

SSCM



Faith, Family...Future!

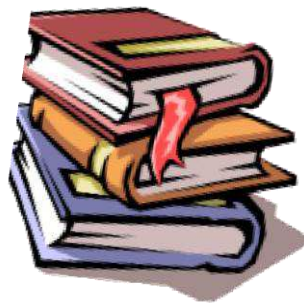
www.school.stcyril.org

2019 National
Blue Ribbon School

SS. CYRIL & METHODIUS

School Handbook

2026-27



Revised 8/3/26

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 and to meet the needs of the students.

COMPLIANCE

All Archdiocesan Schools must adhere to any and all applicable Archdiocesan policies and procedures, and applicable state, and federal laws and regulations to the extent such laws do not conflict with Catholic teaching, divine, or Canon Law.

MISSION STATEMENTS/SCHOOL EXPECTATIONS

Parish

School

Philosophy

Graduate Profile

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

SSCM Graduate Profile

Vision Statement

St. Cyril & Methodius School is Lemont's premier Catholic learning community, where joy is rooted in the formation of students to live Christ-centered lives with discipline, confidence, and purpose. Through rigorous academics, faith-filled leadership, and a strong culture of self-respect, compassion, creativity, and problem-solving, we prepare every student to achieve excellence and make a meaningful impact in their community and beyond.

SSCM Graduates...

1. SSCM graduates are Christ-like.

SSCM graduates strive to live as Jesus taught by showing love, mercy, humility, kindness, and service to others. They seek to reflect Christ in their words, choices, relationships, and actions.

2. SSCM graduates are Winners.

SSCM graduates understand that being a winner means giving their best effort, growing from challenges, and using their God-given gifts with purpose. They pursue excellence with humility, perseverance, confidence, and a positive spirit.

3. SSCM graduates are Dignity-Driven.

SSCM graduates recognize the God-given dignity and worth of every person. They honor others through fairness, kindness, empathy, and respect, helping each person feel seen, heard, and valued.

4. SSCM graduates are Compassionate.

SSCM graduates respond to the needs of others with kindness, care, and understanding. They notice when others are hurting, offer support, and seek ways to serve with a generous heart.

5. SSCM graduates are Accountable Stewards.

SSCM graduates take ownership of their actions, choices, learning, and responsibilities. They use their gifts wisely, act with integrity, and make sound decisions rooted in Catholic values.

6. SSCM graduates are Confident.

SSCM graduates believe in themselves, their God-given gifts, and their ability to learn and grow. They show confidence through their beliefs, actions, and willingness to participate fully in school and community life.

7. SSCM graduates are Future-Ready.

SSCM graduates are academically equipped, spiritually grounded, and socially prepared for high school and beyond. They leave SSCM with strong foundational skills, resilience, and the confidence to meet future challenges.

8. SSCM graduates are Problem Solvers.

SSCM graduates think critically, ask thoughtful questions, and work through challenges with perseverance. They use creativity, reasoning, and determination to overcome obstacles and seek solutions.

9. SSCM graduates are Resilient Navigators.

SSCM graduates adjust thoughtfully to new situations, challenges, and expectations. They remain flexible, hopeful, and open to growth, even when circumstances change or difficulties arise.

10. SSCM graduates are Intentional.

SSCM graduates speak, listen, and act with purpose. They express their ideas clearly and respectfully, build positive relationships, and use their words and choices to promote understanding, kindness, and truth.

11. SSCM graduates are Service-Oriented.

SSCM graduates actively seek opportunities to serve others with generosity and humility. They respond to the needs of their school, parish, and community while living out the Gospel call to love and serve as Jesus did

12. SSCM graduates are Courageous.

SSCM graduates face challenges with faith, strength, and determination. They do what is right, even when it is difficult, and they are willing to take positive risks, overcome fear, and stand up for others.

13. SSCM graduates are Light-Bearers.

SSCM graduates lead by example and bring Christ's light into their school, parish, community, and world. They model integrity, humility, kindness, and courage, inspiring others through their words and actions.

Summary Statement

An SSCM graduate is Christ-like, confident, courageous, compassionate, and future-ready. SSCM graduates strive to be excellent in the truest sense: young people who give their best, honor the dignity of others, live their faith, serve generously, persevere through challenges, and bring Christ's light into the world.

Graduate Profile Living Throughout SSCM

Student Handbook → "Living the Graduate Profile"

Behavioral Matrix → "Restoring Graduate Profile Expectations"

Technology Policy → "Technology Through the Graduate Profile"

Dress Code → "Representing SSCM as a Light-Bearer"

Volunteer Program → "Service-Oriented Families"

Athletics Handbook → "Winners, Courageous, and Accountable Stewards"

Bullying Policy → "Dignity-Driven and Compassionate Community"

Teacher Evaluation → "Forming Graduate Profile Outcomes"



SS. CYRIL & METHODIUS SCHOOL

SSCM GRADUATE PROFILE

Happy students • Fulfilled teachers • Transformational growth for all stakeholders

WISDOM IN CONCEPT • GROWING IN EXCELLENCE • SHINING FOR OTHERS

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.

Vision Statement

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Christ-like



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Problem Solvers



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Winners



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Resilient Navigators



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Dignity-Driven



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Intentional



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Compassionate



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Service-Oriented



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Accountable Stewards



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Courageous



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Confident



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Light-Bearers



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SSCM graduates are academically equipped, spiritually grounded, and socially prepared for high school and beyond. They leave SSCM with strong foundational skills, resilience, and the confidence to meet future challenges.

Future-Ready

Transformational Growth for All Stakeholders



STUDENTS TEACHERS & STAFF PARENTS & COMMUNITY

Together, We Build the Kingdom of God.
Happy students • Fulfilled teachers • Transformational growth for every stakeholder.

