

**ST. ALEXANDER SCHOOL** is recognized by the State of Illinois Board of Education and certified by the Archdiocese of Chicago. St. Alexander was named a National Blue Ribbon School by the U. S. Department of Education. It is a member of NCEA.

### **AMENDMENT**

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

### **ST. ALEXANDER MISSION STATEMENT**

St. Alexander School is a vital and integral part of the Saint Alexander community. Within the evangelizing mission of the Church and parish, Saint Alexander School is called to witness, proclaim and teach the Good News of the Gospel through participation and a commitment to service.

Our mission is to provide a safe educational environment of spiritual and academic growth and excellence in which students, teachers and parents create enthusiasm for lifelong learning in order to prepare students to become adults who are socially responsible, morally sound and economically independent citizens.

### **ST. ALEXANDER PHILOSOPHY**

Saint Alexander School facilitates parents in fulfilling their role as primary educators through education in all its aspects through the commitment to establishing a partnership of home, school, church, and community. St. Alexander School aims to form Christians who are prepared for what lies ahead, who are socially responsible, morally sound, and economically aware citizens in a culturally diverse society.

Staffed by faith-filled leaders, St. Alexander School provides a comprehensive educational program that develops each student with varying needs and abilities in the Catholic tradition, as well as academically, physically, and emotionally, while instilling a respect for the dignity of each individual. The educators implement a curriculum designed to meet the needs of the diverse student population, promote literacy, and feed the hunger for spiritual growth by spreading Gospel values. The curriculum utilizes technology, the arts, and physical education to enhance the core subjects.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is composed of nine members, plus the administration, business manager, and the pastor. The School Advisory Council advises on school policies, and the administration administers them. The pastor is responsible for hiring the administration. The School Advisory Council in collaboration with the pastor and administration determine the financial requirements of the school, coordinate fund-raisers, and act as a public arm of the school. Membership is open to all St. Alexander parish families and school families. Each member serves a three-year term.

## **FAMILY-SCHOOL ASSOCIATION**

This organization of parents and teachers works together to provide extra funds to be used directly for the students. F.S.A. sponsors activities throughout the year geared toward the goal of continuing the excellence of St. Alexander programs.

## **ADMISSIONS**

### **Non-discrimination Statement**

St. Alexander School admits students of any sex, race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, national, or ethnic origin in administration of educational policies, admission policies, school-administered programs, athletic programs, or other activities.

### **Preschool**

A copy of the birth certificate with official seal must be presented proving the child is either 3 or 4 years old by September 1<sup>st</sup>. If Roman Catholic, and not baptized at St. Alexander Church, a copy of the baptismal certificate must be presented.

### **Kindergarten**

A copy of the birth certificate with official seal must be presented proving the child is 5 years old by September 1st. If Roman Catholic, and not baptized at St. Alexander Church, a copy of the baptismal certificate must be presented.

### **Registration Requirements**

New families are required to present at time of registration:

- Birth Certificate
- Current health record
- Transfer record

- Last report card
- Baptismal certificate, if Catholic

All families are required to present prior to first full day of school:

- Signed tuition contract
- Completed emergency forms
- Total fees to be paid

### **St. Alexander School Admittance Policy**

Order of Consideration for Admittance into Kindergarten at St. Alexander School:

1. Registered parishioners with children currently in St. Alexander School
2. Registered parishioners with no children enrolled in St. Alexander School
3. Children of non-parishioners who have other children enrolled in St. Alexander School
4. Children of non-parishioners with no children currently enrolled in St. Alexander School on a space availability basis

In admitting children into the First Grade at St. Alexander School, this order of consideration will prevail:

1. Registered parishioners whose child did attend St. Alexander School Kindergarten
2. Registered parishioners who are school families, but whose child did not attend St. Alexander Kindergarten
3. Registered parishioners who are not school families and whose child did not attend St. Alexander Kindergarten
4. Non-parishioners whose child did attend St. Alexander Kindergarten
5. Non-parishioners whose child did not attend St. Alexander Kindergarten on a space availability basis

### **PRESCHOOL**

Preschool classes for four year old children are offered on Monday, Wednesday, and Friday; for three year olds on Tuesday and Thursday, both morning and afternoon. St. Alexander Preschool strives to give our Preschool age children a foundation for academic, spiritual, and social growth. Preschool children must be toilet trained to be eligible for this program.

### **SCHOOL TUITION POLICY**

Tuition may be paid monthly or annually. A tuition contract must be signed at the beginning of each school year. Each family must pay an annual registration fee, which is not applicable to tuition. Registration fees are non-refundable. Refunds

for tuition are based on a prorated basis. It is School Advisory Council policy that report cards are not released until all financial commitments have been met. This includes all tuition, fees, and fund-raisers. The final payment of the school year is due by the middle of May. Any payments made after this date must be paid in cash or with a cashier's check.

### **Required Fundraising**

All families are required to participate in the **SAVE Program** and the **Parish Raffle**.

The level of required raffle purchase is determined by the number of children in the educational programs of St. Alexander.

### **SAVE Program**

The SAVE Program makes gift certificates available to families from grocery stores, department stores, restaurants, fast food restaurants, and other specialty stores and businesses. There is a mandatory purchase required for all families. School families can also earn tuition credit through purchases. One parent from each family is needed to help sell SAVE at least once a year.

### **Book Rental**

All textbooks and workbooks are supplied by St. Alexander School through a rental fee of \$150.00 per student in grades K-8.

### **Transfer Students**

Admission to St. Alexander will not be finalized until past academic records are supplied by the previous school. The school administration will examine these records and a final decision on acceptance and placement will be made. Unless these requirements are met, the student will not be accepted at St. Alexander.

Any family who transfers to another school must request a transfer form from the school office at least one week in advance. All accounts must be paid in full before a transfer form will be acknowledged and sent with records to another school.

### **School Records**

The Archdiocese of Chicago Office of Catholic Schools 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: You have the right to look at all of your child's records maintained in your child's permanent record, by notifying the school administration and setting up an appointment to do so.
- Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless
  - You consent in writing prior to the disclosure
  - The information is directory information which you have not requested be kept confidential
  - The request for the information meets one of the limited circumstances described in the guidelines

**Custody**

If parents are divorced or separated, the school presumes that both parents have access to the child unless one parent can provide legal evidence that he or she has the sole right.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the non-custodial parent may request access to his/her child's academic records and to other related information relating to the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**SCHOOL HOURS**

The school day begins at 7:50 A.M. Students are considered tardy if they enter their classrooms after the 8:00 A.M. tardy bell and should go directly to the office for a tardy slip. PARENTS MUST COME INTO SCHOOL TO SIGN IN THEIR CHILD IF TARDY. Normal school dismissal is at 2:30 P.M. Early dismissal days will dismiss at 11:30 A.M.

