



ST. CAJETAN SCHOOL

Parent-Student Handbook

2024- 2025

“A PLACE TO CALL HOME”



2447 W. 112th Street, Chicago, Illinois 60655

Phone: 773-474-7820 FAX: 773-474-7821

www.stcajetanschool.org

Table of Contents

Mission and Vision
Faculty and Staff
School Calendar
Bell Schedules/Mass Dates/ Organizations
Academic Policies
Admissions
Attendance
Communication
Curriculum
Discipline/ Student Expectations
Dress Code
Extended Day
Health and Wellness
Parent Volunteers
Religious Education
Student Safety and Protection
Technology
Tuition and Fees
Handbook Agreement
Technology Acceptable Use Agreement
Email Acceptable Use Policy
Photo/ Media/ Work Release Form

ST. CAJETAN SCHOOL

St. Cajetan School is a Preschool through Grade 8 Catholic Elementary School under the Archdiocese of Chicago Schools Office. We are a community based in the Catholic faith, and that faith is infused into the daily culture of our classrooms. We have been called to be the disciples of our Lord and we encourage our students to act on that calling daily. Our school features innovative technology, a rigorous curriculum aligned with the Common Core, and extracurricular activities ranging from athletics and technology to service and the arts. We are blessed with a supportive community of families and parishioners, and are privileged to have a committed staff of educational professionals, many of whom hold Master's degrees in their field.

St. Cajetan School does not teach textbooks. We teach children.

We understand that there are differences in the way students learn, so use various strategies to ensure that all children have the opportunity to reach their full potential. In addition to strong academic standards, we are committed to educating "the whole child", which means meeting our students' social and emotional needs and working to shape new generations of compassionate, ethical leaders.

MISSION OF ST. CAJETAN SCHOOL

St. Cajetan Parish, in partnership with parents and guardians, educates children intellectually, spiritually and morally in the context of the strong Catholic environment which fosters diversity and discipleship in building the kingdom of God through words and deeds.

THE PHILOSOPHY OF SAINT CAJETAN SCHOOL

We believe in the uniqueness and dignity of each person and therefore, aim to provide a Catholic educational environment animated by the traditional gospel spirit of freedom, compassion and love, so that each individual may grow in knowledge, responsibility, respect, and concern for God, self, and others.

IN ORDER TO DO THIS, WE WILL STRIVE:

- To make known to each student the person of Jesus and the message of His Gospel so that the children may experience a sense of membership in their faith and community and develop a sense of responsibility to others in the larger parish family, neighborhood, and civil communities.
- To complement and support parents, the primary educators, through communication and cooperation, as well as, to encourage active involvement in the learning process.
- To enable the student to reach his/her potential in the art of communication, and to develop within the student the power to think constructively, and reason independently so that he/she can deal effectively with change.
- To provide all students educational opportunities and experiences which emphasize the heritage, the responsibilities, and the privileges of all people, thus helping students appreciate their individual differences and free themselves from prejudices concerning race, sex, and nationalities.
- To provide programs which promote emotional well-being and physical fitness.
- To provide students with opportunities to develop Catholic values which reflect respect for God, self, and others.
- To provide programs and experiences which meet the students' intellectual and developmental needs.

*** The school agrees to comply with any or all State or Federal law or regulatory requirements when applicable.*

St. Cajetan Faculty/Staff

<u>Grade</u>	<u>Room</u>	<u>Teacher</u>
Preschool (full day)	13	Ms. Jessica Lysaught
Preschool (½ day am and pm)	14	Mrs. Jeanine O'Malley
Preschool (full day)	15	Mrs. Mary Neberieza
Preschool (full day)	16	Mrs. Katie Cimarolli
Kindergarten	11	Mrs. Anne Faber
Kindergarten	12	Mrs. Becky O'Keefe
1	25	Mrs. Stacey Reed
1	23	Ms. Melissa Vincent
2	22	Ms. Kendall Walsh
2	24	Mrs. Kassandra Malloy
3	103	Ms. Christine Giamarusti
3	010	Mrs. Mary Kate Newman
4	201	Ms. Jessica Garza
4	203	Mrs. Natalie Jimenez
5	202	Ms. Dina Ivancich
5	204	Mr. Jack Altman
6	205	Mrs. Kelly Johnson (6th-8th Grade English)
6	207	Ms. Bridget Burke (6th- 8th Grade Math)
7	206	Mr. James Elsea (6th-8th Grade Social Studies)
7	210	Mr. Brian Coffey (6th-8th Grade Science)
8	208	Mrs. Mrs. Jean Swiecicki (6th-8th Grade Religion)
8	209	Mrs. Lisa Tobias (6th-8th Grade Reading)
Band		Ms. Shannon Haak
Art		Mrs. Meg Wear
Technology		Ms. Karoline Wilkison
Learning Resource Director		Mrs. Lis Johnson
Learning Resource Support		Mrs. Sue Metz, Kelly Dombrowski
Learning Resource Support		Mrs. Laura Krillic
School Counselor		Ms. Taylor Coughlin
Physical Education		Mrs. Rose Ford
Art 6-8		Mrs. Yajaira Borjas
Music		Mrs. Anna Zordan- Bucholtz
Teacher Aides		Mrs. Diana Moran, Mrs. Maureen Bannon, Mrs. Norma Houppert Mrs. Keri Schopper, Mrs. Theresa Devine
Administrative Assistant/Tuition		Mrs. Jenny Rafferty
Receptionist/TRIP Sales/ Attendance		Mrs. Debbie Collins
Principal		Mrs. Michelle Nitsche
Pastor		Fr. Ken Budzikowski
Associate Pastor		Fr. Marty Marren
Deacon		Mr. Joe Roccasalva
Parish Business Manager		Mrs. Beth Dougherty
REP Coordinator		Sr. Anne Phelan
Custodian		Mr. Mark Krumtinger
Engineer		Mr. Ed Beemsterboer

2024-2025 School Calendar

August

18	Parish Picnic (Kennedy Park)/ Mass in the park at 11:00 am
19	Ice- Cream Social/ Packet Pick-Up Night
21	First day of school for PreK- 8th (lunch will be needed) <ul style="list-style-type: none">• 7:45 arrival• 12:45 dismissal
22-23	Full days (lunch will be needed)
26	After Care begins

September

2	Labor Day - No School
3	Hot Lunch begins
9 or 11	Tentative- School Photos- Kids dress up
15	Catechetical Sunday- 9:00 am, all families welcome
25	Early Dismissal - 12:45 p.m.
27	Staff Development Day - No School

October

14	Indigenous Peoples' Day - No School
30	Early Dismissal- 12:45 p.m.
31	Happy Halloween! Parade for PreK-3rd grade

November

6	Parent Teacher Conferences-11:00 a.m. dismissal
7	Parent Teacher Conferences-11:00 a.m. dismissal
8	Staff Professional Development - No School/ Trimester I ends
27	Early Dismissal - 12:45 p.m.
28-29	Thanksgiving Break- No School

December

1	First day of Advent
2	Return from Thanksgiving Break
23-Jan. 6	Christmas Vacation- Merry Christmas! (January 6th- Teacher PD)

January

7	Return from Christmas Break (This is Tuesday)
14	Reconciliation, 6:00 pm, Church
20	Dr. Martin Luther King Jr. Birthday observance - No School
26	Open House- Start of Catholic Schools Week
27-31	Catholic Schools Week
29	Early Dismissal - 12:45 p.m.

February

7	Staff Development Day - No School
14	Happy Valentine's Day
17	Presidents Day Weekend - No School
25	Confirmation (8th Grade), 7:00 pm, Church
26	Early Dismissal - 12:45 p.m.
28	End of Trimester II

March

5	Ash Wednesday
17	Staff Professional Development - No School
26	Early Dismissal - 12:45 p.m.

April

17	Holy Thursday, Early Dismissal- 12:45 p.m.
18	Good Friday, Start of Easter Break- Happy Easter!
28	Return from Easter Break
30	Early Dismissal - 12:45 p.m.

May

3	First Holy Communion, 10:00 am
16	Early Dismissal - 12:45 p.m.- Color Run Day
23 and 26	Happy Memorial Day Weekend, No School
28	8th Grade Honors Ceremony, 8:30 a.m.
29	8th Grade Cruise
30	8th Grade Graduation

June

2	Preschool Art Show and Last Day for PreK
3	Kindergarten Celebration and Last Day for Kg
6	Last day of school - Early dismissal 11:00 a.m.

FULL DAY SCHEDULE

7:45 a.m.	Bell to enter building
7:50 a.m.	Doors close and tardies begin
7:55 a.m.	Prayer and announcements
11:05 a.m.-11:25 a.m.	Lunch: 7th, 6th (205), 3rd, 4th
11:35 a.m.- 11:55 a.m.	Lunch: PreK, K, 1st, 2nd, 5th
12:05 p.m.-12:25 p.m.	Lunch: 8th, 6th (207)
2:30 p.m.	Dismissal

EARLY DISMISSAL SCHEDULE

7:45 a.m.	Bell to enter building
7:55 a.m.	Prayer and announcements
12:45 p.m.	Dismissal
Lunch is the same as above	

TRIMESTER TERMS

Trimester I	August 21- November 8 (report cards go home November 15)
Trimester II	November 11- February 28 (report cards go home March 7)
Trimester III	March 3- June 6 (report cards go home June 6)

WEEKLY MASSES (8:30)

Monday	6th- 8th Grade
Tuesday	1st- 2nd Grade
Thursday	3rd- 5th Grade

ALL SCHOOL MASSES (8:30) Fridays

September 20 (Teachers)	December 6 (2nd grade)	March 5 (Ash Wednesday 3rd Grade)
October 11 (6th Grade)	January 29 (7th Grade)	April 17 (Living Stations 8th grade)
November 1(4th grade)	February 14 (5th grade)	May 17 (May Crowning 8th grade)
		June 6 (End of the Year- 1st grade)

SCHOOL ADVISORY BOARD

Pastor:	Reverend Ken Budzikowski
Associate Pastor:	Reverend Marty Marren
Principal:	Mrs. Michelle Nitsche
President:	Mrs. Meghan Heffernan

Members:

Mrs. Erin Vail	Mr. Joe McCarthy	Mrs. Anne Marie Gould	Mr. Kevin Dwyer
Mrs. Alison Clifford	Mrs. Moira McGee	Mr. Kevin Reed	Mr. Rich O'Connor
Mrs. Katie Sebbby			

FAMILY SCHOOL ASSOCIATION

Mrs. Jean Tait- President

ATHLETIC BOARD

Mr. Mike Eagan	Mr. Pat Nolan	Mrs. Shannon Gall	Mrs. Maggie Farrell
President	Vice President	Treasurer	Secretary

Academic Policies

CLASSROOM ASSIGNMENT

Class assignments are governed by specific considerations – academic, behavioral, services rendered, like learning patterns and gender mix. To make changes to these class assignments would disrupt the carefully planned educational program. Therefore, any requests will be considered only for serious reasons in dialogue with the principal.

