

SSCM



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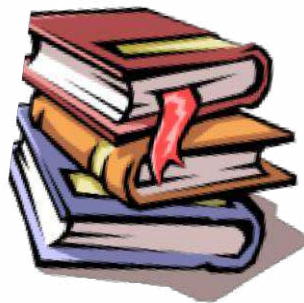
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2019 National  
Blue Ribbon School

# SS. CYRIL & METHODIUS

## School Handbook

### 2023-2024



Revised 12/1/2023

## **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

Parent Commitment

School Commitment

Mutual 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 believes each child will develop spiritually, academically, physically, and emotionally. We do this in conjunction with our parents, the primary educators of our children.

*Reviewed 08/23*

## **PHILOSOPHY**

Our Philosophy is to guide each child to realize their unique talents and fulfill his/her potential. Our goal is to enrich and develop each student through Catholic Faith by promoting self-esteem, discipline, common sense, and courtesy in a positive, healthy, respectful, and safe environment.

*Reviewed 05/22*

## **SS. 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. 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.

For you to 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 respond electronically 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 your 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:*

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

**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 weekend 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 following is our 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. SUNDAY 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 influences 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 and participating in Sunday 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 using 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 and/or Principal.

## **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 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 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 for a student to attend any classes.

**Tuition payments are made electronically through FACTS Tuition Management.**

**Parents have the option of choosing between three monthly due dates. The first payment must be paid on or before August 5th, 15th, or 25th. The last payment is due June 5th, 15th, or 25th. All tuition and fees for any family with a student who will graduate (Grades 8 or K) must be paid prior to the date of graduation.**

Contact Mrs. Lynn Bailey in the Parish Life Building (630-257-2776) for assistance with FACTS or tuition payments.

### **CONCERNING PAST DUE PAYMENTS**

Past due payments are subject to a late fee.

Tuition payments are closely monitored monthly. ***In the event a family is not current with the required tuition, the child/children from that family will be unable to attend school until all outstanding tuition payments are made current.***

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.

**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 using 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 / Admissions Policy

AIDS Policy

Communication/VRE

Custody Issues

Directory Information

Electronic Equipment

Equal Employment Opportunities

Exit Interview

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.

If anyone has questions, concerns, or feels they have been discriminated against regarding admission to SS. Cyril and Methodius School, please speak with the principal followed by the pastor. If questions or concerns remain, please contact the school's Regional Director.

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

SS. Cyril and Methodius 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.

## **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**

Priority shall be granted to families with children currently enrolled in SS. Cyril and Methodius School in grades pre-school to eighth.

### **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 SS. 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 trimester. At that time, it will be decided whether the student will remain at SS. Cyril and Methodius School.

See Addendum for the MISSING CHILDREN RECORDS ACT information.

## **AIDS POLICY**

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

## **COMMUNICATION/VRE**

SS. Cyril and Methodius School works to communicate with all parents electronically on a weekly basis using our VRE (virtual red envelope). Information regarding events, news, etc. happening in our school goes to registered parents via email. The VRE goes home each week Thursday throughout the entire school year. Please contact the office immediately if you are not receiving regular, weekly school updates.

## **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 about 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**

To maintain a quiet and orderly learning environment, students are **NOT** allowed to use **a cell phone** while in SS. Cyril and Methodius School between the hours of 7:15AM to 2:45PM. They are to be off and in the student's school bag. Any student violating this policy will have his/her phone confiscated and an after-school detention will be served. Parents will be required to pick up the device at school. For SSCM after school events, students may be allowed to use a cell phone at the discretion of the coach/supervisor.

## **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.

If anyone has questions, concerns or feels they have been discriminated against regarding employment, they should speak with the pastor followed by the school's regional director.

## **EXIT INTERVIEW**

In the event a family chooses to leave the school prior to their child's graduation date, an Exit Interview with the administration is required. Please contact the principal first if you are leaving the school.