**GENERAL DAILY SCHEDULE**

7:50 A.M.	FIRST BELL
8:00 A.M.	CLASSES BEGIN
11:05 – 11:45 A.M.	LUNCH AND RECESS
2:30 P.M.	DISMISSAL
7:50 – 11:00 A.M.	MORNING KINDERGARTEN

## PRESCHOOL HOURS

8:15 – 10:45 A.M.

11:45 – 2:15 P.M.

MORNING CLASS

AFTERNOON CLASS

There is no outside adult supervision before 7:30 am or after 2:45 pm. Students not picked up by 2:45 pm will be sent to the Extended Day Program and you will be billed accordingly.

### **Extended Day Program**

The Extended Day hours are 2:30 pm – 6:00 pm. If morning care is needed from 7:00-7:50 am, arrangements can be made with the Extended Day Coordinator. The program is only available on full days of school. St. Alexander students in Kindergarten through Grade 5 are welcome to register. Exceptions for any students over Grade 5 will be considered. There will be a registration and hourly fee for this service.

### **Lunch**

Hot lunch and/or milk may be ordered monthly. Students may also bring their lunch to school. No glass containers allowed. Healthy lunches are suggested with juice or water. **No Fast Food/ Restaurant lunches are permitted.** Chronic problems will be discussed with the family. Hot Dog Day is every Thursday.

The lunch period is forty minutes: twenty minutes for eating lunch and twenty minutes for recess on the playground. Students go outside daily for lunch recess if weather permits. All students are expected to participate in recess and should dress appropriately.

### **Playground Behavior**

Students' cooperation on the playground will insure their safety and well being.

These rules must be observed:

- Students may not leave school property.
- When the bell rings, play will cease and all students will line up in designated areas.
- Students may play only in assigned areas.
- Students may not bring hard balls, bats, or other hard objects that may cause injury or property damage.

Parents who request that a student be excused from outdoor recess due to recovery from illness or accident must have a doctor's note stating the student's inability to go outdoors. Special supervision will not be provided. Parents should arrange to

take their child home for the recess period. The school does not have the personnel to assume this responsibility.

### **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 to the teacher. The student must be signed out at the front office before leaving the building.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **ALL PARENTS/DRIVERS MUST RESPECT THE PATROL VOLUNTEERS.**

#### **Arrival**

When arriving with students in the morning, drivers **MUST** drive around to the sidewalk and let students out at the curb. Arrival time should be between 7:45 A.M. and 7:55 A.M. Extended Day Care is available at 7:00 am by prior arrangement.

#### **Dismissal**

Parents who are delayed will come into the school to get their children after the regular parking dismissal. Students not picked up by 2:45 pm will be sent to the Extended Day Program and you will be billed accordingly.

Children walking home or riding bikes will be dismissed at the front of the class line. Both will be released for home before the traffic in the parking lot moves.

## **PARKING LOT ARRIVAL PROCEDURES FOR K-8**

JANUARY 2007

FOR THE SAFETY OF ALL PLEASE READ AND FOLLOW OUR PARKING LOT PROCEDURES CAREFULLY

1. All vehicles must **ENTER** the school parking lot from the **EAST** (70TH AVENUE).
2. All vehicles must turn right and travel **NORTH** past the Marian Shrine and turn **WEST** in front of the Parish Center to the front of the school (canopy).

3. All vehicles must pull up to the curb by the canopy. Patrol volunteers will assist children from cars. For the safety of all, **YOU MUST STAY IN LINE UNTIL TRAFFIC MOVES OUT.**
4. To exit the parking lot after drop-off, take the access road south at the cross. When you reach the stop sign, you **MUST** turn **EAST** behind the Parish Administrative Center to 70<sup>th</sup> Ave.
5. All bikers and walkers must enter from the **WEST** (Harlem Ave.). There will be **NO** vehicle traffic entering from the east.

### **PARKING LOT DISMISSAL PROCEDURES FOR K-8**

1. All vehicles must **ENTER** the school parking lot from the **EAST** (70th Avenue).
2. All vehicles must turn right and travel **NORTH** past the Marian Shrine.
3. All vehicles must pull into spaces **FACING** the Parish Center, one behind the other, beginning in the row closest to the Parish Center.
4. All vehicles must park carefully between the lines, filling in every space.
5. Students will be standing at the various crosswalks marked on the map. **THEY WILL NOT BE ALLOWED TO CROSS ANYWHERE ELSE.**
  - a. Orange cones will mark the crosswalks.
  - b. Patrol volunteers will be holding **STOP** signs.
6. Patrol volunteers will blow a whistle. The **STOP** signs will go up and absolutely no movement of vehicles will be allowed.
7. Students in K-2 **MUST** be taken by the hand by their parent/adult and escorted to the car. These children will not be allowed to walk by themselves.
8. Students in grades 4-8 may now enter the parking lot and get into the cars. Reasonable time will be given. To facilitate dismissal, please get into cars **ASAP** and be ready to leave.
9. The patrol volunteers will step back in the crosswalk and blow the whistle again.
10. When there are no students walking in the lot, cars will then be directed out the south access road by the cross. Rows closest to the Parish Center will be directed out first, with subsequent rows following.

11. Whistles are to direct walkers only, cars may **ONLY** move when directed by a volunteer.
12. To exit the parking lot after pick-up, take the access road by the cross. When you reach the **STOP** sign, you may turn EAST (behind the PAC to 70<sup>th</sup> Ave.) or WEST (Harlem Ave.) to exit the lot.
13. The three crosswalks are to be used at dismissal time until all students have departed. Grades 6, 7, and 8 will use crosswalk #3; Grades 4 and 5 will use crosswalk #2; Grades K and 1 will use crosswalk #1; Grades 2 and 3 will use crosswalk #1. It is **MANDATORY** for all students to remain in their assigned crosswalk. They should remain there until the first whistle blows.
14. Parents are reminded to use the crosswalks when walking to and from their cars.
15. **THERE WILL BE ONLY ONE ROUND FOR PICKUP DUE TO THE INCREASED NUMBER OF AVAILABLE SPACES. PLEASE BE ON TIME FOR THE 2:30 pm DISMISSAL.** Parents who are delayed will go to **Extended Day Room** to get their children after the regular parking dismissal.
16. Children walking home or riding bikes will be dismissed first at the front of the line.
17. **CHILDREN RIDING BIKES OR WALKING WILL EXIT TOWARD HARLEM AVE. BEFORE THE PARKING LOT TRAFFIC IS DISMISSED.**

**PRESCHOOL DROP OFF AND PICK UP PROCEDURES**  
**REVISED JANUARY 2007**

**IT IS EXTREMELY IMPORTANT TO FOLLOW THESE PROCEDURES. THE SAFETY OF YOUR CHILD IS OUR PRIMARY CONCERN.**

**ARRIVAL** Please be mindful that there may be funeral traffic or recess in the lot at the 11:40 am drop-off.

**8:10 am for the 8:15 am class**

Children without siblings in Kindergarten-Grade 8:

1. All vehicles must enter the parking lot from the **EAST** (70th Ave.)
2. Drive **NORTH** past the Marian Shrine and pull along the parking spaces nearest the Parish Center.