SS. CYRIL & METHODIUS SCHOOL • LEMONT, ILLINOIS



STUDENTS TEACHERS & STAFF PARENTS & COMMUNITY

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 expectations.

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 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.

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. 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 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.

School Age – Preschool

For Three-Year-Old Preschool Programs, children must be 3 years of age on or before September 1 of the current school year with no exceptions. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.

Non-Discrimination

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools in accordance with applicable local, state and federal antidiscrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church. Archdiocesan schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church. Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.

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 to be 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 2026-27, 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 3rd 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.

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

Visitors' Sign-In

STUDENT ARRIVAL PROCEDURES

“Students feel a greater sense of belonging while at SSCM.”

*When teachers started class by welcoming students at the door, **academic engagement increased by 20 percentage points and disruptive behavior decreased by 9 percentage points**—potentially adding “an additional hour of engagement over the course of a five-hour instructional day.”*

Pre-School

- Pre-School drop off will begin at 7:20 am and conclude at 8:15 am. All students who enter the building after 8:15 am will be marked as tardy.
- At 7:20 am, the Principal will be present at entrance 1 to welcome students into the building.
- The Principal will set up the cones where parents should drop off their student(s).
- The Principal will greet students at their car by name and guide students toward the entrance. Please note that parents will no longer walk their student(s) to their classes. Parents will drop students off at the main entrance and SSCM faculty and staff will be present to guide students to their classroom and support when and where needed.
- The following staff members will be present in the foyer and hallway until 8:15 am guiding Pre-School and Kindergarten students to class: Mrs. Anderson/Mrs. Kucera (Learning Specialists at Turn to Classroom), Nicole O'Hare (PK Aide at Foyer Entrance), Julie Dolak (PK Aide/Specials Teacher at Hooks/Turn to classroom), Ron Hilger (Specials Teacher - At Hallway 2W), Bob Villaseñor (Specials Teacher - Foyer).
- The Principal will hold the door and greet students by name at the entrance 1 door.
- Mrs. Lazowski will greet students in foyer by name and guide each student to the Pre-K hallway.
- PreK Instructional Aides and other support staff will be present in the foyer and hallway guiding students to their classroom and supporting when and where needed.
- Between 7:20 am and 8:00 am, all Grade PK teachers will meet their students at the classroom door and welcome students into their classroom by name and help each student prepare for their school day. Students are not to line up outside the classroom door/in the hallway for any period of time between 7:20 am and 8:00 am. Teachers are to maintain supervision of all students (inside classroom and/or at the classroom entrance threshold) during this time.
- Prayer, Pledge of Allegiance, and Announcements will begin promptly at 7:40 am. Once the bell rings, teachers are to prepare students for announcements. Students and teachers stand engaged for the prayer and pledge and remain silent and attentive to the remainder of announcements.
- Teachers and students are to begin their educational day beginning with Schoolwide Religion at the 7:45 am bell.

Kindergarten

- Kindergarten drop off will begin at 7:20 am and conclude at 7:40 am. All students who enter the building after 7:40 am will be marked as tardy.
- At 7:20 am, the Principal will be present at entrance 1 to welcome students into the building.
- The Principal will set up the cones where parents should drop off their student(s).
- The Principal will greet students at their car by name and guide students toward entrance 1. Please note that parents will no longer walk their student(s) to their classes past September 1. Parents will drop students off at entrance 1 and SSCM faculty and staff will be present to guide students to their classroom and support when and where needed.

- The following staff members will be present in the foyer and hallway until 8:15 am guiding Pre-School and Kindergarten students to class: Mrs. Anderson/Mrs. Kucera (Learning Specialists at Turn to Classroom), Nicole O'Hare (PK Aide at Foyer Entrance), Julie Dolak (PK Aide/Specials Teacher at Hooks/Turn to classroom), Ron Hilger (Specials Teacher - At Hallway 2W), Bob Villasenor (Specials Teacher - Foyer).
- The Principal will hold the door and greet students by name at the entrance 1 door.
- Mrs. Lazowski will greet students in the foyer by name and guide each student to the Kindergarten hallway through entrance 2E to room 202.
- PreK Instructional Aides and other support staff will be present in the foyer and hallway 2E guiding students to their classroom and supporting when and where needed.
- Between 7:20 am and 7:40 am, the Kindergarten teacher will meet their students at the classroom door and welcome students into their classroom by name and help each student prepare for their school day. Students are not to line up outside the classroom door/in the hallway for any period of time between 7:20 am and 7:40 am. Teachers are to maintain supervision of all students (inside classroom and/or at the classroom entrance threshold) during this time.
- Prayer, Pledge of Allegiance, and Announcements will begin promptly at 7:40 am. Once the bell rings, teachers are to prepare students for announcements. Students and teachers stand engaged for the prayer and pledge and remain silent and attentive to the remainder of announcements.
- Teachers and students are to begin their educational day beginning with Schoolwide Religion at the 7:45 am bell.

