Statement of Expectations:

All families with children in SS. Cyril and Methodius School are expected to be active and participating members of both the parish and school community. To be considered active and participating, four things are expected:

1. A FAMILY LIFE THAT MAINTAINS CHRISTIAN VALUES IN THE HOME.
2. WEEKLY PARTICIPATION AT MASS AND IN THE SACRAMENTAL LIFE OF THE PARISH.
3. PARTICIPATION IN PARISH AND SCHOOL ACTIVITIES.
4. SUPPORT OF THE PARISH THROUGH CONSISTENT USE OF SUNDAY ENVELOPES AND SUPPORT OF THE SCHOOL THROUGH TIMELY PAYMENTS OF TUITION AND FEES.

**Explanations of why we consider these precepts to be vital to the education of our children are as follows:**

- Home life has perhaps the largest influence, even greater than that of peer pressure, on our children. We expect that Christian values be taught and practiced in the home. Language and discussions should present and encourage Christian attitudes. Parents should model Christian behavior.

- Being part of the Catholic faith community also has an effect on our children. We therefore encourage participation at Mass, reception of the sacraments of Reconciliation and the Eucharist, as well as an active family prayer life. Participation at Mass as a family provides an opportunity for discussion of Christian themes and an opportunity to model Christian behavior.
  
- Active participation in parish and school activities is expected.
  - **SCHOOL**-attending all parent conferences; participating in all preparation sessions for the reception of sacraments; being familiar with and abiding by the rules set forth in the school handbook; participating in school activities and fundraising activities.
  
  - **PARISH**-attending weekly Mass; participating in liturgical duties (Eucharistic ministers, lectors, ushers, etc.); participating in fundraising activities.
  
- The parish makes a substantial contribution to the cost of educating your child. We encourage all families to contribute weekly to the parish through the use of their Sunday envelopes. Timely payment of tuition and book fees is expected. Book fees must be paid before the school year begins. At times, families may meet with financial difficulties. We understand this, but late or missed payments will not be allowed unless prior arrangements are made with the Pastor.

## **SCHOOL SUPPORT AGREEMENT**

### **GENERAL CONDITIONS**

SS. Cyril & Methodius School, in accordance with the Archdiocese and its own policy, has established the following conditions pertaining to the financing of the current school year.

### **CONDITIONS OF ELIGIBILITY**

Students will be of registered/supporting members or non-registered/non-supporting members and will pay the applicable tuition and curriculum fees as described in the school contract. Children of non-parishioners shall be eligible for enrollment in the school on a space available basis, under the terms stipulated in the school contract for all grades.

Financial obligations to all school organizations and the Lotto ticket commitment must be current before a child will be considered for enrollment in SS. Cyril & Methodius School for the current school year. Registration fee and other fees are non-refundable. Tuition refunds for a student leaving before the end of a month will be made on a prorated basis.

## **SCHEDULE OF PAYMENT**

Please understand that curriculum fees must be paid and the school contract must be signed and returned to school in a timely manner in order for a student to attend any classes. Tuition payments are due on the first of each month, August through May. The first tuition payment must be paid on or before August 10th, and the last payment is due May 10<sup>th</sup>.

## **CONCERNING PAST DUE PAYMENTS**

Tuition payments made after the tenth of the month are subject to a \$35.00 per month late penalty charge, unless satisfactory arrangements have been made with the Pastor prior to the tenth.

Official school records will not be transferred to any other school until all financial obligations are met or some arrangement is made with the Pastor.

## **FINANCIAL POLICY**

It is unfortunate that from time to time a tuition payment is returned for insufficient funds. In that situation, we will require that tuition payments for the remainder of the year be made from immediately available funds (for example, a cashier's check).

Any outstanding fees will result in withholding of the final Report Card/Diploma.

### **SCHOOL TUITION POLICY**

Tuition is based on an active supporting parishioner status. Rates for active supporting parishioners are lower due to the parish's contribution to the school. As an active supporting parishioner, it is expected that you attend mass and contribute to the parish by the use of your weekly envelopes. The following guidelines will be used in assessing the parishioner status.

A quarterly analysis by the parish will determine if supporting parishioner status is maintained. The schedule is as follows:

- Parish reviews contributions from June thru August
- If no contributions, then a mid September notice to family
- Beginning with October tuition, payments will increase to the non-parishioner rate effective until the next review cycle in January
- Parish reviews contributions from September thru November
- If no contributions, then a mid December notice to family
- Beginning with January tuition, payments will increase to the non-parishioner rate effective until the next review cycle in April
- Parish reviews contributions from December thru February
- If no contributions, then a mid March notice to family

Beginning with April tuition, payments will increase to the non-parishioner rate effective until the end of the school year.

## **ADMISSIONS, RECORDS, AND POLICIES**

Admissions Policy

AIDS Policy

Custody Issues

Directory Information

Electronic Equipment

Equal Employment Opportunities

Parent Access to Records

School Visitation Rights Act

Tardiness

Vacations

## ADMISSIONS

SS. Cyril & Methodius is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school.

SS. Cyril and Methodius does not discriminate on the basis of sex, race, color, nationality and ethnic origin in their administration of educational policies, admission policies, loan programs, athletic or other related programs.

## ADMISSIONS POLICY

If the need arises to use priorities for the enrollment structure of SS. Cyril & Methodius School, they shall be as follows:

### **Currently Enrolled School Families**

First priority shall be granted to families with children currently enrolled in SS. Cyril and Methodius School in grades kindergarten to eight.

### **Registered/Supporting Parish Families \***

Second priority shall be granted to Catholic children of registered/supporting members of SS. Cyril and Methodius Parish.

### **Non-registered/Non supporting Families**

Third priority shall be granted to Catholic children of non-registered/non-supporting members of SS. Cyril and Methodius Parish. In this instance, a substantially higher tuition rate will be charged.

Fourth priority shall be granted to non-Catholic children of non-registered/non-supporting members of SS. Cyril and Methodius Parish. In this instance, a substantially higher tuition rate will be charged.

### **\*Requirements for Registered/Supporting Parish Families**

- Regular and consistent participation at Sunday Mass throughout the year.
- Regular and consistent use of church offering envelopes throughout the year.
- Participation in parish life: activities, ministries, organizations, individual time and talent.