3. 8th grade students will assist the children from their cars and into the building. Parents should remain in the car. Drop-off is valet style.
4. **You must stay in line until the traffic ahead moves out.**
5. To exit the parking lot after drop-off, travel past the canopy and down the access road by the cross to the stop sign. You must turn EAST behind the Parish Administrative Center and exit to 70th Ave.

**11:40 am for the 11:45 am class**

1. All vehicles must enter the parking lot from the **EAST** (70th Ave.)
2. Drive **NORTH** past the Marian Shrine and loop into the area east of the Parish Center. (See the map)
3. 8th grade students will assist the children from their cars and into the building. Parents should remain in the car. Drop-off is valet style.
4. **You must stay in line until the traffic ahead moves out.**
5. To exit the parking lot after drop-off, turn and travel south past the Marian Shrine to the stop sign. When you reach the stop sign, you must turn **EAST** (70th Ave.) to exit the lot.

**7:55 am** Children with siblings in Kindergarten-Grade 8:

1. Follow the parking lot procedure for Kindergarten-Grade 8.
2. Sibling may (if you prefer) escort the child to the bench near the office. An adult will escort the child to class.

**DISMISSAL Please be mindful that there may be funeral traffic in the lot at the 10:45 am dismissal.**

**10:45 am / 2:15 pm** Children without siblings in Kindergarten-Grade 8:

1. All vehicles must enter the parking lot from the **EAST** (70th Ave.)
2. Drive **NORTH** past the Marian Shrine and pull along the parking spaces nearest the Parish Center.
3. All children should be picked up at the Parish Center exit. Pick-up is also valet style.
4. To exit the parking lot after pick-up, travel past the canopy down the access road to the cross. When you reach the stop sign, you must turn **EAST** behind the Parish Administrative Center and exit to 70th Ave.

**AT THE 2:15 DISMISSAL IT IS VITAL THAT YOU ARE ON TIME AND EXIT THE LOT AS SOON AS YOU HAVE YOUR CHILD. THIS IS IMPORTANT SO AS NOT TO INTERFERE WITH THE MAIN SCHOOL DISMISSAL.**

**2:15 pm** Children with siblings in Kindergarten-Grade 8:

1. If you are picking up other children in K-8, please follow the normal parking and dismissal procedures.

## **UNIFORMS AND DRESS CODE**

### **Uniforms**

#### **Girls**

- Green plaid (**Knee length, zipped, not rolled**)
- White blouse with collar
- White or navy solid color socks or tights (socks must cover the ankle)
- Dress shoes, non-scuff heels (Shoes must cover the entire foot; therefore flip flops, sandals, and the like are not permitted.)

#### Optional items

- Navy cardigan
- Navy sweater vest
- Navy V neck sweater
- Navy slacks
- White ribbed knit shirt (Grades 4-8)
- Navy walking shorts
- Plaid skirt (split skirt)
- Green St. Alexander sweatshirt (worn over blouse)

#### **Boys**

- Navy pants. If the pants have belt loops, a brown or black belt must be worn.
- Blue short-sleeved shirt
- White or navy solid socks (socks cover the ankle)
- Dress shoes, non-scuff heels

#### Optional items

- Navy walking shorts
- Navy cardigan
- Navy V neck sweater
- Green St. Alexander sweatshirt (worn over shirt)
- Green St. Alexander fleece (worn over shirt)

Schoolbelles is our uniform distributor.

"Fad" type shoes or boots are not permitted. Shoes should not mark floors.

### **Gym Uniforms**

- Green and white St. Alexander gym short

- Green and white St. Alexander T-shirt
- White socks
- Gym shoes

It is expected that gym uniforms be kept in good condition, worthy of being representative of a St. Alexander school uniform. **All uniforms must be replaced when torn or with holes. Please note that it is no longer necessary (due to air conditioned classrooms) to allow students to wear gym shorts if the temperature is 80 degrees or above.**

Students are permitted to wear their St. Alexander gym uniforms all day in school on their gym days, including their day of Mass attendance.

Uniforms are expected to be worn every day, beginning with the first day of school, unless announced otherwise.

### **Dress Code**

- All students are expected to be personally neat and well groomed.
- Shirts/blouses for all students must be tucked, not rolled. Only white T-shirts may be worn under uniform shirts. Sleeves and tails must not show from underneath.
- Hair must be neat and clean. Boys' hair should not cover ears or be long on the neck. "Fad" cuts or styles are not permitted. Students who have hair wraps and other fad hairstyles must have them removed before coming to school. Hair must be the child's natural color.
- Make-up, including colored nail polish and lip-gloss, is not permitted.
- Excessive or inappropriate jewelry is not permitted.
  - Girls may wear one pair of earrings with posts flat to the ear.
  - Cartilage earrings are not allowed.
  - Boys are not allowed to wear an earring(s).
  - All students may wear watches, religious crosses, and medals.
- Boots must be worn when there is snow on the ground.

All uniforms should be labeled with the student's name and grade.

Uniforms are expected to be worn every day, beginning with the first day of school, unless otherwise announced.

### **Dress Up and Dress Down Days**

On Dress Up and Dress Down Days, students may be out of uniform. They are expected to be dressed appropriately. Clothing should be clean, without holes. Inappropriate writing or graphics should not appear on clothing. Everything from

shoulder to knee must be covered to be considered appropriate attire. No below the waist shorts or pants are allowed. Shorts must be mid-thigh. Short shorts or skirts are not acceptable. Hats are not to be worn in the school building. Shoes must cover the entire foot; therefore flip-flops, sandals and the like are not permitted. If students do not come to school appropriately dressed, the parent will receive a call from the office. The school uniform must then be worn if the student must call home due to inappropriate attire.

**The final judgment of what is appropriate and acceptable will be made by the administration.**

## **ATTENDANCE**

It is very important that each student attend school every day. For your child's safety, if a student is going to be absent or tardy, the parent/guardian must call the school office before 9:00 A.M. each day the student will be absent. The school office telephone number is 708-448-0408. Parents will be called by the office if an absence is not called in.

### **Absences**

A dated, written excuse from the parents must be presented to the teacher upon the return of the absentee.

A doctor's release is required for absence due to a communicable disease or any absence of five consecutive days.