## **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 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. For 2023-24, a student must be in their homeroom and will be considered tardy after the 7:40AM bell. Instruction begins immediately following announcements and students who come in late often lose instruction time. Students with four tardies within a trimester will be issued a detention and parents will be contacted. Students who ride the bus are not considered tardy when the bus is late. A student receiving a 3<sup>rd</sup> detention for tardies will be placed on probation for a period of two weeks. During this time, the student will be ineligible to participate in extra-curricular activities.

## **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 daily for an accurate account of homework. All missed assignments will be gathered daily 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. For 2022-2023 remote learning is NOT an option for families choosing to travel during the school year.

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 daily, students will be provided with the opportunity for remote learning and may 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**

Students are to be dropped off in front of the main door no earlier than 7:15AM. They should exit the car only on the sidewalk and not walk in the street. Parents should park in Lot #2 (gym lot) if any child needs help exiting from the car and walking with them to the door. Parents should contact the office if early morning care is required.

Dismissal begins at 2:15PM. Each class will be escorted by the teacher to the appropriate lot. At dismissal, please pull stadium style into the designated lot for the youngest/only child in the family. Please remain in the car and follow school staff directions for dismissal.

**Front of School & Lot #2 (Lot next to gym): Grades PreK - 1<sup>st</sup>**

**Lot #3 (across from the gym lot): Grades 2, 3 & 4**

**Lot #4 (playground lot): Grades 5, 6, 7 & 8**

For the safety of students and school staff, strict adherence to these procedures is expected by all. Please do not pull up on the side of any street to pick up your child. It is unfair to the families who follow the dismissal procedure.

## **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 professionally trained to successfully administer this program.

Every three years the asbestos in your school is required to be re-inspected. The reinspection 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**

To teach the importance of proper nutrition, health guidelines, and addressing the needs of students with varying food allergies, treats/snacks brought into the classroom will be monitored. ***Small individually packaged treats with the contents labeled are required.*** These can easily be taken home. 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 and no classroom birthday lunches 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 ensure 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. Students are to remain with the class for the entire time of the trip.

Appropriate field trip attire will/may consist of one of the following:

1. School uniform
2. Physical Education uniform
3. Physical Education t-shirt and appropriate long jeans

Students will be informed of the clothing required by the individual homeroom teacher.

**Students are not allowed to bring cell phones and/or cameras on field trips.**

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. Students also take part in the "Family Life" Program. This program is also approved by the Archdiocese of Chicago.***

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

## **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 regarding 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

**Students are required to attend school daily and be punctual.** 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 or email the school office any time before 7:30AM, 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. For 2023-24, the tardy bell will ring at 7:40AM. Four tardies within a trimester will result in a detention.
- Parents may notify the office if their child is going to be tardy; however, this will not excuse their child from being marked tardy.

### **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**

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

Each family must have an emergency form on file in the office, with both parents' signatures on the back. An updated form must be submitted at the beginning of each school year. Any subsequent change such as medications, 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 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 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.

***SS. Cyril and Methodius School and its staff incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.***

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.

**MEDICINAL CANNABIS POLICY:** The school district has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/procedures allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/2233. The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33.

## **PHYSICAL, DENTAL, AND VISION EXAMINATIONS**

The 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 **on October 15th** 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.

Student athletes are required to have a yearly Sports Physical prior to participating in any school sponsored athletic team or cheerleading. Students are not allowed to participate until this form is returned to the school office.

## **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 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**

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.

Students involved in any sport must carry insurance.

## **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

Out of Uniform Days

Grooming

## **DRESS CODE**

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

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

*Lina Embroidery*  
1134 State Street  
Lemont, Illinois 60439  
(630) 243-1170

**Guidelines:**

Girls in Grades K-4 wear jumpers. Girls in Grades 5-8 must wear a vest and skirt.

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 tucked into the skirt or pants.