Students applying for kindergarten must be 5 years old before September 1. An official copy of the child's birth certificate and a copy of the baptismal certificate unless baptized at St. Cyril's Parish must be presented to the school with a record of compliance with state health requirements.

Any student attending SS. Cyril and Methodius School must participate in the Catholic religious instruction and school activities related to the Catholic character of our school.

A student that transfers from another school will be on probation for the first quarter. At that time it will be decided whether the student will remain at SS. Cyril and Methodius School.

### **AIDS POLICY**

SS. Cyril & Methodius School follows the Archdiocesan policy with regard to AIDS virus students. Any student with AIDS will not be denied entrance into school.

### **CUSTODY ISSUES**

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school will release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regard to parents' right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

### **DIRECTORY INFORMATION**

The following information of St. Cyril's students is considered Directory Information: legal name, address, telephone number, birthday, and place of birth, participation in

school activities, dates of attendance, awards received, and student's photograph. This type of information may be used in yearbooks, honor rolls, school directories, our school website, and other publications. If a parent does not wish this information released, notification must be filed at the office at the beginning of the school year.

### **ELECTRONIC EQUIPMENT**

In order to maintain a quiet and orderly learning environment, students are **NOT** allowed to use **any type of electronic device** while in SS. Cyril and Methodius School between the hours of 7:10AM to 2:00PM. They are to be off and in the student's school bag. Any student violating this policy will have his/her electronic device confiscated and an after school detention will be served. Parents will be required to pick up the device at school.

### **EQUAL EMPLOYMENT OPPORTUNITIES**

It is the policy of SS. Cyril and Methodius School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to ability to perform the duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

### **PARENT ACCESS TO RECORDS**

#### **ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS**

- The Archdiocese of Chicago, Office of Catholic Education has adopted Guidelines for School Records. These Guidelines describe your rights to your child's records maintained by the Archdiocese of Chicago Catholic Schools. These rights include:
- Right to inspect: Following local school procedures, you have the right to look at all of your child's records maintained in your child's permanent record.

- Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is Directory Information which you have not requested to keep confidential, or (3) the request for the information meets one of the limited circumstances described in the Guidelines.
- Right to request correction: You have the right to present evidence that the school shall amend any part of your child's record, which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.
- A parent or an eligible student who wishes to inspect Education Records shall submit a written request to the student's school Principal. This request shall identify as precisely as possible the Education Record or Records he/she wishes to inspect.
- The principal will respond to each request within a reasonable amount of time, not to exceed forty-five (45) days after it is received.

### **SCHOOL VISITATION RIGHTS ACT**

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

### **TARDINESS**

A student is considered tardy when the tardy bell has been rung. This time is stated at the beginning of each school year. A student must enter at the office door and receive a tardy slip. No student may be admitted to class without first reporting to the office and receiving a tardy slip. Students with 3 tardies will be issued a detention and parents will be contacted. Students who ride buses are not considered tardy when the bus is late. Parents should also be aware that students are not allowed into the building in the morning until a teacher is on duty at the office door. This time will be stated at the beginning of each school year.

### **VACATIONS**

Family vacations are **STRONGLY DISCOURAGED** during the school year. The teaching and learning process is on-going and continues until the last day. Please avoid scheduling vacations prior to the close of the school year. Parents who do plan a trip should discuss the matter with the teacher well in advance of departure. Teachers may not be able to assign work in advance due to the nature of classroom instruction. While lesson plans are made, adjustments are often necessary for a variety of reasons. Parents should check our website on a daily basis for an accurate account of homework. All missed assignments will be gathered together on a daily basis and kept in school until the child returns. The work will need to be completed and handed in on the child's third day back in school.

If a test is scheduled during an anticipated absence, the test may be given ahead of time at the discretion of the classroom teacher; otherwise the test will be taken on a day mutually agreed upon between the teacher and student. This is a particularly important consideration should the absence be near progress report or report card time. All makeup tests will be completed after school.

Should the need arise for a child to be absent for an extended time, work can be sent home on a daily basis or will be accumulated and given to the child upon his/her return.

## **SCHOOL SAFETY**

Arrival and Dismissal Procedures

Asbestos Plan

Classroom Treats

Emergency Drills

Field Trips

Personal Safety and Drug Programs

School Safety Patrol

Visitors' Sign-In

## **ARRIVAL AND DISMISSAL PROCEDURES**

Procedures for arrival and dismissal will be issued to new parents in school *information* packet. For the safety of students, strict adherence to these procedures is expected by all.

## **ASBESTOS PLAN**

TO: Parents, Teachers and other School Employees  
FROM: C. Gregory Veith  
SUBJECT: Notification letter concerning asbestos content and Management Plan for your school.

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

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 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

Your school has been inspected and some asbestos-containing materials were identified in your building. The materials are distributed in various locations and include pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your Inspection Report and Management Plan outlines in detail the methods we will use to maintain the materials in a safe manner. You have had, or are in the process of having, your people properly trained to successfully administer this program.

Every three years the asbestos in your school is required to be re-inspected. The re-inspection report notes any changes in the condition of the asbestos since the previous

report, which in this case was the original management plan. This re-inspection was conducted at your school earlier this year and has been added to the management plan.

A copy of the three-year inspection report and the management plan is on file at the Administration Office, 155 East Superior Street, Chicago, Illinois, and at your local school office for your review if you so desire.

### **CLASSROOM TREATS**

In an effort to teach the importance of proper nutrition along with addressing the needs of students with varying food allergies treats/snacks brought into the classroom will be monitored. Small packaged treats with the contents labeled are required. These can easily be taken home if not eaten cutting down on the amount of food wasted. Contents can also be easily checked. Parents are asked to talk to the homeroom teacher before sending a birthday or party treat. No homemade treats are allowed.

### **EMERGENCY DRILLS**

Fire, tornado, and special crisis drills are held regularly in conjunction with local agencies. A direct connection to the U.S. Weather Service and local weather services is maintained during school hours.

The Village of Lemont warning system will notify the area of a tornado warning. No student will be released if a warning takes place during dismissal.

The Crisis Management Plan is available to all teachers to insure that in special cases of emergency, proper procedures will be followed.