Students are required to make up any missed work while absent. Homework for an absent student will be left on the homework cart/table.

Medical and dental appointments should be scheduled after school hours.

### **Tardiness**

The school day begins at 7:50 am. Students are considered tardy if they enter their classrooms after the 8:00 am bell. A tardy slip will be given to students who are late for school. They should go directly to the office. Three **tardy slips per quarter will result in a detention.**

### **Truancy**

Truancy is absence from school or class without a legitimate reason. Such an absence is a serious violation and will result in school probation and/or dismissal.

### **Perfect Attendance**

In order to achieve perfect attendance for the school year, a student must be in school every day with no tardiness. Funerals for immediate family and court summons are considered excused absences.

### **Vacations**

Contact the teacher concerning all absences for vacations. The school's policy in regard to absence for trips rests upon the premise that the chief responsibility for the child's education lies with the family. We do not formally grant permission for extended absence for vacations. All assignments and missed tests must be completed at a time set at the discretion of the teacher. Please consult each department's individual policy regarding assignments given to those on vacation. FOR YOUR CHILD'S WELL-BEING PARENTS WHO WILL TRAVEL OUT-OF-TOWN MUST NOTIFY THE SCHOOL OFFICE AS WELL AS YOUR EMERGENCY CONTACTS.

### **HEALTH**

#### **Physical Examinations**

The State of Illinois School Code requires complete physical examinations for those students new to the school and prior to entrance to Preschool, Kindergarten and Fifth Grade. The State also requires all children in Kindergarten, Second and Sixth grades to have a dental examination.

#### **Immunizations**

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

#### **Illness**

Students should not remain in school when they have a rash, fever, sore throat, or severe cold. This is for the safety of the child, as well as others in the school.

If students become ill during the school day, parents will be called at home/work. Parents are responsible for having their children picked up and taken home. They will not be dismissed without an authorized adult to accompany them home.

In order to prevent the spread of infection, the school rule states that if a student is sent home with an elevated temperature, he/she should remain home from school the next day or until his/her temperature has been normal for 24 hours from the

time of dismissal. **A written excuse from the parent is mandatory after any absence.**

### **Communicable Disease**

School policy states that a student who has a contagious or communicable disease cannot be readmitted to school without a physician's certificate which states that he/she is able to return to school.

The following diseases require exclusion from school:

- Pink eye (conjunctivitis)
- Head lice
- Chicken pox--not less than six days after eruption and/or all scabs are dry
- German measles and Rubella--five days after appearance of rash
- Mumps--nine days and until all swelling is gone

### **Medication**

Medication required by a student will generally not be administered at school by the staff. This policy includes even common and widely used preparations, such as aspirin. If your child is required to take medication during the school day and a parent is not available to dispense it, forms must be completed by your physician and forwarded to the office before this request can be accommodated. In all cases, the school retains the discretion to reject a request for administering medicine.

### **Self-administration of Medication/Inhalers**

State law requires that we inform the parents or guardians of the student, in writing, that the school district or nonpublic school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of injury arising from self-administration of medication by the student.

The permission for self-administration of medication, including inhalers, is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements outlined above. A form must be obtained from the office each year. The completed form will be kept on file in the office.

A student with asthma may possess and use his/her inhaler while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities while on school-operated property. The school recommends that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication. Information regarding any chronic illness (asthma, diabetes, etc.), which might require attention during school hours, should be on file in the office.

### **Excuse from Physical Education/Outside Recess**

A written request is required to be excused from Physical Education classes. Usually, a child well enough to be in school is well enough to participate in Physical Education classes and outside recess.

## **STUDENT EVALUATION**

### **Progress Reports**

Progress Reports can be issued four times a year, midway through each quarter as deemed necessary. They note the student's progress and effort at that point of the marking period.

### **Report Cards**

Written evaluations are given four times during the school year. Evaluations are based on direct observation, oral and written examinations, effort, and home, as well as school work.

Parents/guardians should discuss the report card with their child and sign and return the envelope to the teacher. As parent/guardian, you are urged to immediately contact the teacher if you have any questions about your child's report card.

### **Report Card Scale—Kindergarten**

- 3 OUTSTANDING
- 2 SATISFACTORY
- 1 NEEDS IMPROVEMENT

### **Report Card Scale--Primary Level**

- 4 EXCELLENT
- 3 ABOVE AVERAGE
- 2 AVERAGE
- 1 UNSATISFACTORY

One overall effort grade is given for each subject area.

## **Report Card Scale for Intermediate and Junior High Level**

### **Achievement**

A 93 -100

B 85 - 92

C 76 - 84

D 70 - 75

F Below 70

I Incomplete

### **Effort**

4 Maximum

3 Average

2 Minimum

1 Needs improvement

## **Olympic Honor Roll for Grades 4-8**

### **General Eligibility**

- No checks or D's in any classes
- No 1's as effort grades in any of the seven major subjects (Reading, Spelling, English, Mathematics, Science, Social Studies, and Religion)
- Grades are based on the point system A=4, B=3, C=2

### **Gold Honor Roll**

- Fulfill all general eligibility rules
- Have a total of 27-28 points in the seven major subjects

### **Silver Honor Roll**

- Fulfill all general eligibility rules
- Have a total of 24-26 points in the seven major subjects

### **Bronze Honor Roll**

- Fulfill all general eligibility rules
- Have a total of 21-23 points in the seven major subjects

## **Incomplete on Report Cards**

If a student receives an incomplete (**I**) on the report card, the student has ten school days from the time report cards are distributed to make up the work. If it is not completed in this time period, it becomes an automatic "F".

## **Detentions**

Two detentions will result in a check on the report card. This check prohibits the student from being on the Honor Roll.

### **Citizenship Award--Primary Level**

- BRAVE Chooses to do the right thing, as a good Christian
- HONEST Tells the truth and obeys the rules of the school
- LEADER Is liked by classmates for the good person he/she tries to be
- HELPFUL Does what he/she should and offers to do extra in the classroom and for the school
- KIND Cares about other children's feelings and tries to help other children at times
- POLITE Uses good manners and listens to the teachers while in school

### **NO CHECKS ON REPORT CARD OR DETENTIONS**

No unsatisfactory work will be accepted. Recipients of this award are to be an example of the overall list in general, rather than any area specifically. They are chosen by the department teachers for this award at the end of each quarter.

### **Citizenship Award--Intermediate and Junior High Level**

- COURAGE Exemplifies Christian attitudes and principles
- HONOR Practices good citizenship; exhibits loyalty, honor, and trust
- LEADERSHIP Promotes respect for authority, school policies, and property
- SERVICE Accepts responsibility; shows initiative
- PATRIOTISM Exhibits good behavior in word and action
- RESPECT Shows concern for others; is conscientious

### **NO CHECKS ON REPORT CARD OR DETENTIONS**

Recipients of this award are to be an example of the overall list in general, rather than any area specifically. They are chosen by the department teachers for this award at the end of each quarter.