Socks must be worn and should be **SOLID white, gray, navy, black or red. No patterns are allowed. Crew socks must cover the ankle bone. No low-cut socks.**

BROWN OR BLACK SHOES FOR BOTH BOYS AND GIRLS ARE THE ONLY COLOR ACCEPTED. DECORATIONS ON SHOES MUST MATCH THE COLOR OF THE SHOE. LOAFER AND OXFORD SHOES WITH RUBBER SOLES THAT ARE NON-MARRING ARE ACCEPTABLE. NO SANDALS/CROCKS OR BACKLESS SHOES ARE ALLOWED DUE TO SAFETY REASONS.

Regular/Classic cut pants only. Belts must be worn with pants for both girls and boys.

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.

Cargo shorts are not allowed.

Shoes worn for Physical Education must be an athletic type of shoe with ties or Velcro. Slip-on shoes are not allowed. Shoes may be any combination of **White, Black, Grey, or Red. No other colors will be allowed.** These shoes can only be worn on P.E. days. Socks worn for Physical Education may be any combination of **White, Black, or Red. No other colors are allowed on the socks.**

Shorts for P.E. must be above the kneecap and can be worn during the months of August, September, October, May, and June.

## **PHYSICAL EDUCATION UNIFORMS**

Students will be required to wear SS. Cyril & Methodius School T-shirt or sweatshirt, shorts or sweatpants, and shoes which are any combination of white, black, gray, or red for all Physical Education classes. All gym shoes must be laced and properly tied during the school day. The clothing items for the gym can be purchased from Lina's Embroidery in Lemont.

Three unexcused "out of uniform" notices per trimester will result in a detention. Gym shorts cannot be worn during the months of November through April.

*SS. Cyril and Methodius School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.*

## **OUT OF UNIFORM DAYS**

Clothes for special occasions and out of uniform days should be modest and not draw attention to the body. Only P.E. or school shorts may be worn and only during the months of August, September, October, May, and June. Students who violate this policy will be provided with a P.E. uniform to wear or allowed to call home for a change of clothes.

No dress down passes will be allowed on Mass days and past the middle of May. For the 2023-24 school year, the last day to use a dress down pass will be May 17, 2024.

## **GROOMING**

- Students will always present a neat and clean appearance. Inappropriate dress, hairstyles and hair extensions/pieces are not allowed.
- Make-up is not to be worn and will not be accepted at any time.
- 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. Chemically treated hair will not be permitted. No student will be permitted to have hair covering his or her eyes.
- SSCM 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, or twists.
- Earrings on boys are never to be 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.

## **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 parents, teacher, or administration. Parents are encouraged to directly contact the classroom teacher for any additional conferences as the need arises.

## **EVALUATIONS**

Parents will be informed of student progress on a trimester basis. 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 **three** times a year.

SS. Cyril and Methodius School also follows the guidelines of the Archdiocese of Chicago and uses PowerSchool. 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 to begin accessing this information. New parents are given the necessary information at the beginning of the school year.

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

## **GRADING PROCEDURES- GRADES 1-8**

The following information is provided as a guideline to parents and students regarding the grading procedures of teachers in grades 1 through 8. Teachers can answer all questions relating to grades.

| <u>GRADE</u> | <u>NUMERIC VALUE</u> | <u>ACHIEVEMENT POINTS</u> |
|--------------|----------------------|---------------------------|
| A            | 93 - 100%            | 4                         |
| B            | 85 - 92%             | 3                         |
| C            | 77 - 84%             | 2                         |
| D            | 69-76%               | 1                         |
| F            | 68% OR LOWER         | 0                         |

## **HOMEWORK**

It is expected that all students 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 daily 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 schoolwork 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 picnics and graduation activities. It may also result in retention, suspension, or expulsion from school.

## **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 5-8 must not receive a minus 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 minus in these areas only if he/she has received two or more written notifications pertaining to one or more of these areas in one trimester. For example, two notices for Respects Peers in one trimester will result in a minus on the report card. This will keep the student off the Honor Roll.

## **PROMOTION/RETENTION**

Children are promoted to the next grade based on 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 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 trimester. Eighth grade students, who have failed two or more major subjects during the third trimester, will be required to complete an approved summer program before receiving their Diploma.