### **FIELD TRIPS**

Educational trips are encouraged at all grade levels throughout the school year. However, when a student is not participating in a field trip, the child should remain at home, and a written note must be sent from the parent. A signed permission slip allowing a student to attend a field trip or to walk off school sites will be requested for each student. This form will be kept on file in the office.

Parents, *who have met the requirements for Protecting God's Children*, are encouraged to act as chaperones for these special events. The staff may deny the privilege of attending an outing to any student because of poor behavior or lack of responsibility.

### **PERSONAL SAFETY AND DRUG PROGRAMS**

*Part of our school's Health and Safety curriculum includes the "Child Lures" Program. The Archdiocese of Chicago requires this program.*

A Lemont police officer provides formal instruction to all grades in a program entitled "Personal Safety". The two main subjects addressed in this program are recognizing the techniques used by child molesters/abductors. Instruction on these topics is sensitively handled and students benefit from it. If, however, parents prefer that their child not participate in such instruction, they must notify the school office in writing.

The D.A.R.E. program (Drug Awareness Resistance Education) is offered through the Lemont Police Department. It consists of an eighteen-week program taught by a Lemont police officer to the fifth grade classes. This program provides valuable information to our students on this subject and other related programs.

### **SCHOOL SAFETY PATROL**

Parents are responsible for the safety of their child traveling to and from school. The purpose of the student safety patrol is to assist *with arrival and dismissal*. However, by providing this service, SS. Cyril and Methodius School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a student is not on duty at a crossing.

## **VISITORS' SIGN-IN**

All visitors and volunteers must report to the office and sign in. Everyone must get a visitor's pass before going beyond the office. Parents will not be allowed to go down to the classroom or get a child before dismissal. If a parent wishes to speak to a teacher, arrangements must be made through the office.

**No adult visitor, at any time, has permission to confront a child in regards to a personal issue, i.e. problems between two students. All matters should be referred to the staff.**

Whenever any article, including lunch, is dropped off at school by a parent or designated person, the article must be left in the office area. Visitors are only permitted to enter through the main entrance. Parents are not permitted to enter the school through the gym doors.

## **MEDICAL AND EMERGENCY INFORMATION**

Attendance

Child Abuse and Neglect Reporting

Emergency Information

Excuse from Physical Education

General Health

Medication

Physical and Dental Examinations

Sexual Harassment Regulation

Student Insurance

Vision and Hearing

## **ATTENDANCE**

It is important that students be regular and punctual in attendance. If it is necessary for a student to be absent, the following procedures are to be followed:

- For the child's protection, a parent is expected to phone the school office anytime before 7:00 A.M., and report their child's absence, every day of the absence, except for extended illness. An answering machine is available before and after regular office hours for your convenience.
- Requests for homework should be made at the same time the child is reported absent. Instructions as to when and by whom it will be picked up should also be given. However, missed assignments may be made up when a child returns to school, so it is not mandatory that you pick up the day's assignments.
- A doctor's note is required when a child has been absent for five or more consecutive days.
- Any student who is absent from school on a given day may not participate in extracurricular sports or activities on that day without the principal's permission.
- A student is considered tardy when the tardy bell rings. This time is stated at the beginning of the school year. A student will be issued a tardy slip for admission to class. Every third tardy will result in a detention.

## **CHILD ABUSE AND NEGLECT REPORTING**

Under Illinois law, school personnel are required to report suspected physical and sexual abuse and neglect. Neglect may include failure to provide necessary food, shelter, medical care, and school attendance. Reports are made to the Department of Children and Family Services. Persons from this department must follow up the call by visiting the child's home. At times, they will ask and be given permission to speak with the child at school. Anyone may report suspected abuse or neglect. If you know of such a problem, you can help the child by calling the 24-hour DCFS Hotline (1-800-252-2873). You do not need to give your name.

### **EMERGENCY INFORMATION FORM**

Parents are requested to list **ONLY** relatives, friends, or neighbors **WHO RESIDE IN OR AROUND** the home area on the Emergency Information Card. These people should live in a radius of twenty minutes of the school.

Each family must have an emergency card on file in the office, with both parent signatures on the back. An updated card must be turned in at the beginning of each school year. Any subsequent change such as telephone numbers, addresses, etc., should be reported to the school immediately.

### **EXCUSE FROM PHYSICAL EDUCATION**

A written request is required to be excused from Physical Education classes. Usually, a child well enough to be in school is well enough to participate in physical education classes and outdoor recess. If the child needs to be excused from P.E. for more than 3 days, a doctor's note is needed.

### **GENERAL HEALTH**

Please do NOT send your child to school when he/she is ill. Symptoms, such as sore throat, cough, elevated temperature, skin rash, upset stomach, etc., may be an indication of an oncoming illness.

Every child with special health problems, e.g., epilepsy, diabetes, allergies, asthma, heart conditions, or any physical disabilities would have this noted on the emergency sheet. This knowledge may be of utmost importance in dealing with emergency situations.

Health records are reviewed annually and the office will communicate with a parent whose child has not been immunized in compliance with the law. Should you receive such notification, please have your child immunized immediately. Your child will be excluded from school if his/her immunization record is not complete.

## **MEDICATION**

### **THE ADMINISTRATION OF MEDICATION IS A PARENTAL RESPONSIBILITY.**

If absolutely necessary, medication will be supervised by the staff only with written orders from the doctor, detailing the name of the drug, dosage, and the time interval in which the medication is to be self-administered by the student.

A written request from the parent to the school, together with a letter from the physician indicating the necessity for the medication during the day, type of disease involved, benefits, and side effects of the drug must be on file in the school before an administration of medication can occur. Students may NOT keep medicine in their possession. Exceptions will only be made for students with inhalers/EpiPens.

Medication given at school must be brought to school in a container appropriately labeled by the pharmacy or physician and presented to the school office.

Non-prescription medication, e.g., Tylenol or aspirin, will not be dispensed to students for any reason. If your child becomes ill during school hours, you will be notified and asked to take your child home.

Information regarding any chronic illnesses (asthma, severe allergies to bee stings, etc.), which might require attention during school hours, should be on file in the school office.