GRADING SCALE

A+ = 99-100	C+ = 83-84
A = 95-98	C = 79-82
A- = 93-94	C- = 77-78
B+ = 91-92	D+ = 75-76
B = 87-90	D = 71-74
B- = 85-86	D- = 69-70
	F = 68 or below

S = Satisfactory / U = Unsatisfactory/ N = Needs Improvement

HOMEWORK

Homework is not an option. Homework is an integral part of the educational process. It allows the student an opportunity to develop independence and reinforce the skills learned in the classroom. It develops self-discipline, study habits, and provides an opportunity for parent engagement.

The amount and type of homework will vary according to the student's age and ability. As a rule, homework is given on a daily basis; however, it is not unusual to have a long-range assignment for homework. Late assignments will be handled according to the procedure established for each class. Students are not to do homework during lunch or other class periods. In some cases, however, they may be given some time at the end of class to begin assignments. All students 2nd- 8th grade are required to have an assignment book in which to record assignments.

Jr. High teachers will be posting homework on a shared calendar on the school website. Under Classrooms, you will find "Jr. High Homework Calendar." Click there and then click on the specific grade to find the nightly homework.

Homework policy for sick students:

Although we believe children need to concentrate on getting healthy when sick, a parent may request to pick up homework if the teacher is contacted in advance. This work will not be ready until after 3:30 each day. If the parent decides not to pick up work in advance, the child will have one day for every day they were out to complete the work.

Homework policy for vacations/ planned absences:

Although removing children from school is discouraged, we understand at times it may occur. Below are the steps that should be taken if your child is missing school due to a vacation;

- The parent or child should contact the teachers after they return. Most teachers will have the work gathered and ready to go. Teachers will not be preparing work prior to you leaving for your trip.

- If a child missed a quiz or test, it is the child's responsibility (4-8) to schedule a make-up test with the teacher.
- Your child will have as many days to make up works as they were out. This deadline will not be extended.

PROGRESS OF STUDENTS/REPORT CARDS

Student academic progress will be online through PowerSchool for all students in grades 1-8. Every parent/guardian will receive a user ID and Password for access to our PowerSchool grading system. Grades will be updated every two weeks. If you are having trouble accessing your account, please email Jenny Rafferty at jrafferty@cajetan.org. Kindergarten and Preschool children will receive progress forms aligned to the Early Childhood Standards.

Report cards will be distributed on the following dates- November 17th, March 8th and June 7th. Children will not receive their report card if their tuition is not up to date or extended day fees are delinquent.

RESOURCE SERVICES - Service Plan and IEP

Students at Saint Cajetan School may qualify for resource services provided by the Archdiocese of Chicago if they have a CPS Individual Education Plan (IEP) or meet the qualifications through an outside assessment. For more information, please call the school office and ask for Lis Johnson, our Resource Director. For detailed information on the process of qualifying for resource services please see the attached document: [St. Cajetan Resource Program](#)

SPEECH SERVICES

It is possible for St. Cajetan students to receive speech services through CPS proportionate share funding. The process is explained in the following document: [St. Cajetan Resource Program- Speech](#)

RETENTION

If a child continuously earns failing grades, retention will be considered and the following steps will be taken:

1. There is a consultation between teacher and principal as early as possible in the first trimester.
2. A conference will be held with the parent no later than the beginning of the second trimester to advise of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parent are held to evaluate the child's academic progress.
4. Evaluations and reports to parents must indicate failure to achieve objectives.

STANDARDIZED TESTING

All K- 8th grade students will participate in the summative iReady test three times a year. Tests will not be made up if a parent chooses to take a student on vacation during the designated testing dates. The teachers use the results of these tests in their curriculum development and instructional planning. Test scores will be used in discussions during Parent-Teacher Conferences. Parents may request meetings prior to this if desired. Although iReady tests are high stakes assessments, we do want parents to know we look at the child as a "whole" and consider daily performance and formative assessments as well when developing learning plans for each student.

Admissions

ADMISSION POLICY

Schools operated under the auspices of the Catholic Bishop of Chicago, a corporation role, in the Archdiocese of Chicago, 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. Archdiocesan schools do not discriminate on the basis of sex, race, color or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

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.

Procedures:

- A. A child entering the school must be in compliance with the age requirements of the State of Illinois regarding age of admission.
 - a. Preschool students must be 3 years old/ 4 years old before September 1.
 - b. Kindergarten students must be 5 years old before September 1.
- B. Parents must provide the following documentation;
 - a. an official copy of the child's birth certificate
 - b. the child's baptismal record
 - c. a record of compliance with local and State of Illinois health requirements.
- C. Parents must be registered members of the Parish



Transfer Students

- A. Principal will conduct an interview with parents/ guardians and at times the student. Our policy does not allow for 7th or 8th grade transfers, yet exceptional cases will be considered.
- B. A request and review of records will be conducted before admittance
 - a. Report card
 - b. Standardized test scores
 - c. Record of IEP/Service Plan
 - d. Student file from current school
 - e. Disciplinary file
 - f. Conversation with the previous school's teacher or principal
- C. All transfer students will be accepted on a month to month probationary period for a minimum of a year at St. Cajetan. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting.
- D. Students with diverse learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success.
- E. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

The principal, after consulting with the pastor, has the right to refuse admission of a student having behavioral or disciplinary problems. Admission is tentative pending records from the previous school. Any claim of discrimination should be emailed to Fr. Ken Budzikowski at kbudzikowski@cajetan.org.

Attendance

BELL SCHEDULE

Full day Preschool– Grade 8

7:45 a.m. – 2:30 p.m.

Half day Preschool AM

7:45 a.m. – 11:15 a.m.

It is important that students attend school regularly and be punctual. The students may enter the school building at 7:45 a.m and should be no later than 7:50 am. If a student is late, parents must escort them to the office & sign them in. Students who are late must get a tardy slip from the office in order to be admitted to class. If a student is tardy 3 times within a trimester it will result in an after school detention.

To report your child's absence, please call our attendance clerk, Debbie Collins, at 773-474-7827. We ask that absences are reported by 8:30 a.m. each day and that the parent kindly indicates the reason for the absence. If we do not hear from a parent/guardian, a call will be placed to the home via the contact numbers in our PowerSchool system. Also, when the child returns to school, a note must be presented to the teacher explaining the reason for the absence. If your child is out with illness for 3 days, they must return with a doctor's note.

When it is necessary for your child to be excused from school for medical or dental appointments, funerals or a family emergency, please send a note to the child's teacher, who in turn will send it to the office. We ask that you come to the office to meet your child for an early dismissal. A parent is requested to sign the early dismissal book. No one will be permitted to leave the building without his/her parent or some other authorized adult. In the latter case, please call the office to inform us who is coming for your child. For the safety of each preschool child, an adult must pick up the child at dismissal.

Students who are absent more than 10 days of the school year can be considered for retention.

ATTENDANCE REQUIREMENTS

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of Age. The responsibility for compliance with the law belongs to the parent(s)/ guardian(s) of the child. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

ARRIVAL AND DISMISSAL PROCEDURES

Due to safety and security concerns, no students should arrive for school before 7:40 a.m.. The students are not allowed in the school building or classrooms before 7:45 a.m. If there are exceptions please, call the school office. For safety sake, we ask that NO cars drive into the parking lot or through the alley at arrival or dismissal time.

For the safety of all students, there is no ball throwing, running, scooters or dogs on the parking lot during arrival or dismissal times.

For dismissal, please note the following safety guidelines for all children:

1. If you park on the west side of Campbell, **insist** that your child/children cross at the corner with the patrol guards and then come to your car.
2. Double parking is very hazardous and not permitted.
3. Please use extra caution on rainy and snowy days.
4. Do not block the driveway of neighbors or the cross walks.

5. **NO DOGS** on school grounds at any time. Many children have valid fears of dogs.
6. Students must obey the crossing guards and the patrol people at all times. If a student repeatedly disregards the crossing guards directions, disciplinary action will take place. At no time/under any circumstances are students to cross the street in the middle of the block. We ask that they cross at designated crossing areas. This is for the child's own safety.

EMERGENCY MEDICAL INFORMATION

It is necessary that parents update all pertinent information on the PowerSchool emergency information pages. Direction for this process were sent home in the back to school packets. If any of your children have allergies, diabetes, asthma, seizures or have any other health problems, please update that information on the emergency page as well as notify the individual teacher. If your telephone number at home, at work, or the emergency number changes during the course of the school year, be sure to reenter PowerSchool to make an update. The information inputted into PowerSchool is what will be used to contact you in the case of a school emergency.

EMERGENCY CLOSINGS

Although it is rare, there are times that schools will be closed due to inclement weather. Any announcement regarding the closing of our school will be made over Chicago radio and TV stations or via Eblast to our families. When no announcement is made, school is open for those who are able to attend. School will not be dismissed if there is an immediate threat of a tornado. Emergency procedures will be followed in order to provide for the safety of the students.

In the event that it is necessary to close school or to notify parents of any other emergencies, the procedure will be as follows:

- Mrs. Nitsche will call the staff and Eblast the parents.
- Teachers will be asked to email/text their individual classes via Remind App.
- Information will be immediately placed on our school website.

Communication

Eblasts

Eblasts through the website is our main mode of mass communication to parents. Please make sure you go to the homepage of our website to register if you haven't already done so. If you have specific areas of concern, please see the chart below to guide you to the correct contact person.

Area of question or concern	Contact	Area of question or concern	Contact
Tuition, admissions, PowerSchool log-in, general information	<i>Mrs. Jenny Rafferty</i> 773-474-7820	Lunch Program	773-474-7887
TRIP, attendance, book reordering, Virtus, field trips,	<i>Mrs. Debbie Collins</i> 773-474-7827	Discipline Issues	<i>First the teacher, then Mrs. Nitsche</i>

hot lunch			(773) 474- 7820
Religious Education Program (REP)	<i>Sr. Anne Phelan</i> 773-474-7800	Parish information, mass schedule, bulletin information	<i>Mrs. Joan Kane</i> 773- 474- 7802
Chromebook Questions	<i>Ms. Karoline Wilkinson</i> kwilkison@cajetan.org	Before/ After Care	<i>Ms. Jean Butler</i> 773-474- 7880
IEP/ ICEP/ Resource Information	<i>Mrs. Lis Johnson</i> ljohnson@cajetan.org		

NEWSLETTER

In an effort to keep the lines of communication open between school and home, a school newsletter containing important information will be posted on the school website monthly. This letter will inform parents of activities during that month. Please, take time to read this each month, as this is the most up-to-date information regarding school news and events. Newsletters are sent home via emails pulled from PowerSchool so it is important that the information there is kept up to date.