Grade 1 through Grade 5

- Grade 1 through 5 drop off will begin at 7:20 am and conclude at 7:40 am. All students who enter the building after 7:40 am will be marked as tardy.
- At 7:20 am, the Principal will be present at entrance 1 to welcome students into the building.
- The Principal will set up the cones where parents should drop off their student(s).
- The Principal will greet students at their car by name and guide students toward entrance 1. Please note that parents will no longer walk their student(s) to their classes. Parents will drop students off at entrance 1 and SSCM faculty and staff will be present to guide students to their classroom and support when and where needed.
- The Principal will hold the door and greet students by name at the entrance 1 door.
- The following staff members will be present in the foyer and hallway guiding students to class: Mrs. Anderson/Mrs. Kucera (Learning Specialists at Turn to Classroom), Nicole O'Hare (PK Aide at Foyer Entrance), Julie Dolak (PK Aide/Specials Teacher at Hooks/Turn to classroom), Ron Hilger (Specials Teacher - At Hallway 2W), Bob Villasenor (Specials Teacher - Foyer).
- Mrs. Lazowski will greet students in the foyer by name and guide each student to the grade 1 through 5 hallway through entrance 2W toward the stairwell.
- PreK Instructional Aides and other support staff will be present in the foyer and hallway 2W guiding students to their classroom and supporting when and where needed.
- Students will proceed through hallway 2W and down stairwell 2D to their classrooms. Mr. Hilger will be present at 2D to supervise students.
- Between 7:20 am and 7:40 am, the grade level teacher will meet their students at the classroom door and welcome students into their classroom by name and help each student prepare for their school day. Students are not to line up outside the classroom door/in the hallway for any period of time between 7:20 am and 7:40 am. Teachers are to maintain supervision of all students (inside classroom and/or at the classroom entrance threshold) during this time.

- Prayer, Pledge of Allegiance, and Announcements will begin promptly at 7:40 am. Once the bell rings, teachers are to prepare students for announcements. Students and teachers stand engaged for the prayer and pledge and remain silent and attentive to the remainder of announcements.
- Teachers and students are to begin their educational day beginning with Schoolwide Religion at the 7:45 am bell.

Grade 6 through 8

- Grade 6 through 8 drop off will begin at 7:20 am and conclude at 7:40 am. All students who enter the building after 7:40 am will be marked as tardy.
- At 7:20 am, the Principal will be present at entrance 1 to welcome students into the building.
- The Principal will set up the cones where parents should drop off their student(s).
- The Principal will greet students at their car by name and guide students toward entrance 1. Please note that parents will no longer walk their student(s) to their classes. Parents will drop students off at entrance 1 and SSCM faculty and staff will be present to guide students to their classroom and support when and where needed.
- The Principal will hold the door and greet students by name at the entrance 1 door.
- The following staff members will be present in the foyer and hallway guiding students to class: Mrs. Anderson/Mrs. Kucera (Learning Specialists at Turn to Classroom), Nicole O'Hare (PK Aide at Foyer Entrance), Julie Dolak (PK Aide/Specials Teacher at Hooks/Turn to classroom), Ron Hilger (Specials Teacher - At Hallway 2W), Bob Villasenor (Specials Teacher - Foyer).
- Mrs. Lazowski will greet students in the foyer by name and guide each student to the Grade 6 through 8 hallway through entrance 2W toward Junior High hallway.
- Students will proceed through hallway 2W to their classrooms. Mr. Hilger will be present at 2D to supervise students.
- Between 7:20 am and 7:40 am, the grade level teacher will meet their students at the classroom door and welcome students into their classroom by name and help each student prepare for their school day. Students are not to line up outside the classroom door/in the hallway for any period of time between 7:20 am and 7:40 am. Teachers are to maintain supervision of all students (inside classroom and/or at the classroom entrance threshold) during this time.
- Prayer, Pledge of Allegiance, and Announcements will begin promptly at 7:40 am. Once the bell rings, teachers are to prepare students for announcements. Students and teachers stand engaged for the prayer and pledge and remain silent and attentive to the remainder of announcements.
- Teachers and students are to begin their educational day beginning with Schoolwide Religion at the 7:45 am bell.

DISMISSAL PROCEDURES

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 - 1st

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

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

Effective dismissal procedures are essential to student safety, supervision, and school order. Dismissal is a high-traffic transition involving multiple forms of transportation and many adults entering or leaving the school area. A consistent schoolwide dismissal plan helps ensure that every student is accounted for, released only through approved procedures, and supervised until safely transferred to a parent, guardian, bus, aftercare program, or authorized activity. Clear routines also reduce confusion, protect instructional time, support positive student behavior, and strengthen parent confidence in the school's ability to maintain a safe and orderly environment.

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 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 LIFE SKILLS 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.

A Life Skills program 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' ENTRY/SIGN-IN

The following visitor entry procedures exist for SSCM.

1. All visitors must enter the building at the school's main entrance - 1 .
2. The visitor buzzes in at entrance 1.
3. The school secretary responds via PA system, "How can I help you?" and buzzes the visitor in if appropriate.
4. The school secretary will welcome the visitor to SSCM, sign him/her in, provide a visitor pass, direct him/her to their intended location, and then buzz them into the school building.
 - a. Late students sign in with the school secretary, receive a late slip, and proceed directly to their classroom. Parents will not accompany a student to his/her classroom.
 - b. If a parent is picking up a student, the parent will proceed to the main office using the criteria above, sign the student out, and exit through door 1.
 - c. Regular visitors (____) will sign in the visitors tab under their pre-made tab.
 - d. If a delivery person visits (UPS, Staples (paper), Water, FedEx, Hot lunch (deliveries through the maintenance door), the school secretary will direct them to their location.
5. All visitors who sign in must also check out/sign out with the main office at entrance 1.
6. Visitors leave through entrance 1.