## **PHYSICAL AND DENTAL EXAMINATIONS**

Illinois State Code (Sec. 27-8) states that every student entering kindergarten and sixth grade must have a complete physical examination with an update of their immunization on or before the first day of school. Illinois School State Law requires SS. Cyril and

Methodius School to submit the findings (immunization, etc.) to the State of Illinois Education Service Region of Cook County and Springfield, Illinois.

Health records are reviewed annually and those failing to provide the proper physical examination and immunization record will be excluded from school until forms are received.

Dental examinations for kindergarten, second and sixth grade are required. Eye examinations for kindergarten or for students entering an Illinois school for the first time are also required.

### **SEXUAL HARASSMENT REGULATION**

Our school strives to provide our staff and students an educational environment free of sexual harassment. Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

- Anyone who engages in conduct which is sexually harassing, or who contributes to a hostile, oppressive, intimidating, or offensive educational environment will be dealt with strictly and promptly.
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.
- The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential manner as possible and will take appropriate corrective action when warranted.

## **STUDENT INSURANCE**

Mutual of Omaha as an optional service offers insurance to parents. The Office of Catholic Education instructs all schools to require that parents return the insurance envelope marked YES or NO and endorsed with your signature. You are under no obligation to take school insurance for your child. Students involved in any sport activity must carry insurance.

When an insurance claim is to be made by the parent, information regarding the accident must be filed in the school office, and the principal must sign the insurance form.

## **VISION AND HEARING**

The school may provide an annual vision and hearing-screening program when services are available. Permission slips regarding the testing must be signed by a parent and returned to the office before testing will be done.

## **UNIFORM POLICY**

Dress Code

Physical Education Uniforms

## **DRESS CODE**

School uniforms are purchased through Schoolbelles. Questions regarding size and delivery can be answered by contacting:

*Schoolbelles*  
7763 S. Harlem Avenue  
Bridgeview, Illinois 60455  
(708) 598-8025  
[www.schoolbelles.com](http://www.schoolbelles.com)

### **Guidelines:**

- GIRLS' SKIRTS MUST BE KNEECAP AREA.
- Sweatshirts with the St. Cyril's logo will only be permitted. (No spirit wear allowed) Blouses and shirts MUST be worn under sweatshirts.
- All shirts and blouses must be long enough to be easily tucked in the skirt or pants.
- Socks and tights should be SOLID white, navy, black or red. No patterns are allowed. Crew socks must cover the anklebone. No low-cut socks.
- LOAFER AND OXFORD SHOES WITH RUBBER SOLES THAT ARE NON-MARRING ARE ACCEPTABLE. NO SANDALS OR BACKLESS SHOES ARE ALLOWED DUE TO SAFETY REASONS.
- Regular/Classic cut pants only. NO HIPHUGGER OR BELL BOTTOM PANTS WILL BE WORN. Belts must be worn with pants for both girls and boys.
- Shoes worn for Physical Education must be WHITE or BASICALLY WHITE with a small amount of color. These shoes can only be worn on P.E. days.
- School uniform walking shorts are permitted for both boys and girls. Shorts may only be worn during the months of August, September, October, May and June.

- Shorts for P.E. must be above the kneecap and can be worn most of the time except for the months of November, December, January and February.

### **OUT OF UNIFORM DAYS**

Clothes for special occasions and out of uniform days should be modest and not just the trend of the time. A student may be asked to remove or change inappropriate clothing when necessary.

### **GROOMING**

- Students will present a neat and clean appearance at all times. Inappropriate dress, hairstyles, or the wearing of make-up will not be accepted.
- Only moderate styles in haircuts will be accepted. If a student arrives at school with a haircut that is not moderate, the parents will be called. The length of boys' hair should not hang below the top of the shirt collar, eyebrows or ears. Obviously chemically treated hair will not be permitted. No student will be permitted to have hair covering his or her eyes.
- Earrings on boys are never to worn in the building during school hours or at any school sponsored function. Girls are restricted to 1 pair of earrings. NO VISIBLE JEWELRY, other than a watch, religious medal or cross on one thin chain will be permitted.
- No body piercing or tattoos will be permitted.
- The final judgment of what is appropriate and acceptable will be made by the administration.

### **PHYSICAL EDUCATION UNIFORMS**

Students will be required to wear SS. Cyril & Methodius School T-shirt or sweatshirt, shorts or sweatpants, and basically white gym shoes for all Physical Education classes.

All gym shoes must be laced and properly tied during the school day. The clothing items for gym can be purchased from Main Street Sports and Embroidery located at 216 Main Street in Lemont.

Three unexcused “out of uniform” notices per semester will result in a detention. Gym shorts cannot be worn during the months of November through February.

## **STUDENT PROGRESS POLICIES**

Conferences

Evaluations

Grading Procedures- Grades 2-8

Homework

Homework Suggestions for Parents

Honor Roll

Promotion/Retention

Special Programs

## CONFERENCES

Two parent/teacher conferences are scheduled during the school year for all students. Optional conferences may be scheduled at the discretion of parent, teacher, or administration. Parents are encouraged to make appointments for any additional conferences as the need arises.

## EVALUATIONS

Parents will be informed quarterly of the progress of a student. The report card evaluation is based on direct observation, oral and written examinations, schoolwork, homework, and effort. In addition to the report cards, progress reports will be issued **four** times a year.

SS. Cyril and Methodius School also uses TeacherEase. This is a secure, web-based site, which provides constant communication between parents and teachers regarding the academic and behavioral progress of students. Parents need to register through the SS. Cyril and Methodius Web-Site to begin accessing this information.

Teachers may periodically contact parents regarding the progress of their child in relation to his/her ability, effort, and character development.

## GRADING PROCEDURES - GRADES 2-8

The following information is provided as a guideline to parents and students regarding the grading procedures of teachers in grades 2 through 8. Teachers can answer any questions that may not be answered here.

<u>GRADE</u>	<u>NUMERIC VALUE</u>	<u>ACHIEVEMENT POINTS</u>
A	93 - 100%	4
B	85 - 92%	3
C	75 - 84%	2
D	68 - 74%	1
U	67% OR LOWER	0

## **HOMEWORK**

It is expected that all children will do homework. The nature and amount will vary according to the child's age and ability. Homework can include written assignments, study, reinforcement, reading, research projects, drill, and library and/or enrichment reading.