OFFICE HOURS

The Saint Cajetan School office is open from 7:30 a.m. to 3:30 p.m., Monday through Friday.

PARENTAL CONCERNS (Guidelines)

A parent/guardian who has a question or concern regarding a situation involving his/her child is urged to follow these guidelines:

- Contact the student's teacher to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note or emailing the teacher directly. Our teachers will return your emails within 24 hours of receiving it.
- If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator in making every effort to resolve the issue.

Every effort should be made to resolve questions, concerns, and problems as soon as possible.

Curriculum

Our curriculum includes Religion, Reading, Language Arts, Mathematics, Science, Social Studies, Computer Science, Social Emotional Learning, Music, Art, Spanish and Physical Education. All school curriculums have been written by the Archdiocese of Chicago curriculum teams and follow the Illinois State Learning Standards and Common Core Standards in Language Arts, Mathematics, Science and Social Studies.

The school also offers the following educational opportunities:

- National Junior Honor Society, Student Council, Newspaper Club, Tutoring Program
- Benzinger Religion (K-8th)
- Guided Reading (K-5th)
- Sadlier Math Program (K-8th)
- iReady (K-8th)
- Little Science Thinkers (K-2nd)
- Lab Learner Science Program (3rd-8th)

- Spanish or Art Classes (6th-8th)
- Pocket of Preschool and Deanna Jump Preschool Curriculum
- Rooted in Reading Reader's Workshop (K-3rd)
- StoryWorks (4th-5th)
- Novel Studies (4th-8th)
- Common Lit 360 (6th-8th)
- Writer's Workshop (K-8th)
- Exercises in English (3rd-5th)
- No Red Ink English (6th-8th)
- Ascend Program (3rd-5th)
- Resource Support: Ascend and Wilson in small group setting

BLACK AND GOLD

Our 6th- 8th grade classes will be divided for Strategic Learning in Reading and Math. This means that the student will be homogeneously grouped with other students in their grade level that have similar learning patterns. They will be heterogeneously grouped with their homerooms for all other classes (Religion, English, Science and Social Studies).

BAND

Saint Cajetan Band is directed by Ms. Shannon Haak. Students may participate in the Band Program upon entering fourth grade. Practices take place both during school hours and after school. Specific information about joining band will be distributed in school.

FIELD TRIPS

Field trips are designed to be an extension of classroom learning. The goal of any field trip is to have it correlate with class work. Field trips are planned by faculty and supervised by faculty/ staff/ designated Virtus trained chaperones. A special permission slip must be completed by the parent before the student will be allowed to participate in the field trip. Hard copy permission slips must be completed and returned to school by the due date given. Telephone calls and other notes from parents will not be accepted. The cost of the field trip is non-refundable as that amount is determined by the cost of the trip and the number of students in the grade/room. Participation in a field trip is a privilege, not a right. The school reserves the right to deny a student participation in a field trip for failure to meet academic or behavioral requirements. Students with medical conditions need to bring their inhalers/ epi pens/ insulin/etc.

NATIONAL JUNIOR HONOR SOCIETY

The St. Cajetan School chapter of the National Junior Honor Society is comprised of seventh and eighth grade students who maintain a 3.5 grade point average and exhibit the qualities of scholarship, leadership, service, character, and citizenship on a daily basis.

STUDENT COUNCIL

The purpose of Student Council is to encourage leadership in planning school activities, to promote school spirit and to maintain good order. A student government program develops responsibility in the students and enables them to become more effective leaders in the democratic process. Seventh and eighth grade students are able to campaign for Officer positions.

TEXTBOOKS

Care of school books and property is to be exercised at all times. Hardcover textbooks are to be properly covered at all times or as requested by the teacher. Textbooks are never to be written in or on; workbooks are to be written in as directed by the teacher. If any book is lost, damaged or defaced, the student must pay the

cost of the new textbook plus shipping. If you are in need of a replacement, please contact Debbie Collins at dcollins@cajetan.org.

Discipline and School Expectations

ACADEMIC DISHONESTY

Cheating of any type will not be tolerated. Students who choose to cheat or participate in the process of cheating will face a failing grade on the task at hand and will be eligible to receive a detention. Multiple encounters with cheating will put the child at risk of suspension and/or expulsion. Cheating also puts a student at immediate risk for being excluded from extra-curricular activities and behavior incentives.

BULLYING AND CYBERBULLYING

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping the Catholic school communities of faith and kindness, communities in which students are welcomed and in which bullying or harassment are not tolerated. Bullying/Cyberbullying/ Harassment is defined as unwanted, aggressive and repeated behavior that occurs over time against another being.

Bully acts may be:

- **Physical** which include, but is not limited to, punching, poking, stalking, destruction of property.
- **Verbal** which includes, but is not limited to, name calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the internet or written communication.
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing, and peer pressure.
- **Sexual** which includes, but is not limited to, many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as sexual propositioning, gestures, sexting, sexual harassment, and abuse involving physical contact or sexual assault.

No student shall be subjected to bullying/ harassment during school, any school- sponsored event or activity, on school property, on school buses, or through the transmission of information from school, home or public computer network. All allegations of bullying/harassment are taken seriously; the complainant should report the bullying/harassment incident to a teacher, staff member, or the principal. The complainant will be interviewed by members of the Leadership Team and will be asked to share their experience.

Although the school may not request or require a student to provide a password or other related account information to gain access to the students' account or profile on a social networking website, an investigation can be initiated due to a report of cyberbullying (IL Public Act 098-0129). The school may conduct an investigation and require the student to cooperate in the investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/ or disciplinary policy. The school may require the students to share content in the course of such an investigation. Students found guilty of bullying/ cyberbullying or harassment will be administered detention, suspension or possible expulsion.

CELL PHONES

We understand that some students need cell phones for walking to and from school, entering a house where no one is home or for communicating after extra-curricular activities. Each child with a phone at school is to turn them OFF upon entering the parking lot of St. Cajetan and place it in his/her backpack. All teachers will collect cell phones first thing in the morning and release them right before dismissal. The school does not accept responsibility if phones are lost or stolen.

Cell phones may never be used during the school day for picture taking, game playing, internet use, e-mail, instant messaging, or making purchases on school property. Threatening or harassing another person via the phone is also not acceptable. Any student caught with a cell phone whether it is out (even though it is off), ringing, or being used in any way, will have the phone taken away and will be given a detention. The phone will be sent to the office until a parent can come and pick it up. Under no circumstances will the phone be given back to the student. In the event of a school emergency, the teacher's cell phone will be used.

DISCIPLINE- School-Wide Behavior System

As educators in a Catholic School, our task is to provide a learning environment conducive to the development of the whole Christian person and to create an atmosphere where each child can strive to attain his/her potential. Our goal is to have a school where every student feels safe, secure, accepted and respected. Students must accept responsibility for their actions and understand the consequences of their choices. All students at St. Cajetan School are held to the same expectations of good behavior while in school, during school activities, or while attending school sponsored events, athletic events, field trips, etc. Each student is, at all times, a representative of the Saint Cajetan School community.

The aim of discipline is twofold;

- To institute and maintain satisfactory learning conditions free from distracting behaviors
- To nurture and develop adaptable and conscientious citizens who will advance through life understanding their responsibility to treat others with compassion, serve those in need, lead with integrity and use their gifts and talents to promote the common good in their communities and the world.

The teachers welcome the opportunity to help children learn how to help themselves through our proactive and logical systems. Just as academic learning is an ongoing process, so too is the mastery of discipline skills. Positive methods of discipline will be used and encouraged in order to guide children toward the acquisition of self-discipline skills.

St. Cajetan will be continuing our positive behavior system. The beauty of this system is that it encourages our students to be accountable to ANY staff member or visitors they encounter throughout the day.

Preschool

Our youngest learners are just beginning their school journey and learning how to be members of a classroom environment. Within each of our preschool classrooms we push the idea of "being a peacemaker, not a peacebreaker." Each classroom has their very own Peace Jar that children are able to "add a scoop" to when they exhibit peace maker behaviors within the classroom. When the class fills their jar, the children will choose a whole class incentive to enjoy as a reward (ex: pajama day, popsicle party, etc...)

If an individual child is exhibiting behaviors that warrant individualized attention, parents will be contacted directly by their child's teacher to work to create an individualized behavior plan to provide developmentally appropriate interventions for the child.

Kindergarten

We will use “Cajetan Coins” to celebrate positive behavior. Students can receive coins from any St. Cajetan staff member. Students can use their coins to purchase school prizes.

Students will receive coins for behaviors such as:

Helping Others	Working Hard	Staying in Workspace
Being On Task	Showing Kindness	Showing Positivity
Participating	Following Safety Rules	Following Class Expectations

If a student does not comply with our school expectations (Be Safe, Kind, Respectful, Responsible) the following will be implemented:

- Step 1: Nonverbal Warning
- Step 2: Verbal Redirect 1
- Step 3: Verbal Redirect 2
- Step 4: “Behavior Think Sheet” sent home, completed, signed, and returned the following school day

If the behavior continues, parents will be notified via email, note, or Remind App that a consequence was given. Four behavior think sheets in a month will result in the student not being eligible for the monthly behavior incentive.

Note: Administration, in collaboration with teachers, reserves the right to view incidents as severe enough to warrant automatic removal from an incentive.

1st-2nd grade

We will use “Cajetan Coins” to enforce our behavior policy. Students will begin each school day with the potential to earn at least five Cajetan Coins. If students are not demonstrating agreed upon expectations in the classroom, they will earn a reduced amount of Cajetan Coins. Students will have opportunities to earn additional Cajetan Coins beyond the daily five. Parents can check their students' Cajetan Coin earnings on their monthly behavior chart which will be stored in their homework folder.