****Parents will not accompany their child through the building to a classroom. All students will be greeted at the entrance from SSCM personnel and safely directed through the school building to their classroom.**

****Any item(s) a student may need during the school day (lunch, waterbottle, chromebook, etc.) will be dropped off at the main office and a member of the SSCM faculty/staff will bring it to the student.**

****All early dismissals will be communicated with the main office in advance. Once a parent or guardian arrives, the student will be called to the main office for dismissal and the parent/guardian will sign the student out at the main office.**

****Students may not be signed out after PM assemblies unless otherwise directed by the school.**

MEDICAL AND EMERGENCY INFORMATION

Attendance

Child Abuse and Neglect Reporting

Emergency Information

Excuse from Physical

Education General Health

Student Insurance

Medication /Cannabis/ Opioid Antagonist Policy

Physical, Dental and Vision Exams

Sexual Harassment Regulation

ATTENDANCE

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 2025-26, 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.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. The school will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

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.

Topical Sunscreen Usage:

A student may possess and use topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

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.

MEDICATIONS

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.

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student demonstrates his/her son or daughter is a "registered qualifying patient," has an individual who is a "registered designated caregiver," and both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

OPIOID ANTAGONIST LAW:

In accordance with applicable State law, the school will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the school can maintain a supply of undesignated opioid antagonists, they will generally be available during:

- school hours
- after-school hours
- maintained in the following designated secure locations

However, no one should rely on the school for the availability of opioid antagonists.

This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The school shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the school's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the school must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the school must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the school must report the required information to the Illinois State Board of Education.

The Catholic Bishop of Chicago, an Illinois corporation sole, the school, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse.

A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the school and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

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 embarrasses, 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.

Standards of Behavior Mandated Training - To Be Viewed in August

<https://archchicago.sharepoint.com/sites/Schools/SitePages/Mandatory-Trainings.aspx?ga=1>

UNIFORM POLICY~ STUDENT ATTIRE

Student Attire

P.E. Uniforms

Dress Down Days

Spirit Wear Days

Grooming

School Vendors

Student Attire

SS. Cyril and Methodius School takes pride in maintaining a professional and consistent appearance that reflects our commitment to academic excellence, school spirit, and respect for our learning environment.

Uniform Expectations

Students are required to be in full SSCM uniform each school day unless participating in an approved dress-down or spirit wear day.

Males

Tops

- SSCM Branded Polo Shirts - tucked in
- SSCM Branded Sweatshirts

Bottoms

- Classic cut blue khakis
- Classic blue khaki shorts (non-cargo) may be worn in August, September, May, and June*
- Black or brown belts

Shoes

- Black or brown dress shoes
- Predominantly White or black tennis shoes (color accents are acceptable)
- White, gray, navy, black, or red socks are required
- No sandals, crocks, or backless shoes are allowed

Females

Tops

- Grade K-3 students wear knee cap area jumpers
- Grade 4 - 8 students wear a polo and vest - tucked in
- SSCM Branded Polo Shirts - tucked in
- SSCM Branded Sweatshirts

Bottoms

- Knee cap area jumpers
- Knee cap area skirts
- Full length black leggings
- Classic blue khaki shorts (non-cargo) may be worn in August, September, May, and June*

Shoes

- Black or brown dress shoes
- Predominantly White or black tennis shoes (color accents are acceptable)
- White, gray, navy, black, or red socks are required
- No sandals, crocks, or backless shoes are allowed

PE Uniform

Tops

- SSCM Branded PE shirt

Bottoms

- SSCM Branded PE shorts
- Above kneecap shorts may be worn August, September, May, and June*
- SSCM Branded sweatpants

Shoes

- Athletic type of shoe with ties or velcro.
- Shoes may be a combination of White, Black, Grey, or Red
- Slip-on shoes are not allowed.
- White, gray, navy, black, or red socks are required

Warm Weather Dress Code

- Students may wear SSCM branded PE uniform or regular tops and blue Khaki shorts (non cargo) in August, September, May, and June.

*Warm weather dress code may be extended due to extreme weather conditions



SSCM SCHOOL UNIFORM GUIDE

DRESS WITH PRIDE. LIVE OUR MISSION.



✓ ACCEPTABLE
Examples of Approved Attire

BOYS – Blue Pants, Red or Grey Polo, Brown or Black Shoes

KINDERGARTEN	1 st – 2 nd GRADE	3 rd – 5 th GRADE	6 th – 8 th GRADE	ALL GRADES Also Acceptable

GIRLS – Plaid Skirt or Plaid Jumper, Red or Grey Polo, Brown or Black Shoes

KINDERGARTEN	1 st – 2 nd GRADE	3 rd – 5 th GRADE	6 th – 8 th GRADE	ALL GRADES Also Acceptable

PRE SCHOOL (Pres 3 & Pres 4)
No uniform required. Please wear comfortable, casual clothing and closed-toe shoes.

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SHOES (All Grades)
Acceptable:

✗ UNACCEPTABLE
Examples of Unapproved Attire

BOYS

--	--	--	--	--

GIRLS

--	--	--	--	--

✗ All polos must be Red or Grey with SSCM logo. ✗ Shoes must be Brown or Black. ✗ Girls may wear Plaid Skirt or Plaid Jumper. ✗ Our uniform reflects our unity, pride, and respect for our school.

PE UNIFORM GUIDE

✓ ACCEPTABLE
Examples of Approved PE Attire

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✗ UNACCEPTABLE
Examples of Unapproved PE Attire

--	--	--	--

TOPS

- SSCM Branded PE shirt

BOTTOMS

- SSCM Branded PE shorts
 - Above kneecap shorts may be worn August, September, May, and June*
- SSCM Branded sweatpants

SHOES

- Athletic type of shoe with ties or velcro.
- Shoes may be a combination of White, Black, Grey, or Red
- Slip-on shoes are not allowed.
- White, gray, navy, black, or red socks are required

*Warm weather dress code may be extended due to extreme weather conditions.

TOGETHER IN PURPOSE, UNITED IN CHRIST. BE PROUD. BE RESPECTFUL. BE A COMET.