### **Promotion/Retention**

Children are promoted to the next grade on the basis of effort, achievement, personal growth, and academic ability. Since all children do not reach the same level of academic and emotional maturity at a given time, it may be necessary for a child to be retained in a grade. When a teacher considers that retention of a child will be beneficial, it will be discussed at a conference with the parents and administration, ordinarily at the end of the first semester.

### **Failure Policy for the Junior High Department**

If a student fails two basic courses in the 8th Grade, a signed diploma will be withheld and graduation will be denied. The junior high teachers have agreed that failure of a basic course shall be determined by a total of two "F's" for the four quarters of the school year.

### **Summer School**

Reading and Math form the basis for present and future success in all areas. Therefore, we cannot automatically promote any child who fails Reading and/or Math for either semester. These students will be required to satisfactorily complete a summer school program in order to be promoted to the next grade.

### **Parent/Teacher Conferences**

A **mandatory** conference is held once a year to discuss the progress of each student. Parents/guardian must attend the annual conference. Junior High students must attend the conference with their parents. Additional conferences are held as the need arises. Parents are encouraged to request an appointment in advance for any additional conferences. Teachers may also request a conference if it is necessary to review a child's progress or behavior.

### **Achievement Tests**

St. Alexander administers the **Terra Nova Standardized Achievement Tests** to all students in grades 3, 5, and 7. Annual testing is held during the first week in March. The purpose of the testing program is to provide diagnostic information for instructional purposes, evaluate student progress, and to evaluate the programs and goals of the school. Parents usually receive their child's results in a prepared report at the end of May.

It is important that each student be in attendance for the Achievement Test. If an emergency or sickness arises during the week of the tests, students will be allowed to make-up the tests. Please do not schedule your vacation during the week of testing. Any student not in attendance due to reasons other than emergencies or sickness can be charged a fee to make-up the Achievement Tests.

### **Homework**

It is expected that all children will do homework. The amount and kind will vary according to the child's age and ability. Homework can include written assignments, study, review, drill, assignments not completed in school, reading in various subject areas, and independent reading.

As a rule, homework is given daily in some areas; however, it is not unusual to have a long-range assignment for homework. The students in Grades 1 through 8 use assignment books. Parents should check this booklet daily.

Parental involvement is important. Parents are highly encouraged to actively listen to reading. They should drill their child on spelling words, definitions, and math facts. Parents are urged to help guide their child as he/she is learning to do research work and solve problems. Parents should encourage their child, but never simply give out answers without proper explanation.

### **Homework Deficiencies**

A homework deficiency notice is sent to the parent of a student who has missing, incomplete, and/or late assignments. The notice is to be signed and returned to the teacher, and the work is to be made up. If the situation is not rectified, a conference will be necessary.

## **RELIGION**

### **Liturgies**

Devotional prayers and tradition are part of the richness of our Faith. We have the responsibility to our students to provide experiences for appreciation of them. It is through an atmosphere of prayer that Christian attitudes have opportunities to grow.

There are times we gather as a school family to celebrate the Eucharist. Each class will use one day of the week to attend daily Mass. In addition, each class will prepare a liturgy service for a First Friday or a Holy Day for the entire school in which to participate.

Non-Eucharistic Liturgies are celebrated throughout the year by classes, grade levels, and the entire school body.

October	-	Rosary Service
Advent	-	Preparation for the birth of Jesus
Lent	-	Preparation for Easter

Parents are always welcome to celebrate with us.

## **SACRAMENTS / PREPARATION**

RECONCILIATION	GRADE 2
EUCCHARIST	GRADE 2
CONFIRMATION	GRADE 8

Parent preparation sessions are necessary for all sacraments and will be presented by the Religious Education Staff. Dates and times of these sessions are indicated on the calendar. Please refer to the Parish Bulletin as well.

All parents whose children will be receiving the Sacraments of Reconciliation, Eucharist, or Confirmation are expected to take part in the preparation of their children for each Sacrament. If for some reason you cannot fulfill your responsibilities, kindly inform us regarding these matters.

### **DISCIPLINE**

Good conduct is expected of all students both during school and at all activities at which the student is representing the school/parish community. Manifesting good sportsmanship, respect for authority, and proper behavior is consistent with Christian education.

#### **General Rules of Conduct**

- Once the student has entered the building quietly, he/she is to go directly to his/her classroom. If it is necessary to go to the office, he/she may do so only with the teacher's permission.
- Walking quietly in the halls is expected at all times.
- Students are expected to be responsive to adult supervision in the halls, classroom, and on the playground.
- Each teacher will explain to his/her class the rules to be followed in the classroom. Please consult your child's teacher if you have any questions.
- Students must respect school property and the property of others in the school.
- Special care must be taken with equipment/materials available in the Art, Gym, Music, Computer, Applied Technology, and Counseling rooms. All the same respect and regard for classroom rules and procedures apply, with consequences, to these classes as to all other classes.

#### **Detention**

Detention is a form of disciplinary action which shall be used by the individual teacher in cases of misconduct on the part of the student. The teacher directly involved in each specific case shall assign detentions. A detention should not be taken lightly by the parents/guardians of the child. If the school staff sees a pattern

of misconduct being developed by a student, parents/guardians will be asked to work with them to explore reasons and corrective measures.

\*Detentions will be issued for the following offenses:

FIGHTING	DISRESPECTFUL BEHAVIOR
ROUGH PLAY	CLASS DISTURBANCE
HANDLING SNOW	FOUL LANGUAGE
INAPPROPRIATE BEHAVIOR	DAMAGE TO SCHOOL PROPERTY
THREATS, VERBAL OR WRITTEN	

\*Other infractions not listed may also be subject to a detention.

Detentions are served on Wednesday. Students from grades 1-3 serve one-half hour beginning at 2:30 pm. Students from grades 4 and 5 serve one full hour beginning at 2:30 pm. Students from grades 6-8 serve one full hour beginning at **7:00 am**. The teacher supervising detention will give some type of work to the students. It is the responsibility of the parent or guardian to see that the child arrives at school on time for detention. If the student is late or fails to appear an additional detention will be served. If the student misses two detentions, an in school suspension will be served.

### **Justice Under God**

JUG can be used by a teacher for infractions of lesser severity than those that warrant a detention. JUGs are served by the assignment of the issuing teacher. If the student is late or fails to appear a detention will be served.

### **Behavior Outside of School**

A student who publicly displays unruly behavior outside of school while dressed in a school uniform can be subject to disciplinary action.