## **SPECIAL PROGRAMS**

SS. Cyril & Methodius provides after school programs in Art, Chess, and various other classes. SS. Cyril and Methodius School also offers both a "Morning Club" and extended care after school programs for our students. 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

Inappropriate Use of Technology

Discipline and Achievement

Extra-Curricular Activities

Discipline Guidelines

Lunchtime and Recess Behavior

Lunchroom Rules

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 communication initiated by the teacher, principal, or pastor; a deficiency notice

issued to the parents informing them of the problem and eliciting their help; detention 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 extraordinary 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.

Any seventh or eighth grade student who receives a detention or a suspension (either in or out of school) will not be eligible to become valedictorian or salutatorian. They will also not be allowed to be placed on the honor roll.

### **EXPECTED BEHAVIOR OF ALL STUDENTS**

- Speak courteously and respectfully to others.
- Keep hands and feet to yourself.
- Maintain cleanliness of classrooms, hallways, and washrooms.
- Remain silent in the hallways and washrooms.
- Walk in single file line, do not run; stay to the right and stop outside classrooms.
- Listen to adults and follow their directions.
- Refrain from chewing gum on school property.
- Be respectful always of the learning environment.
- Always speak and act appropriately towards one another.
- Be prepared for classes (including Music, Spanish, Art, PE, Band and Computer).
- Follow all rules, regulations, and procedures.

## **UNACCEPTABLE BEHAVIOR**

Some behavior merits immediate in-school and/or at-home suspension or expulsion. These include, but are not limited to:

- Participation in gang or gang-related activities
- Disrespect to any member of the school/parish community through the inappropriate use of technology in or out of school
- Smoking, drinking, or drug use (or possession of such) in school or on parish grounds
- Leaving school without authorized permission
- 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)
- Physical aggression students or school personnel.

The parents will be notified of the suspension. Parents will also be given the option to schedule a conference to discuss the suspension. The student is expected to continue his schoolwork and will receive and turn in daily assignments. The student may not participate in any school related extracurricular activity for a period of two weeks effective immediately.

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

Lemont Police Department and parents will be notified in cases of battery against school personnel.

## **BULLYING/HARRASSING**

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 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 repeated behavior by one or more people, intended to harm others.

All members of the school community are responsible for reporting any bullying/harassment to school administration. Any retaliation will result in disciplinary action.

Those bullied or harassed will be encouraged to receive services from the school counselor. Some bullying examples include but are not limited to physical bullying, social bullying, verbal bullying, and cyber bullying.

**Therefore, SS. Cyril and Methodius will not accept or tolerate any form of bullying.**

**PROTECTING OTHERS FROM BULLYING IS EVERYONE'S RESPONSIBILITY!**

### **CONSEQUENCES OF BULLYING:**

**FIRST OFFENSE:** Teachers will have individual discussions with the students involved. Parents will be called and notified of the incident. The incident will be documented. A detention will be issued and /or a suspension if warranted.

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

- Parents and student
- Administration
- Home Room Teacher
- Discipline Team representative

A disciplinary decision will be rendered at that time.

**THIRD OFFENSE:** Serious action will be taken as deemed necessary by the administration, which may include, but is not limited to 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.

Gum chewing and food are not allowed.

## **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.

Classroom library books deserve the same careful treatment as textbooks. This proper care and their prompt return ensure 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**

Written notices are sent for academic 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.

## **DETENTION**

A detention may result from an offense involving respect for authority, peers, and/or property. It may also be given for academic reasons. Detentions are served in school the following morning. Parents are notified of the date/time the detention is to be served in writing.

## **INAPPROPRIATE USE OF TECHNOLOGY OUTSIDE OF SCHOOL**

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school by a student of SS. Cyril and Methodius School may result in disciplinary action.

Inappropriate use may include, but is not limited to the following:

- Use of the school name/logo
- Remarks to or about teachers/staff members/students which are bullying, hateful, obscene, or threatening.
- Harassment of others
- SSCM will not request a password or account profile or a student's social media account.
- SSCM may conduct an investigation regarding a student's violation of school policy and/or to share in the investigation.