Students will earn additional Cajetan Coins for behaviors such as:

Helping Others	Working Hard	Staying in Workspace
Being On Task	Showing Kindness	Showing Positivity
Participating	Following Safety Rules	Following Class Expectations

Students will earn a reduced amount of Cajetan Coins for the following behaviors:

Disrespectful behavior towards the staff or classmates	Interrupting the teacher or classmates	Leaving your learning area/ classroom without permission
Pushing and shoving	Chewing gum	Not meeting lunch/recess

		expectations
Touching others	Throwing minor items	Not meeting classroom expectations while at a special
Shouting out	Swearing	Not meeting bathroom behavior expectations
Minor damage of property (zero cost)	Running in the hallway or classroom	

Individual consequences:

Students will need to earn a determined amount of coins per month in order to participate in the classroom's monthly incentive.

Individual Rewards:

Students will use their earned Cajetan Coins to buy rewards.

Class Rewards:

Students will need to earn a determined amount of coins per month in order to participate in the classroom's monthly incentive. Students who do not earn the determined amount of coins will not be eligible to participate.

Note: Administration, in collaboration with teachers, reserves the right to view incidents as severe enough to warrant automatic removal from an incentive.

3rd-5th Grade

We will use the online interactive behavior system [Class Dojo](#) to enforce our behavior policy. Students can earn points for positive behavior and lose points for not following school expectations. Behavior is tracked on a monthly basis. Positive individual student points carry over to the next month. Negative points do not carry over to the next month.

Parents will be asked to use the Dojo App or website to join their child's homeroom teacher's class. Details for how to sign up to receive alerts will be distributed at the beginning of the year. After joining their class, parents will be able to see when their child earns or loses points. Dojo displays information for two weeks, so parents should check their child's data daily. If parents have questions about their child's points, they should send the teacher an email to discuss it further.

How to Earn Points:

Students will receive points for behaviors such as:

Helping Others	Working Hard	Staying in Workspace
Being On Task	Showing Kindness	Showing Positivity
Participating	Following Safety Rules	Following Class Expectations

How to Lose Points:

Students will lose one point for the following behaviors:

Disrespectful behavior towards the staff or classmates	Interrupting the teacher or classmates	Leaving your learning area/ classroom without permission
Pushing and shoving	Chewing gum	Minor damage of property (zero cost)
Being unprepared for class	Throwing minor items	Touching others
Shouting out	Swearing	Not meeting bathroom behavior expectations
Missing Homework	Running in the hallway or classroom	Not meeting lunch & recess expectations

Students will lose three points and receive an automatic detention for the following behaviors:

Repetitive threats of violence	Battery/ Fighting (minor injury)	Throwing desks or chairs
Bullying or Cyberbullying	Cheating/ Plagiarism	Repetitive use of obscene language / gestures
Stealing or defacing school property or the property of others (cost)	Repetitive disrespect towards staff or classmates	Use of sexual language or gestures
Cell phone use during the school day		

Note: Administration, in collaboration with teachers, reserves the right to view incidents as severe enough to warrant automatic removal from an incentive.

Individual Consequences:

Loss of points fall under three categories: Classroom Readiness, Homework Completion, & Behavior. If a student loses 6 points in a month they will receive a detention. Every additional 3 points lost that month results in another detention. All detentions will be served the following Friday from 2:30-3:15 in the STEM Lab with the staff member on duty. If a student receives three detentions, a meeting with the child, parent, teacher, and principal or leadership team representative is required. After 3 detentions are administered in a month, the next detention will constitute an in-school suspension. If there is a detention after that an out of school suspension will be distributed.

Individual Rewards:

Students can redeem their points for various school prizes. We will determine and discuss these prizes with students!

Whole Class Rewards:

If the whole class receives a total number of points determined by the teacher by the end of the month, the whole class will receive a reward (i.e. donuts, extra recess, etc.). We will determine and discuss these rewards

with students! Students who have received one or more behavior detentions that month will not have permission to receive the reward.

Trimester Incentive:

Students will participate in an incentive each trimester to acknowledge and celebrate their positive behavior. Students who have received a suspension that trimester will not participate in the incentive.

If a child is excluded from the trimester incentive they have the opportunity to earn it back by participating in a four-hour, self-initiated service project, which the teacher must approve first. A service project form will be given to the child to fill out. All service project forms must be signed by the parent, the person who received the service, the teacher and the principal. Phone calls will be made to confirm participation in the project. Service projects must be turned in three days prior to the incentive. If a student is held back from an incentive trip, they will be assigned work to fill their class periods. If they are not present on this day, they will still be held accountable for their work meeting the “sick student” deadlines.

If a child is excluded from the end of the year incentive they have the opportunity to earn it back by participating in a four-hour, self-initiated service project, which the teacher must approve first. A service project form will be given to the child to fill out. All service project forms must be signed by the parent, the person who received the service, the teacher and the principal. Phone calls will be made to confirm participation in the project. Service projects must be turned in three days prior to the incentive. If a student is held back from an incentive trip, they will be assigned work to fill their class periods. If they are not present on this day, they will still be held accountable for their work meeting the “sick student” deadlines.

6th-8th Grade

We will use [Class Dojo](#) to enforce our behavior policy. Class Dojo is an interactive, online behavior system that tracks and monitors both positive and negative individual and whole class student behavior. The primary goal is for students to be recognized and awarded points for demonstrating helpful and positive school behaviors. In addition, students may lose points in five specific areas (which don’t affect their overall point gain): academic readiness, student relations, uniform policy, homework and tardies. Specific examples and explanations of each type are listed in the charts below. This platform allows teachers to have an automatic method for contacting parents to alert them to both positive and problematic behavior. To give students an opportunity to grow and learn from their mistakes, negative individual student points will reset at the beginning of each trimester. Positive individual student points will be redeemed by the end of each trimester and will reset as well.

Details for how to sign up to receive alerts will be distributed at the beginning of the year. Parents will be asked to download and use the Dojo App to join their child’s homeroom class. After joining their class, they will be able to see when their child earns or loses points. Dojo displays information for two weeks, so please check your child’s data daily. If you have questions about your child’s points, please email the teacher directly to discuss.

	Academic Readiness	Student Relations	Uniform	Homework	Tardy
Expectations	Academic Readiness entails	Student Relations means that students will act in a	St. Cajetan has established a clear	Homework is an integral part of the	Students are expected to arrive

	the student being prepared for class each day. The expectation is that students bring all their materials to each class including paper, pencils, books, notebooks, Chromebook (charged), folders, etc.	respectable manner at all times. When the student encounters a challenging situation or disagrees with their peers or teachers, that student will be expected to handle that conflict in a positive manner using the tools given to them in class.	uniform policy. Our staff expects this policy to be followed on a daily basis. Please see the Uniform section of this Handbook to review the expectations.	educational process. Our staff expects students to complete homework and turn it in on time.	at school promptly at 7:45 a.m. Students are considered tardy after 7:50 a.m.
Action Steps	Each time your child is not prepared for class they will lose a point. Three points, they will receive a detention.	If your child fails to act in a respectful manner they will lose a point. Three points, they will receive a detention. If your child is sent to the office to see the principal for repeated inappropriate behavior, an automatic detention will be given.	If your child is out of uniform, they will lose a point. Three points, they will receive a detention.	If your child does not turn in homework, a point will be lost. Three points, they will receive a detention.	Each time your child is tardy they will lose a point. Three points, they will receive a detention.
Final Results	If a child received a total of three detentions, for failing to meet any of the expectation categories above in a trimester, they will not be allowed to attend the behavior incentive trip. After 3 detentions are administered in a trimester, a meeting with the parents, principal/leadership team member, teacher, and child will take place. The next detention will constitute an in-school suspension. If there is a detention after that an out of school suspension will be distributed.				

Administration, in collaboration with teachers, reserves the right to view incidents as severe enough to warrant automatic removal from an incentive.

- If a child is excluded from a trimester trip they have the opportunity to earn it back by participating in a four- hour, self-initiated service project, which the teacher must approve first. A service project form will be given to the child to fill out. All service project forms must be signed by the parent, the person who received the service, the teacher and the principal. Phone calls will be made to confirm participation in the project. Service projects must be turned in three days prior to the incentive trip.
- If a student is held back from an incentive trip, they will be assigned work to fill their class periods. If they are not present on this day, they will still be held accountable for their work meeting the “sick student” deadlines.

How to Earn Points:

Students will receive points for behaviors such as:

Helping Others	Working Hard	Staying in Workspace
Being On Task	Showing Kindness	Showing Positivity
Participating	Following Safety Rules	Following Class Expectations

Individual Rewards: Students can redeem their points for various school prizes.

Whole Class Rewards: Homeroom classes will have an opportunity to earn points for positive whole class behaviors. Once a class earns a total of 50 points they will earn a class reward voted on by the class and approved by the Principal.

Level 1 Infraction

This will lead to reduction in points in our incentive system

Disrespectful behavior towards the staff or classmates	Interrupting the teacher or classmates	Leaving your learning area/ classroom without permission
Pushing and shoving	Chewing gum	Running in the hallway
Being repeatedly unprepared for class	Throwing minor items	Minor damage of property (zero cost)
Shouting out	Swearing	Touching others in line

Administration, in collaboration with teachers, reserves the right to view incidents as severe enough to warrant automatic removal from an incentive.

Level 2 Infractions

Infractions that lead to immediate detention

Repetitive threats of violence	Battery/ Fighting (minor injury)	Throwing desks or chairs
Bullying or cyberbullying	Cheating/ Plagiarism	Repetitive use of obscene language / gestures
Stealing or defacing school property or the property of others (cost)	Repetitive disrespect towards staff or classmates	Use of sexual language or gestures
Cell phone use during the school day		

Administration, in collaboration with teachers, reserves the right to view incidents as severe enough to warrant automatic removal from an incentive.

Level 3 Infractions

Infractions that lead to immediate suspension or expulsion

Possession of a weapon, any “look alike” weapons or using objects as a weapon with the intention to harm or threaten another person	Battery/ Fighting (major injury) after detentions	Leaving school grounds
Repeated bullying or cyberbullying after detentions	Substance abuse	Gang activity
Possession of alcohol or illegal drugs at school or any school event	Possession of obscene materials (pornography, propaganda materials)	Possession of cigarettes, tobacco/nicotine products, matches or lighters
Defaming the character of the school or another person related to the school on social media	Major damage to school property	Possession of alcohol or illegal drugs at school or any school event

Administration, in collaboration with teachers, reserves the right to view incidents as severe enough to warrant automatic removal from an incentive.