Parental involvement is considered vital. There should be a place set aside at home where students can do homework. Homework is the responsibility of the child, not the parent, but there are times that children may need an adult to listen, to explain, and to share with them.

If a child is finding it necessary to spend an unreasonable amount of time on homework, there may be a problem. The teacher should be consulted.

The school provides assignment booklets for students in grades 2 through 8. Parents on a daily basis should check this booklet. For your convenience, homework is also posted on our website.

### **HOMEWORK SUGGESTIONS FOR PARENTS**

- SEE THAT BOOKS/MATERIALS COME HOME REGULARLY. LOOK AT WHAT YOUR CHILD IS BRINGING HOME.
- DON'T ACCEPT THE EXCUSE THAT "I DID IT IN SCHOOL" OR "THERE IS NO HOMEWORK" FROM A CHILD WHO CONSISTENTLY DOES NOT COMPLETE ASSIGNMENTS.
- SEE THAT YOUR CHILD DOES HOMEWORK IN AN APPROPRIATE ATMOSPHERE. DEVELOP REGULAR ROUTINES FOR HOMEWORK AT THE SAME TIME EACH DAY.

- LOOK AT THE WRITTEN HOMEWORK. DOES IT LOOK AS IF THOUGHT AND EFFORT WENT INTO IT? IS IT NEAT AND ACCURATE? WILL THE TEACHER ACCEPT IT? IF NOT, IT SHOULD BE REDONE.
  
- ASK THE CHILD WHAT IS BEING LEARNED IN SCHOOL. IF A CHILD CAN'T EXPLAIN CONCEPTS CLEARLY, FURTHER STUDY IS NECESSARY.

Doing these tasks takes time and effort on the part of the parent. But it is well worth the time, as it is the best way to keep in touch with what the child is learning in school. If you ever have a question about an assignment or school work in general, call the appropriate teacher at school or write a note. The staff will be happy to assist you. When there is chronic lack of homework or academic performance, a special contract will be developed for an individual student. Failure to live up to the contract signed by the student and parent will result in failure to participate in various school activities; namely, class field trips, school picnic and graduation activities. It may also result in retention, suspension or expulsion from school.

### **HONOR ROLL FOR GRADE 4**

The following subjects are considered when determining eligibility for the Honor Roll:  
**Religion, Math, Reading, Science, Social Studies, English, Spelling**

<u>TOTAL POINTS*</u>	<u>AVERAGE</u>	<u>AWARD</u>
28	4.00	HIGH HONORS
27	3.86	HIGH HONORS
26	3.71	HONORS
25	3.57	HONORS
24	3.43	HONORS
23	3.29	HONORABLE MENTION
22	3.14	HONORABLE MENTION

\*ADD ALL ACHIEVEMENT POINTS FOR ELIGIBLE SUBJECTS.

### **HONOR ROLL FOR GRADES 5-8**

The following subjects are considered when determining eligibility for the Honor Roll:  
**Religion, Reading, English, Social Studies, Science, and Math.**

23-24 HIGH HONORS

21-22 HONORS

18-20 HONORABLE MENTION

In addition, a student in grades 4-8 must not receive a check in the first three areas on the Report Card under PERSONAL GROWTH AND DEVELOPMENT: Respects Peers, Respects Authority, or Respects Property. A student will receive a check in these areas only if he/she has received two deficiency notices pertaining to one or more of these areas in one quarter. For example, two deficiency notices for Respects Peers in one quarter will result in a check mark on the report card. This will keep the student off the Honor Roll.

### **PROMOTION/RETENTION**

Children are promoted to the next grade on the basis of effort, achievement, personal growth, and academic ability. Since all children do not reach the same level of academic and emotional maturity at a given time, it may be necessary for a child to be retained in a grade. When a teacher considers whether or not retention of a child will be beneficial, it will be discussed at a conference with the parents and principal, ordinarily at the end of the first semester. Eighth grade students, who have failed two or more major subjects during the second semester, will be required to complete an approved summer program before receiving their Diploma.

### **SPECIAL PROGRAMS**

SS. Cyril & Methodius provides after school programs in Art, Great Books, and various other classes. However, SS. Cyril & Methodius does not offer classes in Special Education or Gifted. An extended day program is offered for our students through Champions. Information about cost and location is available through the school office.

## **STUDENT BEHAVIOR**

Behavior Expectations/Unacceptable Behavior

Bullying

Bus Behavior

Damage to Books and School Property

Deficiency Notices

Detention

Discipline and Achievement

Extracurricular Activities

Lunchtime and Recess Behavior

Lunchroom/Playground Rules

Search and Seizure Procedures

## **BEHAVIOR EXPECTATIONS**

Self-control is a learned process and it takes time and effort to develop. Very often, unacceptable behavior occurs because a child makes mistakes in the process of growing up. The usual means that a school takes to aid a child in the development of self-control include: a serious talk initiated by the teacher, principal, or pastor; a deficiency notice issued to the parents informing them of the problem and eliciting their help; detentions or some other sanction that is a consequence of the child's action.

If ordinary disciplinary means fail to convert a child to the point of reasonable behavior, then extra-ordinary means are employed. These may include: a conference(s) with the student, teacher(s), principal, pastor, and deficiency notice(s) sent home; a written agreement between student/parent and school about acceptable behavior; diagnostic screening and/or counseling services from professional personnel; phone call to parents, and/or conference; immediate in-school suspension and/or at-home suspension; expulsion. These actions follow an on-spot conference with student, teacher (s), parent and principal.

## **EXPECTED BEHAVIOR OF ALL STUDENTS**

- Speak courteously and respectfully to others.
- Keep hands and feet to self.
- Maintain cleanliness of classrooms, hallways and washrooms.
- Sustain silence in the hallways and washrooms.
- Walk, do not run; stay to the right and stop at assigned stations.
- Listen and follow directions.
- Do not chew or have gum on school property.
- Do not disrupt the learning environment.
- Speak and act appropriately towards one another at all times.
- Be prepared for classes (including Music, Art, PE, Band, Library, and Computer).
- Follow all rules, regulations and procedures.