Consequences may include but are not limited to detention, denial of technology, loss of special school events, suspension and/or expulsion from school. Parents will be required to meet with the administration regarding these situations.

## **SOCIAL MEDIA**

- SS. Cyril and Methodius School may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social media networking website.
- SS. Cyril and Methodius 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.
- SS. Cyril and Methodius School may require the student to share content during such an investigation.

## **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.

## **EXTRA-CURRICULAR ACTIVITIES**

It is a firm belief that participation in extra-curricular 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 extra-curricular activities is a privilege and can be taken away if certain conditions are not met.

To help students maintain a balance between extra-curricular 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 extra-curricular programs and/or school events (i.e., field trips, assemblies, school picnics, etc.)

## **DISCIPLINE GUIDELINES**

**ANY INVOLVEMENT IN FIGHTING WILL RESULT IN AN IMMEDIATE, MINIMUM 1DAY OUT-OF-SCHOOL SUSPENSION. THERE WILL ALSO BE A MINIMUM 1-WEEK PROBATION FROM ANY EXTRA-CURRICULAR ACTIVITY AND/OR SCHOOL EVENT (I.E. FIELD TRIPS, ASSEMBLIES, SCHOOL PICNIC, ETC.)**

- a) Respect and Responsibility Cards will be distributed each trimester.
- b) Detentions are cumulative for each trimester.

**a. Trimester One: August 14 - November 9, 2023**

**b. Trimester Two: November 13 - February 16, 2024**

**c. Trimester Three: February 20 - May 24, 2024**

c) Grades 5-8 Discipline Levels:

- i. 5 marks on a card will result in one 1-hour detention.
- ii. The second detention in a trimester will result in one 1-hour detention plus 1-week probation from any school-related, extracurricular activity and /or school events (i.e. field trips, assemblies, school picnic, etc.). The probation will begin on the day of the infraction.
- iii. The third detention in a trimester will result in 1-day **in-school suspensions** plus 2-week probation from any school-related, extra-curricular activity and/or school events (i.e. field trips, assemblies, school picnic, etc.). Parents, Teachers, the Student, and a School Administrator will be required to meet prior to the suspension.
- iv. Any tests scheduled for the day will be taken.
- v. All class work must be completed, but no credit will be given.
- vi. All homework will be due upon returning to class.
- vii. The fourth detention in a trimester will result in 2-day **out of school suspension** plus the student would be unable to participate in any school-related, extra-curricular activity and/or school events (i.e., field trips, assemblies, school picnic, etc.), for the remainder of the trimester. Parents, Teachers, the Student, a School Administrator, and the Pastor will be required to meet prior to the suspension.
- viii. A specific research paper will be given to be completed and handed in upon returning to school. All other daily class work will be given a zero.
- ix. Upon returning to school all homework is to be turned in and any tests missed must also be made up on that day.

d) Grades 3-4 Discipline Levels:

- i. 10 marks on a card will result in 1-hour detention
- ii. The second detention in a trimester will result in 1-hour detention plus 1-week probation from any school-related, extracurricular activity and/or school events (i.e., field trips, assemblies, school picnics, etc.). The probation will begin on the day of the infraction.
- iii. The third detention in a trimester will result in 1-day in-school suspension plus 2-week probation from any school-related, extra-curricular activity and/or school events (i.e., field trips,



assemblies, school picnic, etc.). The probation will begin on the day of the infraction. Parents, Teachers, the Student, and a School Administrator will be required to meet prior to the suspension.

- iv. Any tests scheduled for that day will be taken.
- v. All class work will be completed but no credit will be given. vii. All homework will be due upon returning to class.
- vi. The fourth detention in a trimester will result in 2-day out-of-school suspension plus the student would be unable to participate in any school-related, extra-curricular activity and/or school events (i.e., field trips, assemblies, school picnic, etc.) for the remainder of the trimester. Parents, Teachers, the Student, a School Administrator and Pastor will be required to meet prior to the suspension.
- vii. A specific research paper will be given to be completed and handed in upon returning to school. All other daily class work will be given a zero.
- viii. Upon returning to school all homework is to be turned in and any tests missed must also be made up on that day.