FIREARMS, DRUGS, BATTERY

If a student is in possession of a firearm, obtains illegal substances on school grounds or at school affiliated activities or performs harmful acts of battery, the school administrator will immediately notify local law enforcement. The school administrator will also notify the parents to come to school immediately. The state of Illinois has a statute that requires schools to report these incidents to local law enforcement and Illinois State Police within 1-3 days of the incident, which will be done by the school administrator through the SIRS reporting system.

MENTAL HEALTH PROTOCOLS/ ASSESSMENTS

St. Cajetan School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. 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 co-curricular activities at St. Cajetan.

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

1. Require the child 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 a 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 designee.

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 St. Cajetan School academics and co-curricular 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
 - 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 St. Cajetan School

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 the 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 (e.g., ongoing therapy, etc.) 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.

In establishing guidelines and procedures, we realize that not all disciplinary situations can be handled in exactly the same manner. Certainly, there will be circumstances that require variations in procedures. However, stated guidelines will lead to relative consistency as we work with students on matters of discipline.

The administration and the staff consider discipline issues on an individual basis. There are many factors that are taken into account before a consequence is determined for all discipline issues.

EXTRA-CURRICULAR ACADEMIC AND BEHAVIOR POLICY

Participation in extracurricular activities is a privilege **NOT** a right. We believe that the parents, teachers and administrators should work together as a team in an effort to help students maintain a balance between extra-curricular involvement, their academic work, and their behavior. Every two weeks, a grade check will occur to determine eligibility for extracurricular activities. Please read the attached policy for athletic eligibility. [Athletic Eligibility](#)

LOCKERS

Each student is assigned a locker or cubby in which to store their clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Students do not have permission to write/draw or adhere any permanent items inside or outside the cubby/locker.

OFF-CAMPUS CONDUCT

The administration of St. Cajetan School reserves the right to discipline our students for off-campus behavior that is not in line with behavior expectations of the students during the course of the school day. The off-campus behavior includes, but is not limited to, cyberbullying.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: in person or online harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students or volunteers of the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parents/guardians. When behaviors are exhibited that are deemed inappropriate by the school, the following steps will be taken.

- Communication with the administration of the school, which may include leadership team members and the Pastor.
- An agreement will be developed that will include clear expectations for behavior moving forward.

When, in the judgment of the principal and/or the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic School.

PARTIES

Students in grades Preschool-8th are permitted three classroom parties a year; Halloween, Christmas and Valentine's Day. Room parents may assist the classroom teacher with these three parties.

School Uniform Policy

BIRTHDAY OBSERVANCE

Students in grades PreK- 8 may come to school dressed out of uniform on their birthday or half birthday (summer birthdays)

DRESS CODE

Part of a student's growth process is learning to dress appropriately; therefore, cleanliness and proper grooming are expected of each student. The complete uniform is to be worn to and from school by all students in Grades K-8 (Preschool students wear play clothes and no uniform). Parents and students are expected to fully cooperate with regard to the regulation uniform, including shoes. Students not in uniform will be issued with a uniform referral slip. The expectation is that the very next day the uniform problem is remediated. If new attire needs to be purchased to meet the uniform requirements, a week grace period will be given to make those purchases. If after the grace period the situation is not remediated, the following steps will be taken.

- Detention for the student (1 week after the grace period)
- In- school suspension (2 weeks after the grace period)

All uniforms are to be purchased from Schools Are Us at 773-779-0172 on 111th Street. We are no longer affiliated with SchoolBelles. If you just walk into School Are Us and tell them the school and grade of your child, they will know exactly what you have to buy. They have our full uniform list.

All polos are to be purchased from one of these uniform suppliers so that we can assure color consistency. If you do not purchase your polos from one of these stores, your child will receive a uniform referral slip and will be asked to replace the shirts.

Warm Weather: All students may wear uniform shorts from August 25th to the last day in September, and again from the first day in May to June 8th. If the weather changes, becoming unseasonably warm, an e-blast will be sent and a message will be posted on our website with the instructions on the change in the dress code.

Girls: Girls' uniforms for grades Kg- 3rd consists of a red polo (non- embroidered if they are wearing a jumper/ embroidered if they are wearing pants) and a jumper no shorter than 3 inches above the knee. Girls' uniform for grades 4th- 8th shall consist of a red polo embroidered shirt with a banded bottom and a uniform skirt no shorter than three inches above the knee. If students roll their skirts to an inappropriate length, they will be asked to unroll them. Girls may wear uniform pants or shorts instead of a skirt if they choose. Sweatpants and flannel pants that are worn under skirts and jumpers in cold weather **must be removed in school.**

Boys: Boys' uniforms shall consist of navy blue dress pants and gray embroidered polos (cargo pants may not be worn). Shirts must be tucked into pants. Boys may not wear earrings.

Make-up/ Nail Polish: Makeup is not permitted. Nail polish will be permitted if it is a light, subtle and neutral color. Fake nails are not permitted unless they are done for a special occasion which needs to be discussed with your child's teacher. Small stud earrings (single pair) may be worn by girls with pierced ears. The pierced earring can only be worn in the lobe of the ear, not in the cartilage part of the ear.

PE Uniform: Black mesh or cotton gym shorts and St. Cajetan gym shirts must be worn for gym. In terms of pants, we are now offering 3 options- open bottoms, cuffed jogger bottoms and clinched bottoms. Students can choose what fits them best. Kindergarten and 8th grade shirts may be worn for gym as well. St. Cajetan Spirit Wear and Finley sweatshirt/shirt may be worn on gym days as well. Only School's Are Us sells our gym uniform. Roller skate, light up or zipper gym shoes are not allowed.

Belts: Students are suggested for 3rd-8th grade and if worn should be brown, black or navy.

T-shirts/Turtlenecks: Turtlenecks may not be worn under the girls' uniform blouse/shirt or the boys' uniform shirt. If a tee shirt is worn under a blouse or shirt, it must be plain white.

Sweaters: Only uniform sweaters, St. Cajetan gym sweatshirts, St. Cajetan fleece, dri-fit or nylon jackets may be worn as part of the school uniform. Red or navy blue is the sweater color for the girls; boys' sweaters are navy blue.

Shoes/socks: Solid leather or suede dress shoes (black, brown, tan, gray or navy) or solid black gym shoes (sole must be black too) are to be worn. Shoes with laces must be tied at all times. Boots or cloth/ canvas/plastic shoes of any kind (moccasins, sandals, slippers, flip-flops, clogs) are not permitted in school at any time. Only crocs with backs can be worn on dress down days. Socks can be crew /cuffed/ ankle (covers the ankle) or knee length (for girls) and may have one small, black or white logo on the side (ex: Nike swoosh). Boys may wear white, navy blue, gray or black. Girls may wear white, navy blue, gray, red or black. **Light up shoes are also not allowed in school for any student including preschool.**

[Acceptable Shoe Samples- Boys](#)

Acceptable Shoe Samples- Girls

Hair: Hair should be well groomed- clean and combed. Hair must be your natural color. **No highlights** or lowlights are to be in the hair. Boys' hair should be kept trimmed along the lines of the forehead (above the eyebrows) and ears and the length should not go past the collar of their shirts. No shaved sides, uneven styles, mohawks, mullets, severe haircuts or styles are allowed. If you are unsure about a style, please ask first. No bandanas or extreme headbands may be worn. We ask that parents take the lead for monitoring hair length as we had to send an excessive amount of notes and emails this year regarding this issue.

Jewelry: No bracelets or necklaces are permitted for boys or girls. The only exception to this would be a small religious medal, crucifix or scapular worn under the shirt or blouse; if rings are worn only one per hand.

Dress Down/Up Days: Throughout the year, students have opportunities to come to school in non-uniform clothing. On these days, if a student chooses not to participate, he/she will be required to wear the school uniform. Tank tops, spaghetti straps, flip flops, biker shorts, pajama pants, open backed clothes and inappropriate tee shirts are not permitted. At no time should a student's bra be showing. If shorts are worn, they **MUST** be mid-thigh length or longer (shorts past fingertips when hands are on your side is a good guide). If you do not have shorts of this length, then you should wear your St. Cajetan gym shorts. Gym shoes are allowed on these days. If a student does not abide by these requirements, parents will be called to bring a change of clothes or a uniform slip will be issued.

DRESS DOWN NIGHTS

In order to minimize disruptions to the instructional day, dress down passes received by attending our dine-out nights can only be used on specific days each month. Dates will be announced each month.

Extended Day Program

Extended day care is offered to any student (Full day preschool-8) registered at Saint Cajetan School. We offer both Before and After Care. Before Care is available from 6:45- 7:45 a.m. and After Care from 2:30 p.m. to 6:00 p.m. Parents interested in utilizing this program may request a Rate Schedule from the office or email Mrs. Butler at jbutler@cajetan.org.

Health and Wellness

ALLERGIES/ ASTHMA/ EPI-PENS

St. Cajetan School recognizes that an allergy is a condition affecting many school children and positively welcomes all students with allergies. We encourage children with allergies to achieve their potential in all aspects of life by having a clear policy that is understood by all staff members. Any staff members who come in contact with students having allergies are provided full training, including the use of Epi-pens, from medical personnel. Every child with an allergy or asthma is to have a completed medication form an emergency action plan on file in the office.

- **Asthma Medication:** When a child is in stress due to asthma, immediate access to an inhaler is vital. Children are encouraged to carry their labeled inhalers with them throughout the building. Parents are asked to provide the school with a spare, labeled inhaler to be kept in the school office.
- **Food Allergy:** Due to the increasing number of children with life-threatening allergies, it is necessary that the school is working directly with parents to ensure an emergency action plan is created for each student with an allergy. These plans will be distributed yearly to each family and will be kept in the student's health file. All of the child's teachers will also receive a copy of this plan.
- **Peanut/ Tree Nut Allergy:** Plans will be developed in individual classrooms for students who have a peanut/ tree nut allergy. These plans may include nut free snack and lunch tables, class hand wiping after eating, storing lunches in separate areas and the wiping of tables with designated wipes.

School personnel shall not incur liability for injuries occurring when administering asthma medication or epinephrine auto injectors.

BIRTHDAY OBSERVANCE

Non-edible birthday treats may be brought to school and passed out at the end of the day. If edible treats are brought, they will be sent back home (this includes drinks).

COUNSELOR

St. Cajetan is fortunate enough to have a full time counselor on staff. Our mission will be to prepare today's students to become tomorrow's adults. The Counselor will be responsible for implementing the ASCA Standards for Counseling, which include career readiness, anti-bullying programs, social emotional learning, and building peer relations. Our Preschool- 5th grade students will attend classes weekly and our 6th- 8th graders will take part in special sessions in their classrooms. We will also be offering small group and 1:1 counseling sessions for students in need.