## **UNACCEPTABLE BEHAVIOR**

Some examples of behavior unacceptable in a Christian educational community and which require the use of extra-ordinary disciplinary measures are:

- Improper behavior outside of school and school related activities
- Chronic lack of effort and work
- Disregard of school/classroom regulations
- Defacement or destruction of property -complete restitution will be demanded
- Disruption of classes
- Frequent violation of the dress code
- Stealing
- Verbal disrespect or insubordination toward any adult or other student
- Bullying

Some behavior merits immediate in-school and/or at-home suspension. Among these are:

- Participation in gang or gang-related activities
- Smoking, drinking, or drug use (or possession of such) in school or on parish grounds
- Leaving school without authorized permission
- Grave disrespect shown to school personnel or to another student in word or action
- Serious vandalism or theft

- Possession or use of a weapon (deliberate use of an object which can cause harm to another).

The parents will be notified of the suspension and the reason for it. The student is expected to continue his schoolwork and will receive and turn in daily assignments. The student may not participate in any school activity during this period of time.

As the Archdiocesan policy indicates, the principal, in conjunction with the pastor, will have final recourse in all disciplinary situations and may waive any disciplinary rule or procedure for just cause at their discretion.

## **BULLYING**

The SS. Cyril and Methodius Mission Statement calls us to teach the message of Jesus, to encourage service to others, and to prepare students for lifelong learning and responsible citizenship. SS. Cyril and Methodius strives to reinforce the principles and values of Church, home and community in an effort to mold our students to be loving, kind and compassionate individuals. We strive to create and maintain an environment of growth and safety. The Faculty and Administration view bullying as destructive and unacceptable behavior. Bullying is a conscious, willful, deliberate, hostile behavior by one or more people, intended to harm others. Bullying is characterized by:

- An aggressive behavior or intentional harm to others
- A single or repeated incident
- An imbalance or power within an interpersonal relationship

Therefore, SS Cyril and Methodius will not accept or tolerate any form of bullying. There are a variety of ways in which students are bullied – direct and indirect bullying. Direct bullying includes but is not limited to:

- Teasing/Taunting
- Hurtful words

- Threatening
- Verbal threats
- Ganging up on someone
- Making somebody do something they don't want to do
- Hitting/Pushing/Kicking/Pinching/Biting
- Spitting
- Stealing
- Cruel jokes or tricks
- Any type of bodily harm
- Destroying clothing, homework, etc.

**Indirect bullying includes but is not limited to:**

- Intentional exclusion (i.e. "Don't let him/her play with us.")
- Spreading gossip or rumors
- Enforcing social isolation (i.e. Ignoring or leaving someone out)
- Rude gestures
- Writing and passing cruel or threatening notes
- Using email to send unkind messages or false stories about others

<b>BULLYING EFFECTS EVERYONE</b>	
<b>THOSE WHO SEE IT</b>	
<b>THOSE WHO DO IT</b>	
<b>C</b>	<b>AND THOSE WHO EXPERIENCE IT</b>
<b>N:</b>	

**FIRST OFFENSE:** An automatic detention is issued and parents will be contacted by phone.

**SECOND OFFENSE:** A mandatory meeting with:

- Parents and student
- Administration
- Home Room Teacher

**THIRD OFFENSE:** Serious action will be taken as deemed necessary by administration, which may include suspension and/or expulsion.

### **BUS BEHAVIOR**

All students must follow the regulations of District 113. A list of regulations will be given to each student at the beginning of the school year. Infractions of these regulations may result in suspension of bus privileges.

Students are not permitted to ride another student's bus unless there is an emergency, such as illness. No exceptions can be made to this rule.

Students are expected to wait in the designated area of the school and not return into the school without the permission of the bus supervisor. Students are not permitted to leave the school grounds while waiting for the bus.

### **DAMAGE TO BOOKS AND SCHOOL PROPERTY**

Students are responsible for books in their possession. If books are damaged in any way, a fine will be issued. **ALL HARDCOVER BOOKS ARE TO BE COVERED.**

School library books deserve the same careful treatment as textbooks. This proper care and their prompt return insure that all students will have the opportunity to benefit from using these materials.

If a student mars, destroys, or loses by intent or through carelessness, any school property, the student will be fined according to the expense entailed, and a deficiency report may be sent home.

## **DEFICIENCY NOTICES**

Deficiency notices are given for academic deficiencies and/or behavioral deficiencies. Academically, they are intended to be used to inform parents when a child is missing assignments, has late work, poor test or quiz scores, or incomplete work. Behaviorally, these notices are intended to be used to document behavior problems both within the classroom and on the school grounds.

A verbal or written warning notice may be given to a student in place of a deficiency notice to notify a student that if a particular behavior is repeated, a deficiency notice will be given.

## **DETENTION**

A detention may result from an offense involving respect for authority, peers, and/or property. It may also be given for academic reasons.

## **DISCIPLINE AND ACHIEVEMENT**

There is a close connection between discipline and achievement. The student must be free to choose one form of behavior or another and to take upon himself/herself the consequences of that chosen behavior. Academic achievement demands self-control on the part of the student, mutual respect and cooperation on the part of teachers and students, and an atmosphere that is orderly, purposeful, and peaceful.

## **EXTRACURRICULAR ACTIVITIES**

It is a firm belief that participation in extracurricular programs contributes to the total development of the students at SS. Cyril & Methodius School. Students gain many positive benefits from these programs, and are encouraged to become involved in these programs. However, it must be made clear to students that participation in extracurricular activities is a privilege and can be taken away if certain conditions are not met.

In an effort to help students maintain a balance between extracurricular involvement and the academic program, we have established the following criteria:

- Academic average must be compatible with the student's ability level.
- Appropriate conduct must be maintained. Persistent and/or serious misbehavior and disrespect will result in suspension from extracurricular programs.