Monday Dress-Down Passes

Mondays are the only day of the week on which students may redeem an approved dress-down pass.

Students wishing to use a dress-down pass must present the pass to Mr. Villasenor upon arrival in the school foyer. Mr. Villasenor will verify, sign, and return the pass to the student. Students must then provide the signed pass to their homeroom teacher as verification of approval.

Students who do not present an approved dress-down pass upon arrival will be expected to be in full school uniform.

See Dress-Down Pass Guidelines [Here](#)



DRESS-DOWN DAY GUIDELINES

We dress with respect. We dress with purpose. We are SSCM.

Our clothing choices should reflect our Catholic faith and the values of the SSCM Graduate Profile.

✓
YOU CAN WEAR

Clothing that is clean, neat, modest, and appropriate for a Catholic school.








 Shirts with appropriate words and images


 Pants, jeans, or sweatpants (no rips or holes above the knee)


 Athletic shoes or closed-toe shoes


 Modest length tops and bottoms


 Clothing that allows you to participate in all school activities

✗
YOU CANNOT WEAR

Clothing that is distracting, inappropriate, or does not align with our Catholic values.


✗
 Tops that are inappropriate, revealing, or spaghetti straps


✗
 Shorts or skirts that are too short (above mid-thigh)


✗
 Rips, tears, or holes above the knee


✗
 Clothing with inappropriate words, images, or symbols


✗
 Hats or head coverings worn indoors


✗
 Pajamas or sleepwear


✗
 Slippers or slides


✗
 Clothing that promotes violence, alcohol, tobacco, vaping, drugs, or other inappropriate activities


✗
 See-through clothing or excessively revealing attire


✗
 Undershirts as outerwear

✝

AS SSCM STUDENTS, WE STRIVE TO BE:


 FAITH-FILLED


 RESPECTFUL


 RESPONSIBLE


 COMPASSIONATE


 LEADERS

Be your best.
Be SSCM.

Dress-down days are a privilege. Thank you for making thoughtful choices that reflect our faith, our values, and our school community.

Friday Spirit Wear Days

On Fridays, students may wear approved SSCM spirit wear attire in place of their regular uniform top. Students must continue to follow all school expectations regarding modesty, appropriateness, and appearance.

See Spirit Wear Day Guidelines [Here](#)



SSCM SPIRIT WEAR GUIDELINES

Wear it with pride. Live it with purpose.

Fridays are Spirit Wear Days! Show your Comet pride while living the values of our SSCM Graduate Profile.

GO COMETS!



TOPS



YOU MAY WEAR



SSCM-branded uniform polo, blouse, sweater, fleece, or quarter-zip



SSCM-branded T-shirt, sweatshirt, or hoodie



SSCM in-season athletic or club uniform top
Sleeveless SSCM athletic uniforms provided a red, white, black, or gray sleeved shirt is worn underneath.



YOU MAY NOT WEAR



Non-SSCM branded shirts, sweatshirts, hoodies, or athletic apparel



Clothing with logos, slogans, graphics, or branding unrelated to SSCM



Clothing that contains inappropriate language, images, or messages



BOTTOMS



YOU MAY WEAR



Navy uniform stacks • SSCM plaid jumper or skirt
SSCM-branded gym shorts • SSCM-branded sweatpants



YOU MAY NOT WEAR



Jeans • Leggings worn as pants • Athletic shorts not issued or approved by SSCM • Pajama pants or sleepwear
Bottoms that are excessively tight, revealing, or otherwise inconsistent with school expectations



SHOES & SOCKS



YOU MAY WEAR



Athletic shoes secured with laces or Velcro • SSCM-branded socks
Solid-colored athletic socks



YOU MAY NOT WEAR (FOR SAFETY REASONS)



Slippers • Slides • Open-toed shoes • Shoes that interfere with participation in school activities



LIVING THE GRADUATE PROFILE

- BE RESPECTFUL** Represent SSCM with pride through appropriate attire and conduct.
- BE RESPONSIBLE** Follow school expectations without reminders and make good choices.
- BUILD COMMUNITY** Celebrate our identity as SSCM Comets and foster a sense of belonging.
- DEMONSTRATE INTEGRITY** Recognize that Spirit Wear is a privilege and honor the trust placed in us.

IMPORTANT REMINDERS

- ★ Spirit Wear Days are a privilege.
- ★ Students who choose not to participate must wear their regular school uniform.
- ★ Students who arrive out of compliance with Spirit Wear expectations may be required to change into approved attire or contact a parent/guardian.
- ★ Administration reserves the right to make final determinations regarding the appropriateness of attire.



WEAR THE RED. WEAR THE WHITE. SHOW YOUR COMET PRIDE!

GO COMETS!



Uniform Compliance

Students who arrive at school out of uniform without an approved dress-down pass or authorized spirit wear privilege will be sent to the main office to contact a parent or guardian for a change of clothes.

Students will remain in the main office until appropriate attire is provided and the student is in compliance with the school's dress code.

The administration reserves the right to make final determinations regarding the appropriateness of student attire and to address situations not specifically covered by these procedures.

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.

SCHOOL VENDORS

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

STUDENT PROGRESS POLICIES

Conferences

Evaluations

Grading Procedures - Grades 2-8

Homework

Homework Suggestions for Parents

Honor Roll

Promotion/Retention

Special Programs

IEPs/CESPs

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, Math, Art, Computers, Music and Gym.

39 - 40 HIGH HONORS

37 - 38 HONORS

34 - 36 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.