DIABETES

St. Cajetan understands the daily challenges a child living with Diabetes has. For that reason, the school will try to accommodate all medical requests to the best of our ability. If your child is diabetic, we must have a Diabetes Action Plan on file, which can be retrieved from the main office.

IMMUNIZATIONS/ MEDICAL REQUIREMENTS

The State of Illinois requires that all students entering Kindergarten and sixth grade and those students, regardless of age, who are new to a school provide a completed physical examination including proof of updated immunizations. These forms must be completed and returned on the first day of school.

According to the State law, if a student does not turn in a physical by October 15th, they will be excluded from school on October 18th. Please take care of this parental obligation so your child will not be excluded from school.

- Current Lead Tests are mandatory for students in Preschool and Kindergarten.
- All Students must have two doses of the Varicella vaccine as well as any new students.
- Have the doctor check the "sports physical" section so you don't have to get an additional physical for sports.

Dental: The State of Illinois requires all students in the grades kindergarten, two and six to have a dental examination on file in the school office by May 13th of a given school year.

According to the State law, all students will be excluded from school by the 16th of May if the new Dental examination is not on file and up-to-date in the school office.

Vision: As of January 1, 2008, the State of Illinois law requires comprehensive eye exams for children entering kindergarten or students transferring into public, private or parochial elementary schools in Illinois. The eye exam will be valid for up to one year prior to kindergarteners starting school in the fall. Proof of the eye exam must be submitted by October 15th or the student will be excluded from school on October 18th.

LUNCH PROGRAM

At this time, the status of our 2024-2025 daily hot lunch program is unknown. Updates will be given when made available by our hot lunch provider. Students may choose to bring their lunch each day but should not bring glass bottles, soft drinks or excessive amounts of candy. If a child forgets their lunch, the school will provide one for them (granola bars, pretzels, water, PBJ or jelly uncrustable, fruit snacks). Parents are not allowed to drop-off lunches or water bottles. Fun Lunch, which is when our students have the option of ordering lunch from local restaurants, will be offered to students once a month.

MEDICAL EXCUSES

Excusing students from physical education due to illness or injury for up to one (1) week may be done with a note from the parent. For periods exceeding two (2) weeks a physician's note is required. The physician's note should state the date the student may return to full activity and the reason for the exclusion.

MEDICATION

Ordinarily, school personnel will not dispense medication to students. The administration of medication is discouraged during school hours unless it is absolutely necessary. If a physician requires a child to take medication during school hours, the parent must complete a Medication Authorization Form. This form may be obtained in the school office. Students will take their medications in the presence of an adult and all medication must be in the prescription bottle. All prescription bottles must include the child's name, name of doctor prescribing the medicine, frequency, dose and date.

All non-prescription medication (cough drops, ear drops, etc.) should be brought to the school office (upper grade center) or classroom teacher (lower grade center) with the following information attached: child's name, frequency, dose and date.

STUDENT ILLNESS AND ACCIDENTS AT SCHOOL

If a child becomes ill or suffers an injury during the school day, parents will be called. If they are vomiting or have a fever, they must remain home for 24 hours or be fever free for 24 hours before coming back to school. If they are sick three days or more, they must have a doctor's note to return to school. It is necessary to have all available emergency information on file in case no one can be contacted at home. In a serious emergency, if parents or guardians cannot be reached, the police/fire department will be called to assist. If the child is sick in the morning, the school expects the student to remain home for the day. PowerSchool student profile forms will be in your beginning of school packet. It is important that parents complete these forms and send them back to school immediately. The parents will always be called first followed by the other two emergency contacts. Cell phone numbers should also be included. **Any student who is absent or sent home from school may NOT participate in any sports games or practices.**

WELLNESS PROGRAM

As part of our Wellness Program students are asked to bring only healthy snacks to school. Birthday treats cannot be food items due to the many allergies of our students. We also ask that parents NOT bring in fast foods for their students' lunches. Our goal is to have healthy students!

Parent Volunteers

FAMILY SCHOOL ASSOCIATION

The Family School Association is comprised of school families. Some of the functions of this association are to promote communication within our school community, organize fundraising activities, and provide after school educational opportunities for students. All school families are welcomed and encouraged to join the Family School Association.

SCHOOL ADVISORY BOARD

The School Advisory Board, by its very nature, is advisory to the pastor and the principal. The pastor and principal participate in all deliberations of the board, and the pastor has final approval of all board decisions. The principal is the executive officer of the board. The Archdiocesan and Elementary School Policies are the policies of the local board. The board has several responsibilities: represent the parents/guardians and parishioners of Saint Cajetan Parish and School; the preparation and presentation of the request for an allotment of Parish funds and the establishment of tuition rates in order to balance the school budget; and to be an advisory committee for the principal on operational issues of the school. The authority of the parish school advisory board shall be determined by the provisions of a constitution mutually agreed upon by all parties interested in the parish and approved by the pastor. Any parent wishing to address the School Advisory Board regarding a specific concern must email the president one (1) week prior to the board meeting in order to be placed on the agenda. The School Advisory Board meetings will be posted on the website calendar.

VOLUNTEER

Throughout the school year, parents may be asked to volunteer for field trips, classroom projects, coaching positions or any activities organized by the FSA. In order to volunteer at Saint Cajetan School, a parent must follow the requirements of the Archdiocese of Chicago.

The Archdiocese of Chicago has **MANDATED** the following:

1. Complete on-line background check. Click [here](#) to start the background check process. New users are required to register first. You will need an access code which is "protection". If you think you already created an account in the past, please notify Debbie Collins at dcollins@cajetan.org with a date so your account can be verified. Do not create another account before checking with the school.
2. Complete a CANTS form each year and submit to the school office. Click [here](#) to download the form.
3. Complete a Code of Conduct form and submit it to the school office. Click [here](#) to download the form. This form needs to be filled out every five years.
4. Attend Protecting God's Children training within 30 days of completing the CANTS form. Click [here](#) to start the registration process. All the class dates/times can be found at www.virtusonline.org.
5. Submit the VIRTUS training completion certificate to the school office. If you have previously attended VIRTUS training, please submit a copy of your certificate to the school office.
6. **COACHES ONLY:** Complete Mandated Reporter Training – This class can be done on-line. Take the class, print the certificate and turn it into the office. Click [here](#) for more information regarding on-line class availability.

Any parent wishing to be a chaperone, a volunteer in the classroom, lunchroom or after school programs MUST complete the first five steps to participate. Coaches are required to complete all six steps. If you have any additional questions regarding Virtus, please contact Debbie Collins at dcollins@cajetan.org.

Religious Education

LITURGIES

The Saint Cajetan School children will gather weekly for grade level masses and monthly as an entire school to celebrate the Eucharist. The days for the weekly masses and all school masses are at the front of the Handbook.

SACRAMENTS

Religious education is the core of the curriculum at Saint Cajetan School. It is the reason for our existence. We exist to pass on the teachings of Jesus to the children of the parish, to form them in Gospel Values and to help them transform these values into daily living. Children in the second grade receive the sacraments of Reconciliation and Eucharist. Eighth grade students receive the sacrament of Confirmation. Parent meetings are held in conjunction with student preparation for the reception of each of these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Student Safety and Protection

ASBESTOS COMPLIANCE:

Saint Cajetan School is in compliance with all regulations of current law regarding asbestos. According to Archdiocesan guidelines, we have inspected and have received the full report on the “Asbestos Management Plan” for our school.

BICYCLES/ SCOOTERS/ ROLLER BLADES

Students entering or leaving school property must be completely off the bicycle and walk it to the bike racks where all bikes must be parked. All bicycles must be secured with locks. The school is not responsible for damage to or theft of bicycles. Bicycle registration with the Chicago Police Department is encouraged. Scooters may not be ridden on the school parking lot at any time. Roller blades may not be worn or brought to school.

CHILD ABUSE

If an accusation of abuse is made about a non-school staff member, school personnel are required, by law, to inform the Department of Children & Family Services of any allegation/suspicion of child abuse/neglect. Neglect may include failure to provide necessary food, shelter, medical care and school attendance. Persons from this department must follow up by speaking with the child within 24 hours of the report. At times, they will ask and will be given permission to speak with the child at school. Once the case is in the hands of DCFS, the school is removed from the investigation until further notice from that agency.

If the claim is made towards an employee/staff member, the employee/ staff member will immediately be placed on paid administrative leave until the conclusion of the investigation. The school may be asked to provide the DCFS investigator with data from the reported incident but they do not have an active role in the investigation. The school leadership is also mandated to contact the Office of Protection of Children and

Youth, who will collaborate with the legal department of the Archdiocese when necessary. The school does not assume a role in the investigation until given approval by the legal department.

Anyone may report suspected abuse/neglect. If you know of such a problem, you may call the 24 hour DCFS hotline, 1-800-252-2873.

CHILD CUSTODY/STUDENT RECORDS

A parent is either the natural parent of a child, a court appointed guardian, a foster parent of a child, or an individual acting as a parent in the absence of a natural parent. Because Saint Cajetan School assumes responsibility for children in the school, it is important that we are notified of any court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. Saint Cajetan School follows the provisions of the FAMILY EDUCATION RIGHTS AND PRIVACY ACT (Buckley Amendment) and permits parents to inspect and review their child's school records. In order to review your child's permanent education records, parents are asked to submit a written request to the principal.

In the case of non-custodial parents, the school will not provide such parents with access to the school records and other information pertaining to the child, including medical, dental, child care and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. 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.

If an outside school requests records from a child that has not immediately been in attendance at our school, the Illinois Missing Person database will be checked prior to releasing records.

CRISIS MANAGEMENT

The school has a plan for dealing with all categories of crisis including, but not limited to, natural disasters, environmental or building disasters, and disruption of human life. At all times, the safety and security of students and staff are the primary concerns. The plan is available for parental perusal in the office. Practice drills will be performed throughout the school year. In the unfortunate case of a crisis, all parents/ guardians will be informed via phone/text and email. If evacuation is in order, please know our students will be moved to St. Cajetan Church (on site) or Beverly Arts Center (off site).

PATROL

The School Safety Patrol is made up of seventh grade boys and girls. These students are stationed at strategic corners around our school property. The purpose of Patrol is to assist in the safe passage of students to and from school. School students are expected to follow the rules and regulations being administered by our Patrol workers. If they choose not to, disciplinary action could take place.

SCHOOL SAFETY

In order to keep our children safe and secure, the following procedures will be in effect at all times: All parents, volunteers and visitors must use the main entrance and report to the office. At the main desk, the visitors should sign a visitors' book and secure a pass. When leaving the building, the visitor must sign-out and return the pass.