Guidelines:

- a) Conduct Cards are printed in the Student Handbook.
- b) Conduct Cards will be distributed each quarter.
- c) Detentions are cumulative for each semester. **(Aug. 20, 2008-Jan. 9, 2009; Jan. 12, 2009-May 28, 2009)**
- d) Grades 6-8 Discipline Levels:
  - i. 5 marks on a card will result in one 1-hour detention.
  - ii. The second detention in a semester will result in one 1-hour detention plus 1-week probation from any school-related, extra-curricular activity.
  - iii. The third detention in a semester will result in 1-day **in-school suspensions** plus a 2-week probation from any school-related, extra-curricular activity. Parents, Teachers, the Student and a School Administrator will be required to meet prior to the suspension.
  - iv. The fourth detention in a semester will result in 2-day **out-of-school suspension** plus the student would be unable to participate in any school-related, extra-curricular activity. Parents, Teachers, the Student, a School Administrator and the Pastor will be required to meet prior to the suspension.
- e) Grades 4-5 Discipline Levels:
  - i. 10 marks on a conduct card will result in one 1-hour detention.
  - ii. The second detention in a semester will result in 1-hour detention plus 1-week probation from any school-related, extra-curricular activity.
  - iii. The third detention in a semester will result in 1-day **in-school suspension** plus 2-week probation from any school-related, extra-curricular activity. Parents, Teachers, the Student and a School Administrator will be required to meet prior to the suspension.
  - iv. The fourth detention in a semester will result in 2-day **out-of-school suspension** plus the student would be unable to

participate in any school-related, extra-curricular activity. Parents, Teachers, the Student, a School Administrator and the Pastor will be required to meet prior to the suspension.

- Academic status will be reviewed when Progress Reports and Report Cards are issued. Students must have no two grades lower than a “C”. If this occurs, they will be placed on probation from all school-related, extra-curricular activities for 2 weeks. After three temporary suspensions, if academic progress is not maintained, the student will be considered permanently removed from the program for the current school year.
- Students in K-3 are disciplined in an age-appropriate manner.
- Adults responsible for extracurricular activities, i.e. moderators, coaches, etc. will be notified of the ineligible status by the principal and/or Athletic Commission President.
- Copies of all Conduct Cards are included in this document.

There may be circumstances that warrant immediate probation, or suspension from the extracurricular program.

### **LUNCHTIME AND RECESS BEHAVIOR**

Students’ cooperation in basic lunchroom manners and with playground rules will insure a pleasant lunchtime break. Students are not allowed to bring cans or bottles into the cafeteria. Parents are asked not to bring fast food lunches to their children. Students go outside for recess at lunchtime every day unless weather prohibits it, or there is a funeral. Children should be dressed appropriately for the weather.

### **CAFETERIA RULES**

- Sit in assigned seats
- Raise your hand for assistance
- Keep hands and feet to yourself
- Talk quietly
- Follow procedures for getting lunches and disposing of garbage
- Be respectful to the lunchroom supervision
- Clean up areas when told to do so
- Enter and leave area quietly and quickly with teacher/aide/lunch supervision.
- No school supplies, books or electronic equipment in cafeteria
- Revision of some cafeteria rules could be added during the school year

### **PLAYGROUND RULES**

- Students will not engage in rough play
- Students will show respect to the playground supervisor and to one another.
- Students will follow direction given by the lunch staff.

- Students may play on designated areas away from puddles, snow, ice and mud.
- Student will not bring unauthorized objects to the play ground including food, candy, school supplies, or electronic equipment.
- Students will not leave playgrounds for any reason without permission.
- Students are to stop what they are doing when the bell rings, and then quietly walk into line.

### **SEARCH AND SEIZURE PROCEDURES**

SS. Cyril & Methodius School reserves the right to inspect all school property, which includes desks and lockers.

## **PROCEDURES**

Appointments with Staff

Change of Address and Phone

Class Lists

Conflict Management

Early Dismissal

Emergency Closing/Telephone Relay

Lost and Found

Money

Parking

Teacher Communication Procedure

### **APPOINTMENTS WITH THE STAFF**

Appointments may be made with the principal or teacher at any time throughout the school year. Such appointments should be set up in advance. Parents should call the school office/teacher to make an appointment. Parents may also contact a teacher via email. A meeting will be scheduled at the earliest convenience with the staff. Parents who come to school without appointments cannot be guaranteed time with the staff.

### **CHANGE OF ADDRESS OR PHONE**

Parents are asked to notify the school when there is a change of home or business address and/or telephone number. Parents should also notify the school if there is a change in the person listed for emergency calls from school.

### **CLASS LISTS**

Class lists with the names of students may be obtained with the permission of the office. If this list is needed for invitations, the following procedure must be followed:

- If it is a party for a boy, all the boys in the class are invited
- If it is a party for a girl, all the girls in the class are invited
- Or all of the students in the class are invited.

INVITATIONS MAY NOT BE SENT THROUGH SCHOOL UNLESS ALL OF THE BOYS, ALL OF THE GIRLS, OR THE ENTIRE CLASS IS INVITED TO THE PARTY.

### **CONFLICT MANAGEMENT**

As in all human relations, occasions may arise when due to the lack of communication or misunderstanding some differences of opinion may come into being. It is the policy of SS. Cyril and Methodius School that any such occasion should first be dealt with in a meeting between parents and teacher. If this meeting does not prove satisfactory, an appointment may be made with the principal and teacher to further discuss the issue.

### **EARLY DISMISSAL**

If a student is to leave school before the time of regular dismissal, a written request from the parent or guardian must be submitted. **If a parent calls to request early dismissal, that information must be given to the office before 1:00 P.M. to insure that the office staff is able to inform the student before the regular school dismissal begins.** If a child becomes ill or hurt at school, a parent or a person listed on the emergency card will be called. The contacted person will make arrangements for the safe transportation of the student to their home. The person contacted on behalf of the sick child should report to the office and the child will be released to his/her custody.

### **EMERGENCY CLOSING/TELEPHONE RELAY**

SS. Cyril and Methodius School follows the procedure of emergency closing in accordance with District #113. If District #113 is closed for severe weather conditions or any other circumstances where there will be no District #113 bus service, SS. Cyril and Methodius School will also be closed. In this event, or for any emergency situations, the following stations will provide this information:

- WGN Radio 720, WBBM NEWSRADIO 780, TV CHANNEL 2,5,7,9 FOX WGN Channel 9 and CLTV.
- You may also call the Emergency Closing Center Hotline. The number is 1-900-407-SNOW (.95 PER MINUTE - PARENTAL PERMISSION REQUIRED)
- ONLINE: [WWW.EmergencyClosings.com](http://WWW.EmergencyClosings.com)
- Call SS. Cyril and Methodius at 257-6488 extension 29

If severe weather develops after school begins, our school day will continue as usual. However, we suggest all parents have a “contingency plan” if circumstances force the school to close early. Make sure your child knows this plan.