### **Cell Phones and Electronic Devices**

The use of cell phones and electronic devices are not permitted during school hours. Cell phones must be kept in student lockers, turned off.

### **Suspension**

Suspension is exclusion from all school-related activities for a minimum of one school day. Two types of suspension exist: in-school, with supervision provided by school personnel, and out-of-school, with parent supervision. The length and type of the suspension will be determined by the administration. **When a student has been issued either type of suspension, attendance at any school-related**

**function is forbidden.** Upon his or her return to school, the student will be responsible for obtaining and completing any assignments and/or tests given during the time of the out-of-school suspension. A conference with the student and parents is a condition for readmission after suspension.

### **Expulsion**

Expulsion is the termination of the student's privilege to attend St. Alexander School and requires the transfer of the student to another school. The rules for expulsion are determined by Archdiocesan policy. The parents/guardian of the student will meet with the administration and pastor to determine appropriate measures. The school retains the right to notify the police under certain circumstances when deemed necessary.

It is important that the parents be aware of the code of conduct that is required of each child attending St. Alexander School. Therefore, it is imperative that special attention is given to the following infractions that would possibly result in a suspension/expulsion:

- Obscene or vulgar language (written or verbal) or actions
- Physical fighting
- Unexcused absences
- Theft
- Leaving school grounds without permission
- Destroying or defacing church or school property
- Damage to another student's or teacher's property
- Possession of ALCOHOLIC BEVERAGES
- Possession of CIGARETTES
- Possession of DRUGS
- Possession of WEAPONS of ANY KIND

Any type of conduct deemed inappropriate in nature can possibly result in disciplinary action, just as a disciplinary rule or procedure may be waived for just cause at the discretion of the administration.

### **D.A.R.E.**

Drug Awareness Resistance Education is presented to our Fifth and Seventh Grade students by the Palos Heights Police Department. This educational program is designed to teach students to avoid smoking, drugs, and chemicals that are harmful

to them physically. It teaches them to deal with peer pressure and builds their self-esteem.

### **Drugs, Gangs, Weapons, and Bullying**

- Drugs and related paraphernalia, alcohol and tobacco will not be allowed in school, on school grounds, or at school related functions.
- Gang activity, gang association, or representing a gang affiliation will not be tolerated on school grounds or related activities. This includes sporting events, dances, etc.
- Weapons of any kind are not permitted on school property or during any school related activity. The definition of weapons includes knives, shotguns, brass knuckles, billy clubs, pepper spray, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm or intimidation. Weapons will be confiscated immediately and parents/guardian notified.
- Bullying or the intimidation of another student does not coincide with our Christian principles and will not be tolerated.

In the event that any student is found conducting her/himself in any of the above matters stated, he/she may be subject to strong disciplinary action to include probation, suspension, and/or expulsion. The parents/guardian of said student will meet with the administration and pastor to determine appropriate measures. The school retains the right to notify the police under certain circumstances when deemed necessary.

### **Bully Prevention**

A school wide policy has been formulated that states clearly that bullying will not be accepted or tolerated by anyone. These are the class rules against bullying:

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We will include students who might be left out.

Consequences for bullying behavior:

1. Apologize.
2. Discuss the incident with the teacher.
3. Discuss the incident with the principal and/or counselor.
4. Forfeit privileges.
5. Make restitution.
6. Parent conference.

7. Further disciplinary action at the discretion of the administration.

### **Search and Seizure**

All property of the school, including student's desks and lockers, as well as their contents, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures, as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

### **Sexual Harassment Regulation**

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or expulsion. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set above.

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

### **SAFETY**

#### **FIRE AND TORNADO PROCEDURES**

St. Alexander Parish School in cooperation with the local Fire Department has developed a comprehensive plan to be followed in the event that there is ever a tornado or fire at our school. The administration and staff are fully aware of the plan and will take necessary steps to prepare the students. We will conduct frequent drills during the year.

If the students are sent home because of the evacuation of the school, they will be sent to the address you have indicated on the emergency form. Please provide all necessary instructions to your child.

#### **TORNADO WATCH**

This is intended to alert a comparatively large area to the possibility of severe storms. When there is a **WATCH** situation, children are not disrupted from

their regular classroom routine except those who may be outside for Physical Education.

## **TORNADO WARNING**

A Severe Weather Warning or Tornado Warning is issued for a much smaller area. A **WARNING** means that immediate protective action is to be taken and a close and constant vigil of the weather is required. Warnings are issued when tornadoes or severe thunderstorms have been sighted or their existence is indicated on radar. If a Tornado Warning is sounded at dismissal time, students must remain in the building until an all-clear signal is given.

## **STUDENTS WILL NOT BE RELEASED TO PARENTS AT THIS TIME.**

Students will be kept in school if a tornado warning is sounded in our area. Parents are asked to refrain from calling or coming to school until the threat is over.

## **Emergency Cards**

The parents/guardian of each family will complete an emergency card at the beginning of the school year, listing their physician and any person to call in the event they cannot be reached immediately. **PLEASE NOTIFY THE SCHOOL OFFICE OF ANY CHANGES OF ADDRESS, PHONE NUMBER, E-MAIL, OR EMERGENCY INFORMATION IMMEDIATELY.** In the event of a serious injury to a student, if the parents/guardian cannot be reached, 911 will be called for the fire department paramedics, who will administer first aid and take the child to the nearest hospital.

Parents are requested to list on the Family Emergency Cards **ONLY** relatives, friends, or neighbors who can drive and reside within a radius of a twenty-minute car ride to school. In the event the parent/guardian cannot be reached, the child will be released **ONLY** to people listed on the Emergency Card.

Each family must have an Emergency Card on file in the office. An updated Emergency Card must be turned in at the beginning of each school year. Every child with special health problems, e.g., epilepsy, diabetes, allergies, asthma, heart conditions, or any physical disabilities should have this noted on the emergency

card. This knowledge may be of utmost importance in dealing with emergency situations. When parents are out of town, the school should be notified with pertinent information.

### **Emergency Closing**

During the winter, in the event of inclement weather, school cancellations will be announced over the following radio stations:

- WGN-AM            720
- WMAQ-AM        670
- WBBM-AM        780
- WLS-AM           890
- WBBM-FM        96.3
- FOX-TV            32
- WGN-TV            9

When no announcement is made, school will be open, and classes will be conducted for those who come. **PLEASE DO NOT CALL THE SCHOOL.** Listen to the radio or television.

### **Telephone Emergency Relay and Class Lists**

A telephone emergency relay will inform each family of any emergency or important information that must be passed on. Phone numbers will be given to Room Mothers for this purpose. Notification must be made to the office if you do not wish your phone number to be listed.