IEPs / CESP

The school will formulate and implement a Catholic Educational Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. Upon receipt of requests from parents/guardians, the school will meet with parents to review/discuss the precise nature of the special need(s), medical documentation provided, and any and all proposed strategies, educational accommodations / modifications, and interventions proposed. The school will determine what, if any, strategies, educational accommodations / modifications, and interventions it is able to provide to the student based upon its available resources. The school will document any such strategies, educational accommodations/modifications, and interventions they are able to provide in a Catholic Educational Support Plan ("CESP"). CESP

CESPs require the affirmation of both the student's parent/guardian as well as school officials.

An evaluation of the child's learning/behavioral needs is typically provided via a public school district evaluation pursuant its obligations under IDEA or the parent's licensed private practitioner. Either type of evaluation may be provided by parents in support of their request for a CESP. School personnel shall not attempt to diagnose students with a defined learning/behavioral need. If a school official suspects that a student may have a defined learning/behavioral need, he/she shall speak with the principal (or designee). The principal (or designee) will meet with the student's parent/guardian to share their observations with parents/guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider.

If a student is enrolled for the first time with an existing IEP or CESP from another school, the principal (or designee) shall meet with the parents to review the IEP/CESP, and formulate a new, local CESP based upon its local resources and the child's current needs. CESP

CESPs represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school may provide. Catholic schools are not legally obligated to implement any services recommended on an IEP. CESP

CESPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that CESP goals, strategies, accommodations/modifications, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the CESP.

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

Mental Health Protocol & Assessments

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. Suspensions may occur away from the school or within the school. Students who serve in-school suspensions must be always monitored by a qualified staff member.

These are the procedures to ensure that the imposition of suspension is fair and consistent:

- 1.) An investigation of the alleged misconduct by a qualified school employee
- 2.) An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations
- 3.) Written notice to parent(s)/guardian(s) citing the misconduct and the length of the proposed or actual suspension (typically provided after the in-person conference described in #2)
- 4.) Written notification to the Director of School Operations (DSO) and Pastor (when applicable)

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.

Expulsion of Students for Disciplinary Reasons

Any student may be expelled for serious or repeated violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; repeated or serious behavior that is inconsistent with Catholic teaching; serious and repeated lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., the principal may, in their discretion, offer parents/guardians the opportunity to voluntarily withdraw from the school before the student is expelled. If parents accept this opportunity, they should submit intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled. Parents/Guardians of Archdiocesan schools may submit a request for review of the expulsion, in writing, to the Superintendent.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

As partners in the sacred mission of Catholic education, parents and guardians are expected to conduct themselves in a manner that consistently reflects the teachings, values, and moral standards of the Catholic Church. This obligation applies to all interactions with school personnel, students, and volunteers—whether on school property, at school-sponsored events, or in any context associated with the school community.

The conduct of parents and guardians must be guided by Christian charity, respect for the dignity of every person, and a spirit of cooperation and humility, in accordance with the Gospel of Jesus Christ and the principles of Catholic social teaching.

Behavior that is contrary to the moral and spiritual mission of the school will not be tolerated. Such behavior includes but is not limited to: actions or speech that oppose Catholic values; any form of disrespect, harassment, verbal or physical abuse; threats, intimidation, or any conduct that disrupts the peace, order, and Christian witness of the school environment.

Should a parent or guardian engage in conduct that, in the judgment of the Principal and/or Pastor, seriously undermines the mission or well-being of the school community, the school reserves the right to take the following actions:

- Restrict or revoke the parent/guardian's right to be present on school property, either temporarily or permanently.
- Dismiss the student(s) of the parent/guardian from the school, either on a temporary or permanent basis.

Attacks on School Personnel

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack. Additionally, schools must report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year.

Withdrawal of Students Based Upon Financial Delinquency

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) will be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. The Principal may establish "Exclusion Days" in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days will be announced ahead of time so that the family and teachers can make appropriate plans.

Disenrollment of Students with Medical or Developmental Needs Impacting Learning or the School Environment

The school may reach an evidence-based decision as to their ability to serve a student with special needs when it is learned that the child's needs are greater than initially understood or when the available resources dedicated to serve the child are not effective. In such circumstances, the school may disenroll the student because it does not have the resources to meet the child's needs. Disenrollment is not the same as expulsion, which is a removal from school for disciplinary reasons. Disenrollment is not the result of a disciplinary proceeding, but a school determination that the support required by a student exceeds what the school can provide.

Common indicators include:

- The student's behavior results in disruptions in the school environment and/or jeopardizes the health and safety of the student and/or others. The behavior has not been managed by the supports offered.

- The school cannot meet the student's safety needs.
- Benchmark assessments (e.g., iReady scores) show insufficient academic progress.
- Parent No Longer Collaborates Respectfully with School Staff or refuses to cooperate with school staff and such behavior impedes student progress.

Academic assessments, new private psychological evaluations, or public-school evaluations evidence new diagnoses.

Harassment, Bullying, and Digital Misconduct Prevention Protocol

Purpose

SS. Cyril and Methodius School is committed to providing a safe, welcoming, and Christ-centered learning environment where every student is treated with dignity, respect, and compassion.

As a Catholic school, SSCM believes that every person is created in the image and likeness of God and deserves to be treated with charity, kindness, and respect. Harassment, bullying, intimidation, and retaliatory behavior are contrary to the teachings of Jesus Christ, the mission of our school, and the values outlined in the SSCM Graduate Profile.

Students are expected to embody the qualities of an SSCM graduate by demonstrating respect for others, responsible citizenship, moral leadership, empathy, integrity, and Christian discipleship in all interactions.

This protocol complies with the policies and expectations of the Archdiocese of Chicago and reflects the child protection standards of the archdiocese.