- 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. During this probation period, students are NOT allowed to attend practices or participate in any extracurricular activities. 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 PreK-2 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. If a student misbehaves, he/she will be moved to another table. Also, when lunch supervisors raise their hand, it is a signal for all to be silent. **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 if there is a funeral. Children should be dressed appropriately for the weather. While outside, children will take part in "Peaceful Playground" activities.

## **LUNCHROOM 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 the area quietly and quickly with teacher/aide/lunch supervision.
- No school supplies, books, or electronic equipment in cafeteria
- Lunchroom rules may be revised if necessary, during the school year

## **PLAYGROUND RULES**

- Students will not engage in rough play
- Students will only engage in “Peaceful Playground” activities.
- Students will show respect to the playground supervisor and to one another.
- Students will follow directions given by the lunch staff.
- Students may play in designated areas away from puddles, snow, ice, and mud.
- Students will not bring unauthorized objects to the playground 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**

Teacher Communication Procedure

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**

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 contact 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.

These procedures are expected to be followed.

## **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.

## **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 1:30 P.M. to ensure 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 decide 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**

During emergency weather situations, SS. Cyril and Methodius School Administration will determine and notify parents if school will be closed, delayed opening, or in session. SSCM Administration works closely with police, district transportation, and other area superintendents well before the start of the school day to monitor weather conditions. SSCM Administration will monitor weather and road conditions to gauge not only if students can safely be transported to school, but also if they can be returned home safely. In the event District 113A closes and there is no bus service available, parents must make alternative transportation arrangements to get their children to and from school if SSCM classes are in session. If possible, a delayed opening of 90 minutes is the preferred option. Conditions may be sufficiently hazardous or may deteriorate, however, requiring school to be canceled. The safety of our students is foremost when a decision is made concerning cancellation of school. Because individual circumstances vary, it is important to recognize that parents have the primary responsibility to get children to and from school.

For any emergency, the following sources will provide the necessary information:

- Information will be sent to parents through our School Messenger Service. This will include notification by text message, phone call and email.
- Information will be posted to both our school website and on our Facebook page.
- You may also call the Emergency Closing Center Hotline. The number is 1-900-407SNOW (.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**

The 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 monthly. It is strongly encouraged that a student’s name is written on all articles of clothing and other personal belongings.

## **MONEY**

**All money 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 money should be exact as the school is not always able to make changes.

## **WALKING**

If you would like your child/children to walk home from school at any time, **a note must be sent to school.** The school can no longer accept phone calls as a form of permission. Without a note, your child/children will not be able to walk home, and parent/guardian will be called to pick them up. A copy of the note can be found at the back of the handbook,

## **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.

## **SPECIAL SCHOOL EVENTS**

Book Fair

Catholic Schools Week Activities

Charitable Organizations

School Musical

Talent Show

## **BOOK FAIR**

SS. Cyril and Methodius School offers two Book Fairs each year. 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.

## **CATHOLIC SCHOOLS WEEK ACTIVITIES**

Various activities are held during Catholic Schools Week each year. These include, but are not limited to, assemblies, special faith-partner activities, and an All-School Liturgy and parent visitation.

## **CHARITABLE ORGANIZATIONS**

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

## **SCHOOL MUSICAL**

Each year the students participate in a school musical. The tryouts occur usually in December for a Spring Performance. All students who are chosen to participate are expected to be present for all practices leading up to the actual performances.



## **PARISH AND SCHOOL ORGANIZATIONS**

Altar and Rosary Society

Athletic Commission

Holy Name Society

Parent School Organization (PSO)

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 third Tuesday of every month at 7:30 P.M. Due to Covid-19 restrictions this group will meet virtually during the 2022-2023 school year.

### **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. The members perform special works and projects for the parish as assigned by the pastor.