### **Reporting Child Abuse**

By law, the State of Illinois requires all school personnel to inform the Department of Children and Family Services of any allegations and suspicions of child abuse and neglect.

### **Security**

All visitors to the school are expected to use the security bell at the main entrance and to check in at the office upon entering. You will be requested to wear a visitors badge while in the building.

Children will be allowed back in school until 2:45 pm only with an adult to retrieve forgotten items.

## **Smoke-free Environment**

St. Alexander is a smoke-free environment.

## **COMMUNICATION**

### **Phone Calls and Visitors**

Please avoid calling for a teacher during school hours. Appointments to confer with teachers should be scheduled outside of regular school hours. Call the office between 8:00 A.M. and 2:30 P.M. to leave a message for a teacher to return a call.

All parents/visitors must enter school through the main doors, sign in, and receive a visitors badge. **PARENTS OR ANY OTHER PERSONS ARE NOT ALLOWED TO GO TO THE CLASSROOMS DURING SCHOOL HOURS WITHOUT PERMISSION FROM THE OFFICE.**

In order for meeting time to be prepared and used productively, parents must make an appointment with any teacher or the administrator they wish to see.

### **Telephone Use**

The students' use of the public phone is allowed during the school day only by permission of the staff. The office phone may be used in an emergency or with the staff's permission.

**The office staff works hard to keep the school operating efficiently. PLEASE DO NOT CALL THE OFFICE DURING THE SCHOOL DAY WITH AFTER SCHOOL MESSAGES FOR YOUR CHILD. In an emergency, a message will always be relayed.**

### **Newsletters**

On Thursdays of each week, flyers and other important information will be sent home in the white family envelope with the oldest child. It is important for you to return the signed envelope by Wednesday of the following week so that you are informed of school related news. If your child fails to return the envelope, a \$10.00 fee will be charged and your child will be issued a detention.

## **FIELD TRIPS**

A written permission slip will be sent home to parents when a class is planning a field trip. Written parental/guardian consent must be given before the student is allowed on a field trip. A phone call from a parent will not be accepted in place of a signed form.

Each class selects and conducts several educational field trips during the year. Room mothers and parents may be chaperones. No preschool siblings are allowed

on field trips. Field trips are learning experiences. Students should be well behaved and courteous. Chewing gum is NOT permitted. The bus must be left in the same condition as when the students boarded. If a student does not follow these regulations, he/she will not be allowed to go with the class on the next trip. The administration may deny the privilege of attending an outing to any student or class due to poor behavior or lack of responsibility.

### **ATHLETICS**

Various sports are sponsored through the parish. These sports are available to the school children. More specific information may be obtained from the Parish Center Director.

If any family is in a situation of financial difficulty and would like their children to participate in Parish Center activities, please contact Cathy Sullivan, Parish Center Director. All requests and inquiries will be handled discreetly.

### **VOLUNTEERS**

Volunteers are very important to the operation of our school. Volunteers MUST sign in at the office before going to their destination and obtain a visitor's badge. Volunteers are asked to arrive on time and to perform the assigned task. Please inquire at the office for volunteer opportunities. All volunteers must complete the Criminal Background Check, CANTS form, Code of Conduct, and attend the VIRTUS session on Protecting God's Children.

### **SPECIAL ACTIVITIES AND FUND RAISERS**

Parents are asked to encourage students to support Hot Dog Days and Fund Raisers. The proceeds from these days are used to purchase supplies and equipment for the school.

Special religious activities, Student Council, science fairs, band concerts, plays, curricular contests, athletic programs, and projects all contribute to the total growth of the student. Be a part of this growth process—give your time, your concern, and your support. Encourage your student to become a participant.

## St. Alexander School Code of Behavior and Respect

This agreement goes home at the start of the school year to every St. Alexander family and should be signed by parents and every student.

AS MEMBERS OF THE COMMUNITY OF ST. ALEXANDER SCHOOL, WE AGREE TO:

### RESPECT OURSELVES BY:

- Trying our hardest
- Being responsible for our own actions, assignments, and property
- Coming to school clean, rested, on time, and prepared
- Using words, language, and actions that are not mean or offensive
- Being fair and honest
- Bringing only appropriate items to school
- Playing and acting safely

### RESPECT OTHERS BY:

- Accepting everyone's differences
- Observing lunchtime and playground rules
- Being polite, courteous, and cooperative in work and play
- Making sure games and activities are open to everyone
- Not pushing, kicking, fighting, or play-fighting
- Walking at all times in the building
- Following directions from teachers and all other supervisors
- Not throwing rocks, snowballs, sticks, or other items

### RESPECT PROPERTY BY:

- Keeping all areas of the school neat and orderly
- Using materials in ways that don't waste, litter, or damage

As members of the community of St. Alexander School, we understand the Code of Behavior and Respect. We realize that if we violate the code, there will be certain consequences to those actions. The consequences include:

- Being corrected by a teacher or supervisor
- Receiving a "timeout"
- Losing recess or other activity
- Contacting parent(s) and/or a meeting with parents and administration
- Apologizing to anyone affected by my actions
- Talking with the principal or assistant principal
- Making restitution for any property or material I have damaged

- Losing special privileges such as attendance at field trips, school programs or assemblies
- Spending free time helping to clean the school or performing other school services
- Suspension from school

These consequences will be administered to meet the frequency and severity of the action(s). They will generally follow the sequence in which they are listed unless there are extenuating circumstances. Communication with parents does not usually occur for minor first infractions. Fighting, intentionally hurting another student or adult, or bringing a weapon to school may result in immediate suspension.

We have read this agreement and understand it. Parent signature\_\_\_\_\_

Student signature\_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ Please return to the homeroom teacher of oldest child.

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY FOR ST. ALEXANDER SCHOOL**

The curriculum at St. Alexander School provides for computer and Internet instruction. All students, especially those in grades 4 through 8, are expected to use all school equipment and the Internet appropriately. This policy contains details for acceptable use and consequences for inappropriate behavior. St. Alexander School firmly believes that the value of information, interaction and research capabilities available online outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

The technologies available at St. Alexander School were installed for use by everyone working in the school. Students are expected to handle the equipment in a responsible, ethical and polite manner, and, if possible, leave it “better than they found it”, to insure its continued use. St. Alexander School is not responsible for any damages the student may suffer, including the loss of data.

Disciplinary consequences (detention, denial of access to technology, suspension from school, financial liability for damaged property, and/or expulsion from school) will result if a student intentionally causes damage to any school equipment including hardware or software. Included, but not limited to the following (unless under the direct supervision of the technology coordinator):

1. tampering, removing or exchanging any hardware or software component from any system.
2. deleting, renaming, moving, copying, or changing any file or its properties, other than his/her personally owned files.
3. tampering with installed software and files.
4. attempting to gain access to unauthorized files.
5. attempting to change passwords, or inappropriately using the server.
6. installing personal software on school technology.
7. violating copyright laws by unauthorized copying of software.
8. installing, copying or knowingly infecting a computer with a virus.