Alignment to the SSCM Graduate Profile

SSCM graduates are expected to:

- Respect the dignity and worth of every person.
- Demonstrate integrity and moral courage.
- Practice empathy, compassion, and forgiveness.
- Resolve conflict peacefully and responsibly.
- Use words and actions that build community rather than harm others.
- Serve as Christian leaders who model Christ-like behavior.

Bullying and harassment undermine these expectations and are therefore prohibited.

Definition of Bullying

What Bullying Is

Bullying is repeated, intentional, and unwanted behavior by an individual or group directed toward another student that causes physical, emotional, social, or psychological harm.

Bullying involves a real or perceived imbalance of power and occurs when a student uses that power to intimidate, threaten, exclude, humiliate, or harm another student.

Bullying is typically characterized by three elements:

1. Intentional – The behavior is deliberate and meant to hurt, embarrass, intimidate, or exclude another person.
2. Repeated – The behavior occurs more than once or is likely to continue if not addressed.
3. Power Imbalance – The student engaging in the behavior has a real or perceived advantage over the targeted student, such as physical strength, age, social status, popularity, authority, access to information, or group influence.

Bullying may be physical, verbal, relational, social, written, electronic, or cyber in nature.

What Bullying Is Not

While all inappropriate behavior will be addressed, not every disagreement or conflict constitutes bullying.

Bullying is different from:

- A single act of meanness or rudeness
- A disagreement between friends
- A one time or ongoing conflict between students
- Accidental or unintentional actions
- Isolated incidents that do not involve repetition or a power imbalance

These behaviors may still violate school expectations and may result in disciplinary or restorative interventions but may not meet the definition of bullying.

Definition of Harassment

What Harassment Is

Harassment is unwelcome verbal, written, physical, visual, electronic, or social conduct directed toward another person that demeans, humiliates, intimidates, threatens, or creates a hostile, offensive, or unsafe environment.

Harassment may be based on a person's actual or perceived:

- Race
- Color
- National origin
- Sex
- Religion
- Disability
- Age
- Family status
- Physical characteristics
- Any other personal characteristics

Harassment may also occur when a student repeatedly targets another student through insulting, degrading, or intimidating behavior, even when the conduct is not based on a protected characteristic.

Examples of harassment may include:

- Derogatory comments, slurs, or insults
- Threats or intimidation
- Offensive jokes or gestures
- Inappropriate comments about a person's appearance, identity, family, or background
- Spreading degrading rumors
- Sending offensive messages, images, or electronic communications
- Displaying offensive or humiliating materials
- Unwelcome physical conduct intended to intimidate, embarrass, or demean another person

A single severe incident or a pattern of conduct may constitute harassment.

What Harassment Is Not

While all students are expected to treat one another with dignity and respect, not every disagreement, conflict, or rude interaction constitutes harassment.

Harassment is different from:

- A respectful disagreement or difference of opinion
- A one-time conflict between students that does not involve intimidation, humiliation, or targeting
- Accidental comments or actions that are promptly corrected
- Friendly joking that is welcomed by all participants
- Ordinary social disagreements or misunderstandings

These behaviors may still violate school expectations and may require intervention, discipline, or restorative action, but they may not meet the definition of harassment.

When determining whether conduct constitutes harassment, school administration will consider the nature of the behavior, its impact on the targeted individual, the surrounding circumstances, and whether the conduct created a hostile, intimidating, or offensive educational environment.

Digital Misconduct

SSCM recognizes that digital misconduct occurs.

Students may be subject to school discipline for digital misconduct that:

- Occurs on school devices or school networks;
- Occurs during the school day or at school sponsored after school events;
- Targets members of the SSCM community; or
- Creates fear, intimidation, harassment, or emotional harm that impacts school life.

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. Discipline for inappropriate use of personal technology outside of the school setting is the responsibility of the parent/guardian.

(105 ILCS 75/15) The school may not request or require a student to provide a password or other related account information to gain access to a student's account or profile on a social networking website. However, the school may investigate 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, and the school may require the student to share content during such an investigation.

Reporting Bullying or Harassment

Any student, parent, employee, volunteer, or community member may report bullying or harassment.

Reports may be made:

- To a teacher
- To the principal
- To the assistant principal
- To a school counselor
- To another trusted staff member

Reports may be made verbally or in writing.

Students are encouraged to report concerns for themselves or on behalf of another student.

All reports will be taken seriously.

Investigation Procedures

Upon receiving a complaint:

Step 1: Immediate Response

The school will take appropriate steps to ensure student safety and prevent further misconduct.

Step 2: Investigation

The principal or designee will:

- Interview the complainant
- Interview the alleged offender
- Interview witnesses when appropriate
- Review relevant evidence
- Review electronic communications when available

Step 3: Determination

The principal will determine whether the allegations are:

- Substantiated
- Unsubstantiated
- Inconclusive

Step 4: Communication

Parents or guardians of involved students will be informed of the investigation outcome to the extent permitted by privacy laws.

Support Services for Students

SSCM is committed to supporting students who experience bullying or harassment.

Support may include:

- Meetings with school administration
- Social-emotional support plans

- Peer mediation when appropriate
- Safety planning
- Classroom interventions
- Referrals to outside counseling resources

The school's goal is not only to stop misconduct but also to promote healing, reconciliation, and restoration.

Non-Retaliation Policy

Retaliation against any individual who:

- Reports bullying or harassment,
- Participates in an investigation, or
- Serves as a witness,

is strictly prohibited.

Retaliation constitutes a separate violation of school policy and may result in disciplinary action.