### **PARENT SCHOOL ORGANIZATION (PSO)**

The SS. Cyril and Methodius Parent School Organization is composed of every parent or guardian whose children attend our school and pay their yearly dues. The purpose of the Parent School Organization 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.

## **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. 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 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. Their schedule will be announced at the beginning of the year. Parents are welcome to attend.

## **SCHOOL VOLUNTEERS**

We always welcome parent volunteers. Adults assist us as room parents, 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. These requirements are shared and explained to all parents at the beginning of each school year.

SSCM



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2019 National  
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**SS. 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** \_\_\_\_\_

**Name (print)** \_\_\_\_\_

**Room Number(s)** \_\_\_\_\_

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

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

**UNRETURNED PARENT AGREEMENT FORM**

*IT IS UNDERSTOOD BY SS. CYRIL AND METHODIUS ADMINISTRATION THAT ANY UNRETURNED AGREEMENTS ARE NOT EXEMPT FROM THE POLICIES, EXPECTATIONS AND PROCEDURES OF SS. CYRIL AND METHODIUS SCHOOL.*

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Blue Ribbon School

PERMISSION TO WALK HOME FROM  
SS. CYRIL & METHODIUS SCHOOL

Parents~

If you would like your child/children to walk home from school at any time, a note must be sent to school. Without this note, your child/children will not be allowed to walk home, and you will be called to pick them up. We will no longer be accepting phone calls for anyone walking home.

Thank you for your help and cooperation!

Sincerely,

*Mrs. Shirley Tkachuk*

Child/children...

Grade

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I give my permission for my child/children to walk home. I understand that my child will be walking home unsupervised.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parent Signature

## ADDENDUM ~ MISSING CHILDREN RECORDS ACT

### MISSING CHILDREN RECORDS ACT

(325 ILCS 50/)

Each nonpublic school must publish the procedures listed below in their school handbooks or in an Addendum to the local school's Family Handbook as a requirement for Nonpublic School Recognition. New families registering their child/children should receive these procedures before completing the local Catholic school's registration process.

#### OFFICE PROCEDURES

- A. When and if a school receives notification by the Illinois Department of State Police (IDSP) of a person's disappearance, the school in which the person is currently or was previously enrolled, shall *FLAG* the record of that person in such a manner that whenever a copy of, or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person.
- B. The school will immediately report to the Illinois Department of State Police (IDSP) any request concerning *flagged records* or *knowledge as to the whereabouts of any missing person*. Upon notification by the Illinois Department of State Police (IDSP) that the missing person has been recovered, the school shall remove the flag from the person's record.

#### NEW ENROLLMENT PROCEDURES (Effective Immediately)

- C. Effectively immediately, for every child enrolled in a Catholic elementary school in the Archdiocese of Chicago, a written notice must be given to the person enrolling the child that within 30 days, he or she must provide either: (1) a certified copy of the child's birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa, or other governmental documentation of the child's identity.
- D. When the person enrolling the child provides the school with a certified copy of the child's birth certificate, the school shall promptly make a copy of the certified copy for its records and return the original certified (government-issued) copy to the person enrolling the child.
- E. Once the school has been provided with a certified copy of a child's birth certificate as required, the school need not request another such certified copy with respect to that child for any other year in which the child is enrolled in the school.

#### FAILURE TO PRODUCE BIRTH CERTIFICATE OR OTHER RELIABLE PROOF

- F. Upon failure of a person enrolling a child to comply with the required birth certificate or other reliable, acceptable proof, the school shall immediately notify the Illinois Department of State Police (IDSP) or the local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he or she has 10 additional days to comply.
- G. The school shall immediately report to the Illinois Department of State Police (IDSP) any affidavit received pursuant to the inability to produce a copy of the birth certificate which appears inaccurate or suspicious in form or content.

#### ENROLLING TRANSFER STUDENTS

Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his/her record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Any elementary or secondary school requested to forward a copy of a transferring student's record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged, in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.

<!source: <http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1469&ChapterID=32>