The appropriate use of the Internet by students, especially in 4th through 8th grade, is expected and taught. The accessing and sending of personal email by students is prohibited. Intra-school email only will be taught at this time. No student will be allowed in chat rooms or to “instant message” anyone. Downloading is prohibited. “Surfing” is restricted to pre-approved sites and/or specified topics. The Internet is a vast wealth of information. Students will be expected to properly document data, writings and pictures that belong to others. Plagiarism will not be accepted or permitted. St. Alexander School is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

Violations will result in restriction or loss of accessibility, depending upon the severity. Parents could be held legally responsible for the child’s actions while using the school’s Internet resources. Each student will be expected to follow the following safety rules when surfing and communicating on the Internet at St. Alexander School:

1. no commercial programs will be accessed, downloaded or distributed in any capacity via the St. Alexander School Internet resource.
2. all parents/guardians will be required to sign ONE consent form for ALL their students, which will be kept on file for one school year. Students who do not have a signed consent form on file will NOT be allowed to use the Internet in any capacity in school until the form is returned.
3. no personal information will be given out over the internet such as full name, address, telephone number, parent’s work address/telephone number, their picture, or the name and location of St. Alexander School, unless prior permission has been given, or directly stipulated by the technology coordinator/teacher. Nothing will be purchased via the Internet.
4. tell a teacher or parent if they come across any information that makes them feel uncomfortable, and take appropriate action (leave the site, quit the internet program). Never respond to inappropriate email, in or out of school.
5. be a good online citizen and not do anything that hurts other people or is against the law. Do not use obscene, profane, or rude language. Do not post false or harmful information, or ANY information about another person. Do not send chain letters.
6. Personal published websites will not be created or accessed at school.

ST.ALEXANDER FACULTY AND STAFF  
2007-2008

Mrs. Mary Lynn Duffy	Preschool	313
Mrs. Julie Barker	Kindergarten	312
	Extended Day Program	310
Mrs. Marge Dillon	Kindergarten	311
Mrs. Bonita Graham	Grade 1	308
Mrs. Lori Czech	Grade 1	307
Mrs. Pam Domico	Grade 2	306
Mrs. Agnes Terando	Grade 2	305
Mrs. Sharon Goldman	Grade 3	304
Mrs. Janet Crowley	Grade 3	303
Mrs. Donna Plocharczyk	Grade 4	202
Mrs. Lisa Rotkvich	Grade 4	203
Ms. Lisa Sinovich	Grade 5	204
Mrs. Linda Lopina	Grade 5	205
Mrs. Karen Curran	Grade 6	200
Ms. Laura Thompson	Grade 6	201
Mrs. Jamie Nowinski	Grade 8	100
Mrs. Mary Dombrowski	Grade 7	105
Mrs. Mary Ceebin	Grade 8	101
Mrs. Margaret Mraz	Grade 7	104
Mrs. Joan Osinski	Art	
Mrs. Diane Lee	Gym	
	Music	310
Mrs. Dianne Rowe	Computer	
Mrs. Joan Obiala	ELS	309
Mrs. Susan Rohde	Special Education	310
Mrs. Carol Hardiman	Spanish	
Mr. Fred Schafer	Applied Technology	102
Mrs. Patricia Smith	Counselor	
Mrs. Mary Ann Lennon	Teacher Assistant	Preschool
Mrs. Debra Bryant	Teacher Assistant	Preschool
Mrs. Kathleen Paluch	Teacher Assistant	Kindergarten
Mrs. Dorothy Viravec	Teacher Assistant	Grade 1
Mrs. Phyllis Ryan	Teacher Assistant	Grade 2
Mrs. Nancy Gasser	Teacher Assistant	Grade 3
Mrs. Kathe Merigold	Teacher Assistant	Intermediate
Mrs. Rae Anne Haines	Teacher Assistant	Junior High
Mrs. Cathy Biel	Assistant Principal	
Mrs. Patricia Lynch	Principal	
Deacon Tim Keating	Director of Religious Education	
Mrs. Nancy Cook	Admin. Assistant Rel. Education	

Ms. Marilyn Stanton	Office
Mrs. Sandy Cadore	Office
Mrs. Mary Ann Pellicore	Office
Mr. Mike Garetto Jr.	Maintenance
Mr. Tim Bragg	Maintenance
Mr. Vince Juarez	Maintenance

## 2007-2008 SCHOOL YEAR CALENDAR

August 16	Organization Day in the Parish Lounge 9:00 am-1:00 pm
August 22	First day of school for Gr. 1-8 10:00-11:30 am
August 23	Full day Gr. 1-8 Hot lunch begins Kindergarten begins 9:00-10:30 am
August 24	Full day Gr. 1-8, Kindergarten 8:00-11:00 am
August 29	Preschool 4's begin 9:00-9:30 am, 12:30-1:00 pm
August 30	Preschool 3's begin 9:00-9:30 am, 12:30-1:00 pm
Sept. 3	Labor Day NO SCHOOL
Sept. 4	Regular Preschool classes begin
Sept. 10	Teacher Inservice NO SCHOOL
Sept. 28	First quarter progress reports
Oct. 5	Teacher Inservice NO SCHOOL
Oct. 8	Columbus Day NO SCHOOL
Oct. 26	End of first quarter
Nov. 2	First quarter report cards
Nov. 8	11:30 am Dismissal Parent-Teacher Conferences
Nov. 9	Parent-Teacher Conferences NO SCHOOL
Nov. 21	11:30 am dismissal
Nov. 22-23	Thanksgiving break
Dec. 7	Second quarter progress reports
Dec. 21	11:30 am dismissal Christmas break begins
Jan. 7	School resumes
Jan. 18	End of second quarter
Jan. 21	Martin Luther King Jr. Day NO SCHOOL
Jan. 25	Second quarter report cards
Jan. 27	Catholic Schools Week begins 12:00 Mass
Jan. 30	1:00 pm dismissal
Feb. 15	Teacher Inservice NO SCHOOL
Feb. 18	Presidents' Day NO SCHOOL
Feb. 22	Third quarter progress reports
March 3-7	Terra Nova Testing Week
March 19	End of third quarter
March 20	Spring Break begins
March 31	School resumes
April 4	Third quarter report cards
April 18	Teacher Inservice NO SCHOOL
May 2	Fourth quarter progress reports
May 9	Teacher Inservice NO SCHOOL

May 26        Memorial Day NO SCHOOL  
June 2        Graduation  
June 5        11:30 am dismissal  
June 6        Last day of school 10:00 am dismissal