Disciplinary Responses

Disciplinary consequences will be determined based upon:

- Severity of conduct
- Frequency of conduct
- Age and developmental level of students
- Impact on the victim
- Prior disciplinary history
- Willingness to accept responsibility

Possible consequences include:

- Verbal warning
- Parent conference
- Written behavior contract
- Restorative practices
- Counseling referral
- Loss of privileges
- Detention
- In-school suspension
- Out-of-school suspension
- Probation
- Expulsion

Repeated or severe violations may result in more significant disciplinary action.

Restorative Practices

Consistent with Catholic teaching and the SSCM Graduate Profile, the school may utilize restorative practices when appropriate.

These practices may include:

- Reflection activities
- Apology and reconciliation processes
- Restorative conferences
- Community service
- Behavioral improvement plans

Restorative practices are not a substitute for accountability but are intended to promote growth, healing, and responsible decision-making.

Confidentiality

The school will make reasonable efforts to maintain confidentiality during investigations while fulfilling its responsibility to investigate allegations and ensure student safety.

False Reports

Knowingly making a false accusation of bullying or harassment is prohibited and may result in disciplinary consequences.

Annual Review

This protocol shall be reviewed annually by school administration and updated as needed to remain consistent with Archdiocese of Chicago policies, child protection standards, and best practices for student safety and well-being.

Statement of Commitment

SS. Cyril and Methodius School is committed to fostering a culture where every student feels safe, valued, respected, and loved as a child of God. Together, students, parents, faculty, staff, and parish leaders share responsibility for creating a school environment that reflects the Gospel values of faith, respect, kindness, justice, and service.

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

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 weekly by the teacher. 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 1 DAY 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 13 - November 5, 2026

b. Trimester Two: November 9 - February 19, 2027

c. Trimester Three: February 22 - May 21, 2027

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, extracurricular activity and/or school events (i.e. field trips, assemblies, school picnics, 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 ensure 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 area/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.

MENTAL HEALTH PROTOCOL & ASSESSMENTS

SS. Cyril & Methodius School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the discipline policy will be followed. When we have concerns about a student’s emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at SSCM.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child to undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
 - a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school administrator.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to SSCM academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 - b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to SSCM.
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with

the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

PROCEDURES

Teacher Communication Procedure

Appointments with Staff

Change of Address and Phone

Class Lists

Conflict Management

Early Dismissal

Emergency Closing

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 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 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

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.
- Call SS. Cyril and Methodius at 257-6488

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 monthly charity. 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 parents/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 the fall 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.

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 this 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.

ADDENDUM DOCUMENTS TO THE HANDBOOK

Parent Agreement

Walking Note

Conduct Card

Faith's Law

Missing Children Act

SSCM



Faith, Family...Future!

www.school.stcyril.org

2019 National
Blue Ribbon School

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 _____

STUDENT NAME (s) - please print _____

GRADE(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.

SSCM



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2019 National
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,

Mr. Daniel Turney

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

GRADES 5-8 CONDUCT CARD

CODE

Detention

- (1) G/C Gum or Candy
 - (1) U Uniform Infraction
 - (2) L/R Lunch or Recess Behavior
 - (2) D/B Dismissal or Bus Behavior
 - (2) CL/H Classroom or Hallway Behavior
 - (2) CB Church Behavior
 - (5) DS Disrespect to fellow student
 - (5) DA Disrespect to an adult
 - (5) LC Lost Card
 - (5) CH Cheating; marks given & zero on assignment
- FIGHTING OR ACT OF VIOLENCE:** out of school suspension
- 5 demerits = 1 hour detention
- An administration/teacher/parent/student meeting will follow after the third detention.

STUDENT CARE

FAITH'S LAW

WHAT IS FAITH'S LAW?

Faith's Law is named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an Illinois high school in the early 2000s. Faith was sexually abused by a teacher at her high school. Years later, during the course of legal proceedings related to the abuse, Faith learned that several adults within her high school suspected that the teacher's relationship with her was inappropriate but did not take appropriate action to report their concerns. As a result of her experiences, Faith pushed for change to state laws related to educator sexual misconduct in K-12 schools. Faith's Law was passed by the 102nd General Assembly as two separate pieces of legislation.

The first legislation, Public Act 102-0676, took effect on December 3, 2021, and, for the first time, established the definition of sexual misconduct within the School Code. It further outlined the requirements for schools to develop and post employee code of professional conduct policies, which were to include the definition of sexual misconduct, and required ISBE to develop a resource guide for schools to make available to pupils, parents/guardians, and teachers. Public Act 102-0676 also expanded the definition of "grooming" in the Illinois Criminal Code, added "grooming" to the list of conduct that qualifies a child as an "abused child" under the Abused and Neglected Child Reporting Act, and added professional development training opportunities for employees seeking to renew their professional educator license.

The second legislation, Public Act 102-0702, will take effect on July 1, 2023. It focuses on the prevention of "sexual misconduct" as defined in the first part of the legislation (Public Act 102-0676) by school employees, substitute employees, and employees of contractors. Specifically, the Act adds employment history reviews as part of the hiring and vetting process, requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct. Public Act 102-0702 also adds that if a district superintendent has any reasonable cause to believe a license holder has committed an act of sexual misconduct, the superintendent must report this information to the state superintendent of education and the applicable regional superintendent of schools. Further, the state superintendent can initiate the process to revoke or suspend a license, endorsement, or approval issued under Article 21B for reasons including sexual misconduct.

The ultimate goals of Public Act 102-0702 are to give parents/guardians notice regarding allegations of sexual misconduct that involve their student; equip schools across Illinois with better information regarding the employment history of an applicant or employee of a contractor; give schools the resources necessary to make well-informed decisions about who they are employing/contracting with; and protect students from acts of sexual misconduct by school employees, substitute employees, and employees of contractors.

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>