Parents are not to go into the building behind a classroom of students or go to their child's classroom unannounced to drop off anything or to pick up their child. For our children's safety, it is important to know who is in the buildings at all times. School doors remain locked during school hours and a security system will admit visitors only through the main front doors. Students are not allowed to open the doors for visitors.

SEARCH AND SEIZURE

Saint Cajetan School reserves the right to inspect all school property including students' desks, lockers, as well as, their contents, cell phones or other electronic devices at any time without notice.

Technology Program

Saint Cajetan Acceptable Use Policy for Technology

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

Access to devices provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of devices, is not different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the device and networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to devices and network usage in our school.

Proper behavior as it relates to the use of devices is no different than proper behavior in all other aspects of school activities. All users are expected to use the devices and network in a responsible, ethical, and polite manner. Parents/Guardians will be expected to read and adhere to the Saint Cajetan School Technology Acceptable Use Policy.

Policies for General Use of the Devices & Facilities at Saint Cajetan School

The following activities are prohibited at Saint Cajetan School:

1. Entering the lab or using a device in a classroom without a faculty member or administrator present.
2. Executing any program not specifically indicated by a faculty member or administrator.
3. Entering, reading, or altering any document on a device hard drive or flash drive belonging to another student, teacher, or administrator.
4. Bringing food or drinks into the Tech lab or near other school devices.
5. Shutting down or powering off devices or peripherals except when specifically instructed to do so by a faculty member or administrator.
6. Using a school device without knowledge/approval of the administration
7. Checking personal email accounts on school devices;

Any student at Saint Cajetan School engaging in any of the activities listed above will be disciplined based on the severity of the actions.

Students should use technology in a way that enhances their academic experience. The following are best practices that should be followed when using technology at St. Cajetan:

- Do use computers and other devices for educational purposes.
- Do use electronic resources safely and responsibly.
- Do ask a trusted adult if you are unsure about something related to the use of your computer or electronic resources.
- Do not share your account information or the account information of others.
- Never post or share pictures of yourself or others unless you have school permission.
- Tell a trusted adult if you come across something that is dangerous or disturbing.

- All school rules for how you behave and how you treat others apply for in-person and for electronic communications.

Policies for Use of the Internet at Saint Cajetan School:

Improper use of the Internet at Saint Cajetan School is prohibited. Uses of the Internet at Saint Cajetan School that are prohibited include, but are not limited to:

1. Violating student rights or privacy/confidentiality, or unauthorized disclosure, use and dissemination of personal identification information.
2. Modifying or altering the configuration of any device or software program (including but not limited to entering the control panel, changing screen savers or altering start menu or desktop).
3. Intentionally disrupting the use of the Internet at St. Cajetan School for other users, including but not limited to disruptive use of any process, program, or tool.
4. Ascertaining passwords or engaging in hacking of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain confidential information.
5. Downloading unacceptable materials.
6. Plagiarizing (claiming another person's writings as your own) any information gained on/or through the Internet at Saint Cajetan School or any other network access provider.
7. Violating copyright laws.
8. Deliberately disabling, or attempting or threatening to disable, any device, software or peripheral by installing a virus or other harmful program, or by the unauthorized altering of system software.
9. Downloading, installing or storing software on a school device without the approval of the administration.
10. Changing or attempting to alter any configuration, program or password on any device or system;
11. Using inappropriate language, pictures, and gestures in any form on the Internet

Policy on Smart Devices:

Students are not allowed to carry or wear any smart device in school including Apple watches, Fitbits and Kindles. If your child is wearing one, they will be asked to remove it. If they are asked more than once, disciplinary action will take place. The teacher reserves the right to check the make and model to confirm if it is a smart device or not.

Any violation of the Internet or Device Policies at Saint Cajetan School will result in a loss of device privileges and disciplinary action.

The school is primarily responsible for:

1. Applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the administration.
2. Teaching proper techniques and standards for Internet participation;
3. Guiding student access to appropriate areas of the Internet;
4. Informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary actions such as detention, suspension or expulsion.
5. Monitoring privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's Internet resources;
6. Disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The school is not responsible for:

1. Unauthorized costs or charges that are incurred by students over the Internet;
2. Any damages the student may incur, including loss of data.
3. The accuracy or quality of any information obtained through any school Internet connection.

Any time a student brings his/her personal device to school for any reason the same rules and procedures will apply as they do for all the school devices.

General Information:

1. The student utilizing technology at Saint Cajetan School is responsible, at all times, for its proper use.
2. The student acknowledges that none of his/her electronic communications, documents, or files at Saint Cajetan School are considered private or confidential and Saint Cajetan School reserves the right to access, delete and/ or modify any student's file at any time, including student electronic mail.
3. The student user agrees that if he/she violates this Saint Cajetan Acceptable Student Use Policy, his/her privilege to use technology at Saint Cajetan School will be revoked.
4. Students will be financially responsible for any loss or damages to technology caused by improper use or handling

Parent or Guardian Consent for Student Use of the Internet and Devices at Saint Cajetan School:

Prior to being provided access to the technology at Saint Cajetan School, the parent or guardian of the student must provide written authorization on the Acceptable Use Policy, and the student must agree to all provisions by signing the Student Signature Form. The Acceptable Use Policy must be returned to school on the first day of school.

Technology Use Outside of School:

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. The inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, harassment of others that will threaten a student or cause emotional distress to a student at school, use of the school name, remarks directed to or about teachers and staff, students posing as other students or teachers or creating fake student/teacher accounts, offensive communications including videos/photographs and anything written on social networking sites. The costs incurred to investigate technology abuse by the school are the responsibility of the student and his/her family.

St. Cajetan Chromebook Initiative

2024-2025

Continuing with our 1:1 Chromebook Initiative, students from the Class of 2026 will be receiving their own Chromebook. A Chromebook is an inexpensive laptop that runs on the Chrome operating system. They are lightweight devices with over eight to nine hours of battery life.

Chromebook Policies and Procedures For 3rd-8th Grade

At St. Cajetan School, we envision technology as a learning tool that fosters skills necessary for our students to be career and college ready. We recognize that technology enhances the connection between teaching and learning. Through proper implementation of technology, all students will have greater access to the curriculum, and teachers will have a wider array of methodologies to use in the delivery of instruction. Technology also provides for a more-developed source for communication between parents/guardians, teachers, students, and the greater Archdiocesan community.

CHROMEBOOK DISTRIBUTION

Chromebook Distribution:

We implement a “Rent to Own” model. Payments will be split over the three years a student is in Jr. High. Once the student graduates the Chromebook will be theirs. All Chromebooks must be purchased through St. Cajetan School, as personal devices cannot be used.

Chromebook Cost Includes:

Your Chromebook fee will include a Samsung Chromebook, a charger, a case, insurance, and management system which allows for increased securities. All Chromebook charges will be added to your SMART Tuition Account and spread out over the first four payments.

Class of 2027	Years	Cost per Year	Total Cost
Students entering 6 th grade will be mandated to rent their Chromebooks for 3 years. Each year the student will use the same device, and upon graduation This means each year they will rent the device and by the end of three years, they will own that device and be able to take it with them.	3 year rental	\$150	\$450

Transfer Students Leaving St. Cajetan School:

Student’s Chromebook must be returned to the School Office or Technology Director prior to leaving the school. The rental fee is non-refundable. Parents will have the option of buying out their Chromebook if they wish.

CHROMEBOOK CARE

Students are responsible for the care and security of their Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Technology Teacher as soon as possible so it can be repaired. Students will be given a replacement Chromebook while their device is being repaired.

General Precautions

- Students should never leave your device unattended.
- No food or drink should be near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers or labels.
- Heavy objects should never be placed on top of the Chromebook.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Protective Cases

- Each student will be provided with a protective case that is to be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.
- Chromebooks should never be used outside of the case issued by St. Cajetan. Damage caused when the device is outside of its case may result in additional charges to repair which the family will be responsible for.

Transporting your Chromebook

- Always transport the Chromebook with care and in the case.
- Never place your Chromebook in your backpack without placing it in the case first.
- Never lift the Chromebook by the screen.
- Never carry the Chromebook with the screen open

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the Chromebook when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

STUDENT EXPECTATIONS FOR USING YOUR CHROMEBOOK AT SCHOOL

Students are expected to bring their fully charged Chromebook to school every day and to bring the Chromebook to all classes unless specifically advised not to do so by their teacher. Not bringing a charged Chromebook is the same as not having one of your books, and disciplinary action may result.

If a student does not bring his/her Chromebook to school

- The student should meet with their homeroom teacher before their first class to secure a classroom loaner device for the day.
- The student will be responsible for any damage to or loss of the issued device.
- A record will be kept of the number of times a loaner is issued to each student. Excessive occurrences will result in the decline of a loaner and notification home to parents.
- The loaner Chromebook must be returned to the homeroom teacher at the end of the day.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Computer Lab.
- The student must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan while a student's device is being repaired may be taken home.
- The student will be contacted once their Chromebook is repaired and available for pick up.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive, but this storage is limited.
- Students should always remember to save frequently when working on digital media.
- St. Cajetan School will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- When printing is necessary students should share the document with their homeroom teacher to print.

Reporting Inappropriate Content

- While St. Cajetan employs multiple web filters it is still possible for students to come across inappropriate content. Students should immediately report this content to their homeroom teacher. Failure to report may result in disciplinary action.

Logging into your Account

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

USING THE CHROMEBOOK OUTSIDE OF SCHOOL

Operating System and Security

- **Updates:** The Chromebook operating system, Chrome OS, updates itself automatically. Students

should not manually update their Chromebooks.

- **Virus Protection:** Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

- St. Cajetan School utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks used in the school will have all Internet activity protected by the same firewall.
- In addition, Google provides a lockdown component that is part of their licensing per device. This allows the school to limit access to only the sites that will be used for educational purposes. Also included in our Chromebook Initiative is a subscription to Go Guardian. Go Guardian allows teachers to see exactly everything a student is doing on their Chromebook at any time. This gives St. Cajetan School the added benefit of securing our students’ online activities and safety. Both security features will work at school and at home.

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Presentations, Drawings, Sites and Forms
- All work is stored in the cloud so there is no need for a jump drive anymore.

Chrome Web Apps and Extensions

- Students will not be allowed to install Chrome web apps or extensions from the Chrome Web Store. If our teachers or staff find apps or extensions that they feel may be useful to our students, we will push them out to their devices.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school for educational purposes ONLY.
- A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.