## **LOST AND FOUND**

Location of the lost and found items is outside the school office. After all students have had the opportunity to claim any items found in the office, unclaimed items are given to a charity on a monthly basis. It is strongly encouraged that a student's name is written on all articles of clothing and other personal belongings.

## **MONEY**

All monies sent to school with children should be enclosed in an envelope with the child's name and grade shown. Any large amount of money should be sent as a check or money order. Usually there is no need for a student to carry large amounts of money to school. Such money is frequently lost or misplaced. All monies should be exact as the school is not always able to make change.

## **PARKING**

Parents are asked not to park in front of the school during the school day. Entrance to the school front door and gym entrance should never be blocked. Parents who are in school or on a field trip during the school day should always park in the southeast parking lot. **Do not park in the gym, rectory or faculty parking lots.**

## **TEACHER COMMUNICATION PROCEDURE**

To maintain a satisfying relationship with your child's teacher, parents need to regularly communicate with the teacher regarding their child's progress and conduct. Parents are encouraged to call a teacher immediately if a cause for concern develops.

Contact the teacher and discuss the problem. Try to solve it together. Please remember that the teacher has the best interests of your child at heart, but they cannot solve a problem unless they know it exists.

If after meeting with the teacher, the problem remains unresolved, contact the school office. A meeting will be set up at a mutually agreed upon time between the parent, the teacher, and the principal.

## **SPECIAL SCHOOL EVENTS**

Book Fair

Catholic Schools Week Activities

Charitable Organizations

School Musical

Talent Show

## **BOOK FAIR**

The Book Fair is sponsored by the seventh grade. A book form is sent for parents to review. Parents should select books and enclose the proper money for the chosen books. The child will go to the Book Fair and receive his/her chosen books the same day. Parents may go to the Book Fair and bring their child along to make purchases. Proceeds go to help cover the cost of the eighth grade banquet.

## **CATHOLIC SCHOOLS WEEK ACTIVITIES**

Various activities are held during Catholic Schools Week each year. These include, but are not limited to, a Spelling Bee for the upper and lower grades, assemblies, and special faith-partner activities, an All-School Liturgy and parent visitation.

## **CHARITABLE ORGANIZATIONS**

During the school year, there are several activities devoted to help certain charitable organizations.

## **SCHOOL MUSICAL**

Each year the students participate in a school musical. The tryouts occur usually in December for a Spring Performance.

## **TALENT SHOW**

A Talent Show is held each year. Students audition for a spot in the show, which is held at night. Parents and guests are invited to attend.

## **PARISH AND SCHOOL ORGANIZATIONS**

Altar and Rosary Society

Athletic Commission

Holy Name Society

Mothers' Club

Parish Council

Polish Club

School Board

School Volunteers

### **ALTAR AND ROSARY SOCIETY**

The Altar and Rosary Society is composed of women of all ages, devoted to our Blessed Mother. The group meets four times a year. Their duties include cleaning the sacristy, taking care of the supplies of the church, and sponsoring pancake breakfasts. They also plan other religious and social activities throughout the year.

### **ATHLETIC COMMISSION**

The primary responsibility of the Athletic Commission is to provide a comprehensive and quality athletic program to the students of SS. Cyril and Methodius School. All Commission decisions will be motivated by and based upon what is most beneficial to the welfare of the Athletic Program as it applies to students. The group meets on the fourth Tuesday of every month at 7:30 P.M.

### **HOLY NAME SOCIETY**

The Holy Name Society is composed of men of the parish, junior high aged or older. The general membership meets four times a year. The purpose of the society is to promote the spiritual and social life of its members. Some of the activities sponsored by Holy Name include evenings of recollection, a golf outing, candlelight bowling, and a steak fry. The members also perform special works and projects for the parish as assigned by the pastor.

### **MOTHERS' CLUB**

The SS. Cyril and Methodius Mothers' Club is comprised of every mother whose children attend our school and pay their yearly dues. The purpose of the Mothers' Club is to promote the welfare of youth in the home, school, church, and community by raising the standards of Catholic living; to bring a closer relationship between parents and teachers; and to promote ways and means of securing equipment, materials, and resources necessary for the proper support of the educational facilities of the children and the school. The group meets on the second Tuesday of every month at 7:00 P.M.

### **PARISH COUNCIL**

The Parish Council is a leadership group created to serve the total parish. It consists of eight elected parishioners and a representative from each parish organization. The main

purpose of the Council is to advise the pastor in assessing present parish needs and in developing plans for the future. Parishioners are invited to attend all meetings.

### **POLISH CLUB**

The Polish Club was organized in 1979. The primary responsibility of the group is to preserve the culture and heritage of the Polish people as well as to serve the needs of the Polish community in our parish. Polish classes are also offered to children and adults who wish to learn more about their culture, heritage and language. The Club sponsors various religious and social activities throughout the year. The Club holds its meetings the first Sunday of each month.

### **SCHOOL BOARD**

The School Board is an advisory organization to the pastor and principal. It consists of nine elected members. Its primary goal is the spiritual, academic, and social growth of the students enrolled in our school. It develops and defines policies that govern our school. It acts in conjunction with the Archdiocese of Chicago and their established policies. School Board meetings are held the first Tuesday of the month at 7:00 P.M. Parents are welcome to attend.

### **SCHOOL VOLUNTEERS**

We always welcome parent volunteers. Adults assist us as room parents, picture persons, Great Books leaders, coaches, playground supervisors, chaperones for class trips, and in many other ways. We greatly appreciate parents who volunteer and we are always in need of more. If you can give your time in one of these areas or in some other way, please sign the volunteer form at the opening of school. All volunteers must complete all the “**Protecting God’s Children**” requirements.

**SAINTS CYRIL AND METHODIUS SCHOOL**  
**PARENT AGREEMENT**

*I choose to send my child/children to SS. Cyril and Methodius School, and I am aware of and in agreement with the school expectations of my child/children and my family. I have read and accept the rules and regulations as printed in the handbook.*

***Parent's Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE AFTER IT HAS BEEN SIGNED.**