CHROMEBOOK REPAIR

Chromebook Identification

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number and name of the student assigned to the device.
- Under no circumstances should a student remove serial numbers or identification tags. Removing these identifiers will void the repair warranty.

Repair of your Chromebook

- If a student's Chromebook needs repair, the student should bring it to the Technology Teacher. If the repair is under warranty, it will be repaired at no cost. The limited warranty covers normal use, mechanical breakdown and faulty construction for one year. The vendor will provide normal replacement parts to repair the Chromebook, or, if required, a Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, or abuse.

- St. Cajetan School has arranged for insurance coverage by Samsung Protection Plus. This policy is included in the student's annual leasing cost from the school. *The insurance plan will cover accidental damage (drops/cracked screens/liquid spills), liquid submersion, theft, fire/flood damage, vandalism, natural disasters, and power surge due to lightning.* Families will be charged for parts when there is a mechanical issue.
- Loss of the device will result in the student being charged full replacement cost in addition to the outstanding balance of their original Chromebook.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of St. Cajetan School. By leasing and using a St. Cajetan School Chromebook, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff will be using *Go Guardian*, a monitoring software that allows them to view the screens and activity on student Chromebooks at all times. This software will also allow our staff to lock student's screens during class time.

Tuition Fees and Policy

Preschool: 3 & 4 yr. olds:

3 half day program	\$2,825.00
5 half day program	\$3,825.00
3 full day program	\$4,000.00
5 full day program	\$6,350.00

K-8

One Student	\$6,350.00
Two Students	\$10,490.00
Three Students	\$13,640.00
Four Students	\$15,985.00

Non-Catholic students/non-Catholic families and non-parishioner families (at the time of registration) will be assessed an additional \$500.00 for tuition due to the fact that contributions to Sunday collections, which generate funds for the parish subsidiary, will not be expected. In exchange for a subsidy from St. Cajetan Parish, the parent must fulfill obligations of parish membership by regularly attending Mass, using Sunday offertory envelopes, and participating in parish activities.

Tuition must be paid no later than the 15th of each month or late fees will be accessed. Tuition must be paid through the SMART Tuition Management Systems. All families have an account online. Tuition may be paid by cash, check, credit card or bank withdrawals.

Preschool Fees

Three Half Day Preschool:	\$225.00
Five Half Day Preschool:	\$240.00
Three Full Day	\$250.00
Full Day Preschool:	\$275.00

Kg- 8th Grade Fees

Book fee (K-8)	\$240.00 per student
Computer fee (K-8):	\$125 per student
Curriculum fee (K-8):	\$100 per family
Lunch Fee (5 Full PreK-8):	\$90 per family

Lunch Fee (3 Full PreK only): \$54 per family

Chromebook Fee

6th- 8th Graders \$150/ year
(see Chromebook Initiative in this Handbook for details)

Mandatory Fundraising

Fundraising Program via TRIP - \$300 (a total of \$37.50 will be added to tuition bills in August through March). TRIP (Tuition Reduction Incentive Program) is an online fundraising system we developed to help you earn additional dollars off your tuition. Our K-8 families are being asked to earn \$300 using TRIP and our Preschool-only families will be asked to earn \$100. We use a 75/25 split, meaning that families earn 75% of the percentage awarded by TRIP and St. Cajetan earns the remaining 25%. This increase will apply to all TRIP purchases and will make it easier for you to reach your minimum fundraising requirement faster and continue earning more off your tuition.

Click on these [step-by-step directions](#) to get registered for the TRIP program. You can get started right away, as TRIP will be available during the summer. Just like during the school year, online orders must be placed by Monday at 10 a.m.. TRIP pick-up will be every Thursday in the school office from 11 a.m. - Noon. If you cannot make that time or no one else can pick up your order, please contact dcollins@cajetan.org.

All-School Raffle K-8- \$300 (a total of \$37.50 will be added to tuition bills August through March)
Every family with students in grades K-8 is responsible for 15 twenty dollar tickets totaling \$300 (Preschool only needs to sell 5 twenty dollar tickets totaling \$100).

Mandatory Volunteering

All families are required to sign up to volunteer at an entire event each school year. In order to sign up, please visit our website under Parents. If volunteering requirements are not fulfilled, a \$200 fee will be charged to your Smart Tuition account. All volunteering information is also housed in the Student Packets available for pick-up at the Ice- Cream Social.

Tuition Waiver Program Fee

In the event of the death of a parent or legal guardian *and* in correlation with financial hardship the Tuition Waiver Program will potentially provide tuition for children currently enrolled in the Tuition Waiver Program (KG-Grade 8) for the balance of their education at St. Cajetan School (financial documents may be requested). This program is mandatory for children Kindergarten through Grade 8 and is optional for families whose oldest child enrolled in the school is preschool age. Recipients of the Tuition Waiver Program are responsible for mandatory fundraising. Enrollment in the Tuition Waiver Program not only safeguards your own children's education, but also contributes to the support of any family currently enrolled in the program who suffers the loss of a parent or legal guardian during the course of a year. The 2023-2024 fee is \$90.00. In the event of any occurrence affecting a significant number of school families or multiple non-related deaths of parents or legal guardians which result in the exhaustion of the Program's funds, the balance of funds will be distributed on a prorated basis based on the number of eligible participants. At such time, the account will be closed and the Program will be terminated.

Additional Fees

Sacramental fees are assessed for students in grades two and eight. The Communion and Reconciliation fee is **approximately** \$30 and covers the costs of certificates, Mass booklets, flowers, afternoon of prayer and materials for banners. The Confirmation fee is **approximately** \$40. This fee is used to defray the cost of the worship aids, flowers and stipends for the Bishop and Master of Ceremonies. A graduation activity fee of **approximately** \$125 is assessed to cover the cost of flowers for church, worship aids, gift for graduates, the reception, dance, decorations, the Great America trip, diploma, cap and gown, and ribbons.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

Any family with delinquent tuition will not receive a report card on those distribution days.

ST. CAJETAN SCHOOL
HANDBOOK / POLICY AGREEMENT
2024-2025

The St. Cajetan School Handbook is available online via our website at [www.stcajetanschool.org/ Parents](http://www.stcajetanschool.org/Parents).

CHILD'S NAME

ROOM NUMBER

I/We, the undersigned, have read the handbook, understand and agree to accept and abide by the policies stated in this St. Cajetan Handbook. I/We acknowledge that St. Cajetan School has the right to make emergency policies and I/we agree to follow such policies.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

SHARING OF INFORMATION

Please check the box that applies:

☐ I give permission for my phone, address, and email to be given to
school/parish organizations.

☐ No, I do not give permission for my phone, address, and email to be given to
school/parish organizations.

Family Name, please print: _____

TECHNOLOGY ACCEPTABLE USE POLICY

2024-2025

STUDENT SIGNATURE FORM

I have read and understand the policy on Student Acceptable Use of Technology at St. Cajetan School. I understand that if I follow this policy, I may have use of computers, software programs, the Internet, and other technologies. If I do not follow this policy, I understand that my access to technology at St. Cajetan School will be taken away from me.

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

PARENTAL CONSENT FORM

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection. The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes. The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system. I have read and understand the Policy on Student Acceptable Use of Technology at St. Cajetan School. I understand that this access is designed for educational purposes. I understand that the Internet is a worldwide group of millions of computer networks. I know that St. Cajetan School does not control the content of these Internet networks. I understand that it is impossible to restrict access to all controversial materials and I will not hold St. Cajetan School responsible for materials acquired in use. When using the Internet, I realize that my child may read material that I might consider inappropriate or offensive. St. Cajetan School has my permission to provide Internet access to my child/children. I understand that my child/children, while at St. Cajetan School, may maintain his/her access to the Internet via St. Cajetan School online accounts as long as the procedures described in the Policy on Student Acceptable Use of Technology at St. Cajetan School are followed.

Signature of Parent or Guardian

Date

St. Cajetan E-Mail Acceptable Use Policy

St. Cajetan realizes that access to technology, specifically email, gives our students great opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide the privilege to access technologies for student use.

The goal of this Email Acceptable Use Policy is to ensure students and parents will benefit from the learning opportunities afforded by technology. This policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personal- owned devices on the school campus.

- The school network is intended for educational purposes only.
- School email accounts are to be used only by the authorized owner of that account for its intended purpose.
- All activity over the network or when using a school email account may be monitored or retained.
- Access to online content may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to practice Digital Citizenship skills when using email accounts on the school network.
- Students are expected to follow the same rules for respectful conduct online as offline.
- Users of the school's network or other technologies are expected to alert school officials or staff immediately of any concerns for safety or security.
- Misuse of your email account or the school's network can result in disciplinary actions including detentions, suspensions and expulsions.

Web Access & Additional Applications

St. Cajetan provides its users the privilege of access to the Internet, including web sites, resources, email, and online tools. Users waive all rights to privacy related to activity that is performed on it's network.

Email

The school may provide users with the privilege of an email account for the purpose of school- related communication. Availability and use may be restricted based on school policies. Email accounts should be used with care. Users should not send personal information, should not attempt to open files that are from unknown sources or are questionable, should use appropriate language, and should only communicate with other people as allowed by the staff. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. The school retains the rights, communications and content of the account and all messages sent through it and received by it.

Personal Safety

Users should never share personal information, including phone number, address, social security number or birthday without adult permission. If you see a message, comment, image or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, disrespecting, impersonating, tricking, excluding or cyberstalking are all examples of cyberbullying. Don't send email or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activity intended to harm another person will result in severe disciplinary action and loss of privileges.

Violations of Policy

Violations of this policy may have disciplinary repercussions including;

- Suspension of network, technology or computer privileges
- Notification to parents
- Detention or suspension from school and school- related activities
- Expulsion

I have read and understand this policy and agree to abide by it.

Student Name

Parent Signature

Student Name

Student Name

Student Name

Date

Photo /Media/ Work Release Form

2024-2025

On occasion, Saint Cajetan School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, social media, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Please check and sign below:

_____ My child's photo or academic work may be published in any format including group or individual photos for the remainder of their years at St. Cajetan

_____ My child's photo or academic work may **not** be published in any format including group or individual photos.

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Parent/Guardian (print)

Parent/Guardian Signature

Date

If you do not return this form, it will be assumed that you give permission for your child's photo or academic work to be included in any form of communication.

Archdiocese of Chicago
Photo/Academic Work
Permission Form Handbook Copy

Handbook for School Administrators
Office of Catholic Schools
June 2008